

# HOLLAND TOWNSHIP SCHOOL DISTRICT

Regular Meeting  
March 18, 2025, 7:00 PM

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March 18, 2025, 7:00 PM  
Holland Township School - Media Center I  
710 Milford Warren Glen Road  
Milford, NJ 8848

## MEETING MINUTES

A. CALL TO ORDER Mr. Davis 7:01 pm

B. FLAG SALUTE

C. WELCOME

D. ROLL CALL

Curry x

Davis x

Friend x

Giovannetti x

Hawrylo x

Moustakas x 7:13 pm

Schleicher x

E. CORRESPONDENCE - None

F. EXECUTIVE SESSION

~~WHEREAS the "Open Public Meetings Act" (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would clearly in danger of unwarranted invasion; be it~~

~~RESOLVED that the Board of Education of the Township of Holland now adjourns its public session to reconvene in Executive Session for the purpose of discussing the following:~~

~~— Confidential Matters by Law or Court Order~~

~~— Purchase Property~~

~~X Personnel Matters~~

~~— Invasion of Individual Privacy Employee or Student~~

~~— Investigation into Violations of Law~~

# HOLLAND TOWNSHIP SCHOOL DISTRICT

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- ~~\_\_\_ Suspension, Civil Penalty or Loss of a License or Permit~~
- ~~\_\_\_ Disclosure would Impair District's Right to Receive Funding~~
- ~~\_\_\_ School/Public Security~~
- ~~\_\_\_ Collective Bargaining~~
- ~~\_\_\_ Pending, Ongoing or Anticipated Litigation~~

And be it further ~~RESOLVED~~ that the matters discussed in Executive Session will be made public when confidentiality is no longer required.

~~1. Motion to Enter Executive Session~~

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at \_\_\_\_\_ to discuss \_\_\_\_\_.

~~2. Motion to Enter Public Session~~

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at \_\_\_\_\_

**G. CONSENT AGENDA**

Motion made by **Mr. Davis**, seconded by **Mr. Curry**, upon the recommendation of the Superintendent of Schools that the Holland Township Board of Education approve the consent agenda as follows:

Ayes 6 Nays 0 Abstentions 0 Motion Carries

**1. Approval of Minutes**

Upon the recommendation of the Superintendent of Schools that the Board approve the following minutes:

- January 7, 2025 Reorganization Meeting Minutes
- January 28, 2025 Regular Board Meeting Minutes
- Feb. 4, 2025 Regular Board Meeting Minutes
- Feb. 18, 2025 Regular Board Meeting Minutes
- Feb. 18, 2025 Executive Session Board Meeting Minutes

**2. Bill List**

Upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated March 18, 2025 check numbers 14532 thru NO 493 in the amount of \$987,113.15.

**3. Finance**

- 1) Upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending Feb. 28, 2025 as submitted by the Superintendent, as authorized by N.J.S.A. 18A:22-8.1.
- 2) To accept the Holland Township Board of Education's certification that the Superintendent, Stephanie Snyder, recommends that the Board of Education accept the monthly financial reports of the Board Secretary and the Treasurer of School

# HOLLAND TOWNSHIP SCHOOL DISTRICT

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---

Moneys for the months ending Feb.28, 2025 and she recommends in compliance with N.J.A.C. 6:20-2.13(3) that the Board of Education certify that no major account or fund has been overexpended and that as of this report sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

3) Upon the recommendation of the Superintendent of Schools that the Board accept the School Business Administrator/Board Secretary's Teresa O'Brien certification as required by N.J.A.C. 6:20-

2.13(d), that no line item account has been over expended as of Feb. 28, 2025 and that as of this date sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year

#### **4. Travel and Related Expenses Reimbursement**

Upon the recommendation of the Superintendent of Schools that the Board approve work-related and related expenses reimbursement for the following staff members that is directly related to and within the scope of their current work responsibilities, promotes the delivery of instruction, and is critical to the instructional needs of the School District or furthers the efficient operation of the School District, and is educationally necessary and fiscally prudent.

