

# HOLLAND TOWNSHIP SCHOOL DISTRICT

Reorganization Meeting  
January 7, 2025 – 7:00 pm

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**Reorganization Meeting**  
**January 7, 2025, 7:00 PM**  
**Holland Township School - Media Center I**  
**710 Milford Warren Glen Road**  
**Milford, NJ 8848**

## **Meeting Minutes**

### **A. CALL TO ORDER**

1. Deborah Olah 7:00 pm

### **B. FLAG SALUTE**

### **C. WELCOME**

Welcome to a meeting of the Board of Education of the Township of Holland. Please be advised that this and all meetings of the Board are open to the public and media, consistent with the Open Public Meetings Act (Chapter 231 Laws of 1975); and that advance notice as required therein has been provided. This is a regular meeting of the Board of Education of the Township of Holland at which formal action may be taken. The public will have an opportunity to be heard as indicated on the Agenda, at points in the meeting provided for the public to address the Board.

### **D. ELECTION RESULTS ANNOUNCED**

1. The results of the November 2024 Election, held on November 5, 2024 as reported by the Board Secretary are: Election of Board Members: Members to the Holland Township Board of Education for:

(3) 3-Year Terms, January 2025 to December 2027

- Brett Curry
- Thomas Friend
- Vacant

2. (1) 2-Year Unexpired Term, January 2025 to December 2026

- Amy Hawrylo

### **E. CORRESPONDENCE**

1. Letter of Interest for BOE Vacancy

*John Schleicher Jr.*

*Mr. Davis reviewed the interview process for the Board member appointment.*

*Mr. Schleicher introduce himself to the board and spoke about his background*

*Board Members questioned Mr. Schleicher*

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## F. OATH OF OFFICE

1. Members to the Holland Township Board of Education for:

- (3) 3-Year Term, January 2025 to December 2027
  - Brett Curry
  - Thomas Friend
  - Vacant
- (1) 2-Year Term, January 2025 to December 2026
  - Amy Hawrylo

## G. ROLL CALL

Board Members: Terms and Expiration:

Curry\_\_\_December 2027

Davis\_\_\_December 2025

Friend\_\_\_December 2027

Giovannetti\_\_\_December 2025

Hawrylo\_\_\_December 2026

Moustakas\_\_\_December 2026

Vacancy

## H. ORGANIZATION MEETING

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

Roll Call Vote:

Curry\_\_\_y\_\_\_Davis\_\_\_y\_\_\_Friend\_\_\_y\_\_\_Giovannetti\_\_\_y\_\_\_Hawrylo\_\_\_y\_\_\_Moustakas\_\_\_y\_\_\_

### 1. Nominations/Election of Board President

Board Secretary to call for nominations for Board President Motion made by **Mr. Moustakas**, seconded by **Mr. Curry**, **Mr. Davis** was nominated for the position of Board President.

There being no further nominations for Board President, the nominations were closed on a motion by **Mr. Davis**, and a second by **Mr. Moustakas**.

Open Roll Call Vote: N.J.S.A. 10:4-14 requires that the public be able to ascertain how each Board Member votes and the Minutes of the meeting must reflect said votes.

Roll Call Vote:

Curry\_\_\_y\_\_\_Davis\_\_\_y\_\_\_Friend\_\_\_y\_\_\_Giovannetti\_\_\_y\_\_\_Hawrylo\_\_\_y\_\_\_Moustakas\_\_\_y\_\_\_  
Ayes 6 Nays 0 Motion Carries

### 2. Nominations for Vice President

Board Secretary relinquishes the chair to newly-elected President **Mr. Davis** to call for nominations for Vice President.

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Motion made by **Mr. Davis**, seconded by **Mr. Giovannetti, Mr. Moustakas** was nominated for the position of Vice President. There being no further nominations for Vice President, the nominations were closed on a motion by **Mr. Davis**, and a second by **Mr. Friend**.

Open Roll Call Vote: N.J.S.A. 10:4-14 requires that the public be able to ascertain how each Board Member votes and the Minutes of the meeting must reflect said votes.

Roll Call Vote:

Curry\_y\_\_Davis\_\_\_y\_\_\_Friend\_\_\_y\_\_\_Giovannetti\_\_\_y\_\_\_Hawrylo\_\_\_y\_\_\_Moustakas\_y\_\_

## **I. 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 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.

### **1. ~~Appointment of Board Representatives:-~~**

~~Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, \_\_\_\_\_ were nominated for the positions of \_\_\_\_\_.~~

~~Affirmative vote AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSTENTIONS \_\_\_\_\_~~

~~Motion \_\_\_\_\_ in voice vote~~

~~Hunterdon County ESC, \_\_\_\_\_~~

~~Alternate HCESC, \_\_\_\_\_~~

~~Hunterdon County School Boards Association, \_\_\_\_\_~~

~~Alternate HCSBA, \_\_\_\_\_~~

~~New Jersey School Boards Association, \_\_\_\_\_~~

~~Alternate NJSBA, \_\_\_\_\_~~

~~HTS PTO Representative, \_\_\_\_\_~~

~~Alternate HTS PTO Alternate, \_\_\_\_\_~~

## **J. 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

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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
- ☒ Boe Appointment

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 7:17 pm to discuss **BOE appointment**.

**Ayes 6**

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

Motion made by **Mr. Davis**, seconded by **Mr. Moustakas**, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 7:21 pm.

**Ayes 6**

3. Motion made by **Mr. Davis**, seconded by **Mr. Curry** to nominate **John Schleicher Jr.** as our new board member.

**Ayes 6**

Roll Call Vote:

Curry ☐ Davis ☐ Friend ☐ Giovannetti ☐ Hawrylo ☐ Moustakas ☐

Continue with H-2 thru H-16

## **2. Designate Official Newspaper**

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Motion by **Mr. Davis**, seconded by **Mr. Giovannetti**, upon the recommendation of the Superintendent, the Holland Township Board of Education hereby designates the Hunterdon County Democrat, the Hunterdon Review as the official weekly newspaper for 2025 publication of legal notices and the Star Ledger and the Courier News as alternate daily newspapers for 2025 publication of