- Jennifer Leap/March 28, 2025/HCSBA Spring Conference/Flemington, NJ/\$0
- Kristen Deniz/March 28, 2025/HCSBA Spring Conference/Flemington, NJ/\$0

#### **H. BOARD PRESIDENT REPORT**

*Congratulations to Nora Hatch for receiving the HCSBA unsung hero award*

*Thank you to Mr. and Mrs. Bigelli, Ms. Leap, Ms. Knapp and Ms. Qualteria for their help with our school musical Into the Woods*

#### **I. SUPERINTENDENT REPORT**

*April 1, 2025 Committee Meeting for the referendum*

*Thank you to everyone for the Middle School drama production*

*Thank you to the PTO for the new pavilion*

#### **J. PRINCIPAL REPORT**

*Congratulations to Nora Hatch for unsung hero award*

*Congratulations to staff, students who participated in the school musical Into the Woods*

*March 21<sup>st</sup> World Down Syndrome Day (mix and match socks)*

*Friday early dismissal for PD*

*PTO author visits*

#### **K. COMMENTS: PUBLIC - AGENDA ITEMS ONLY- None**

Please approach the podium, state your name, and address your comments to the board president. Because this is a meeting at which the board needs to conduct its business, each member of the public will be limited to three minutes. And please refrain from abusive, obscene, or defamatory remarks; we expect that everyone will hold themselves to the

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highest level of professional courtesy and personal respect, given our shared interests and goals. Please remember that the board has an obligation to protect the privacy of district employees and students.

## **L. EDUCATION**

Motion made by **Mr. Davis**, seconded by **Mr. Schleicher**, to approve the following items:

### **Roll Call Vote:**

Curry\_y\_\_\_\_Friend\_y\_\_\_\_Giovannetti\_y\_\_\_\_Hawrylo\_y\_\_\_\_Schleicher\_y\_Moustakas\_\_Abs\_  
Davis\_y\_\_\_\_

#### **1. Accept Superintendent's Harassment, Intimidation, Bullying Report**

RESOLVED that the Holland Township Board of Education accepts the Superintendent's Harassment, Intimidation, Bullying report for February 12, 2025– March 6, 2025, and affirms the actions of the administration. (2 investigations, 2 found to be HIB). (School Year 2024-2025 4 total investigations, 4 found to be HIB)

#### **2. Approve School Bus Emergency Evacuation Drill Statement**

RESOLVED that the Holland Township Board of Education accepts the following statement for the School Bus Emergency Evacuation Drill as per 6A:27-11.2;

WHEREAS, on Friday, April 11, 2025 (with a rain date of Thursday, April 10, 2025), the Holland Township School Principal Mrs. Susan Wardell will oversee a school bus emergency evacuation drill for all bus routes. The drill will be held at approximately 12:15 pm (2:15 pm for rain date of April 10, 2025) for both the elementary school students and the middle school students in the front of the school in the bus unloading area.

*Dates are correct will watch the weather conditions*

#### **3. Approve 8th Grade Graduation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Tuesday, June 10, 2025 with Wednesday, June 11, 2025 as the Rain date for the 8th Grade graduation. The graduation ceremony will be held at Delaware Valley High School outside the stadium.

#### **4. Approve Revision of the 2024/2025 School Calendar**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the revision of the 2024/2025 school calendar as follows:

- Wednesday, June 11, 2025 - Last Day Students
- Thursday, June 12, 2025 - Last Staff Day for Staff
- Friday, June 6, 2025 - Wednesday, June 11, 2025 - Early Dismissal for Students

# HOLLAND TOWNSHIP SCHOOL DISTRICT

Regular Meeting  
March 18, 2025, 7:00 PM

---

## M. PERSONNEL

Motion made by **Mr. Davis**, seconded by **Mrs. Hawrylo**, to approve the following items:

### **Roll Call Vote:**

Curry\_y\_\_Friend\_y\_\_Giovannetti\_y\_\_Hawrylo\_y\_\_Schleicher\_y\_\_Moustakas\_Abstain  
Davis\_y\_\_

#### **1. Approve Substitutes**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following substitutes for the 2024- 2025 school year:

- Jared Diefenbach/Custodian
- Stephanie Kane/Teacher/Aide

#### **2. Accept Resignation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts with regret the resignation of Employee #2208 effective June 30, 2025 for the purpose of retirement.

#### **3. Approve Student Teacher**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Mr. Joseph Innamorato as a student teacher (Clinical Practice) from Centenary University

#### **4. Approve Unpaid FMLA/NJFLA/NJFLIA Leave**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Employee #1879 request (pending physician certification) for unpaid FMLA/NJFLA/NJFLIA leave for the 2024/2025 school year not to exceed 12 weeks on an intermittent basis.

#### **5. Approve Extra and Co-Curricular Activities Directors**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following staff as extra and co-curricular activities directors, for the 2024/2025 school year as per negotiated contract. Pending Student Involvement and completion of season:

#### **Position/Staff Member/Stipend**

NJHS Advisor (25 Sessions)/Jessika Walters/\$1,724

#### **6. Approve Set Design Services**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Mrs. Melissa Bigelli to provide set design services to Drama Club not to exceed \$1,200 per show.

#### **7. Approve Student Observer**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Mia Jones as a student observer (Clinical Practice) from Kutztown University.

# HOLLAND TOWNSHIP SCHOOL DISTRICT

Regular Meeting  
March 18, 2025, 7:00 PM

---

## **N. POLICY**

Motion made by **Mr. Davis**, seconded by **Mr. Giovannetti** to approve the following items:

### **Roll Call Vote:**

Curry\_\_y\_\_ Friend\_\_y\_\_ Giovannetti\_\_y\_\_ Hawrylo\_\_y\_\_ Schleicher\_\_y\_\_ Moustakas\_\_y\_\_  
Davis\_\_y\_\_

#### **1. Approve Second Reading and Adoption of Policy**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the second reading and adoption of the following Policy:

- P5111 - Eligibility of Resident/Nonresident Students
- P&R5516 - Use of Electronic Communication Devices
- P8500 - Food Services
- P9163 - Spectator Code of Conduct for Interscholastic Events

## **O. FINANCE AND FACILITIES**

Motion made by **Mr. Davis**, seconded by **Mr. Curry**, to approve the following items:

### **Roll Call Vote:**

Curry\_\_y\_\_ Friend\_\_y\_\_ Giovannetti\_\_y\_\_ Hawrylo\_\_y\_\_ Schleicher\_\_y\_\_ Moustakas\_\_y\_\_  
Davis\_\_y\_\_

#### **1. Approve 2025-2026 Preschool Expansion Budget**

Motion to approve, upon recommendation of the Superintendent, approve the 2025-2026 Preschool Expansion Budget in the amount of \$1,175,225 with a local contribution of \$162,870.

#### **2. ADOPTION OF THE TENTATIVE BUDGET FOR SCHOOL YEAR 2025-2026**

**WHEREAS**, the Superintendent of Schools recommends to the Holland Township Board of Education, to adopt the district's tentative 2025-2026 budget; and

**WHEREAS**, upon the adoption of the district's tentative 2025-2026 budget, administration will provide to the New Jersey Department of Education the district's tentative 2025-2026 budget and supporting documentation as required by the Commissioner of Education to the Executive County Superintendent of Schools for their review and approval; and

**WHEREAS**, the district's tentative 2025-2026 budget was prepared to be consistent with the New Jersey Quality Single Accountability Continuum (NJQSAC) focusing on quality performance indicators in all five areas of school district effectiveness; Operations Management, Instruction and Program, Fiscal Management, Personnel and Governance; and

**WHEREAS**, the district's tentative 2025-2026 budget was prepared consistent with the district's Finance Policy 6220 addressing budget preparation, with primary

# HOLLAND TOWNSHIP SCHOOL DISTRICT

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March 18, 2025, 7:00 PM

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consideration given to educational priorities identified by the Superintendent of Schools; and

**WHEREAS**, the district's tentative 2025-2026 budget is designed to carry out the educational plan in a thorough and efficient manner, to maintain school district facilities, and to honor continuing obligations of the district; and

**WHEREAS**, the district's tentative 2025-2026 budget evolved primarily from the needs of the schools as expressed by the Principal, the Information Technology Manager, the Supervisor of Building & Grounds, the School Business Administrator and the Superintendent of Schools, and is compatible with approved district plans; and

**WHEREAS**, the tentative 2025-2026 budget was constructed consistent with the School Funding Reform Act of 2008, under which a district could apply for some tax levy adjustments to cover extraordinary conditions such as, for health benefit cost increase above two (2) percent; an enrollment adjustment, and banked cap, the results which could increase local taxes above the two (2) percent cap; and

**WHEREAS**, the tentative 2025-2026 budget does not include the adjustment for increased costs of health benefits; and

**WHEREAS**, the tentative 2025-2026 budget does not include the use of an enrollment adjustment to offset the various costs associated with the increase of students to the district; and

**WHEREAS**, the tentative 2025-2026 budget does not include the use of previously banked cap, and acknowledges that by not using banked cap \$22,401 will expire and \$838,169 will continue to be available for future budget years; and

**WHEREAS**, the following diagram provides a breakdown of the 2025-2026 budget by fund:

General Fund: \$12,955,575/Local Tax Levy: \$10,858,949

Special Revenue Fund: \$1,366,419/Local Tax Levy: \$0

Total Base Budget: \$14,321,994/Local Tax Levy: \$10,858,949.00

**NOW, THEREFORE BE IT RESOLVED**, upon the recommendation of the Superintendent, that the Holland Township Board of Education approves the tentative budget for the 2025-2026 school year using the 2025-2026 state aid figures and the Secretary to the Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 18A:7F-6; and

**BE IT FURTHER RESOLVED**, the Holland Township Board of Education affixes/determines that the amount of money necessary to be appropriated for the use of the public schools for the 2025-2026 school year shall be submitted at

# HOLLAND TOWNSHIP SCHOOL DISTRICT

Regular Meeting  
March 18, 2025, 7:00 PM

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\$12,955,575 in the General Fund and the General Fund local tax levy shall be submitted at \$10,858,949; and

**BE IT FURTHER RESOLVED**, to advertise said tentative budget in the Star Ledger in accordance with the form suggested by the New Jersey Department of Education and according to the law; and

**BE IT FURTHER RESOLVED**, a public hearing on the budget for the 2025-2026 school year will be held in the main auditorium at the Holland Township School, located at 710 Milford Warren Glen Rd, Milford, NJ on April 30, 2025 at 7:00 PM; and

**BE IT FURTHER RESOLVED**, included in budget line 580, *Budgeted Fund Balance-Operating*, is \$250,000; and

**BE IT FURTHER RESOLVED**, included in the budget line 600, *Withdrawal from Capital Reserve - for Local Share* in the amount of \$370,295 for the purpose of parking lot pavement improvements; and

**BE IT FURTHER RESOLVED**, included in the budget line 630, *Withdrawal from Maintenance Reserve* in the amount of \$47,291 for the purpose of upgrading the technology network infrastructure; and

**BE IT FURTHER RESOLVED**, that pursuant to N.J.A.C. 6A:23A:5.2(a), the maximum general fund travel allowance for the 2025-2026 for travel shall be established at \$20,000, and the maximum regular business travel amount shall not exceed \$1,500 per employee. The maximum travel expenditure amount for the current year is \$50,000, of which, \$9,597.54 has been spent and \$0 is encumbered to date.; and

**BE IT FURTHER RESOLVED**, that the Superintendent of Schools shall hereby forward to the Commissioner of Education the budget statement, budget statement certification, form A4F (Certification and Report of School Taxes, 2025-2026 school year), supporting documentation, as required by statute and code and make any necessary adjustments to the budget in order to receive approval from the County Office in order to advertise for the public hearing relating to the 2025-2026 budget

**P. SUPPLEMENTARY MATTERS-None**

1. General
2. Budget

**Q. COMMENTS: PUBLIC – GENERAL-None**

Please approach the podium, state your name, and address your comments to the board president. Because this is a meeting at which the board needs to conduct its business, each member of the public will be limited to three minutes. And please refrain from abusive, obscene, or defamatory remarks; we expect that everyone will hold themselves to the

# HOLLAND TOWNSHIP SCHOOL DISTRICT

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highest level of professional courtesy and personal respect, given our shared interests and goals. Please remember that the board has an obligation to protect the privacy of district employees and students.

## **R. EXECUTIVE SESSION**

WHEREAS the "Open Public Meetings Act" (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would clearly in danger of unwarranted invasion; be it

RESOLVED that the Board of Education of the Township of Holland now adjourns its public session to reconvene in Executive Session for the purpose of discussing the following:

- ☐ Confidential Matters by Law or Court Order
- ☐ Purchase Property
- ☒ Personnel Matters
- ☐ Invasion of Individual Privacy Employee or Student
- ☐ Investigation into Violations of Law
- ☐ Suspension, Civil Penalty or Loss of a License or Permit
- ☐ Disclosure would Impair District's Right to Receive Funding
- ☐ School/Public Security
- ☐ Collective Bargaining
- ☐ Pending, Ongoing or Anticipated Litigation

And be it further RESOLVED that the matters discussed in Executive Session will be made public when confidentiality is no longer required.

### **1. Motion to Enter Executive Session**

Motion made by **Mr. Davis**, seconded by **Mr. Moustakas**, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at **7:27** pm to discuss personnel matters.

### **2. Motion to Enter Public Session**

Motion made by **Mr. Davis**, seconded by **Mr. Schleicher**, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at **8:17** pm.

# HOLLAND TOWNSHIP SCHOOL DISTRICT

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March 18, 2025, 7:00 PM

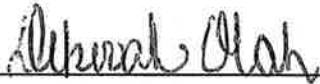
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## S. ADJOURNMENT

### 1. Motion to Adjourn

Motion made by **Mr. Moustakas**, seconded by **Mr. Giovannetti**, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at **8:19 pm**.

NOTE: SUPPORTING DOCUMENTATION OF A NON-CONFIDENTIAL NATURE SHALL BE ACCESSIBLE TO THE PUBLIC FOR INSPECTION AT THE MEETING AND IS AVAILABLE UPON REQUEST AT THE EARLIEST CONVENIENCE IN ACCORDANCE WITH THE PROVISIONS OF THE OPEN PUBLIC RECORDS ACT N.J.S.A. 47:1A ET SEQ.



Respectfully Submitted  
Board Secretary

\_\_\_\_\_  
Board President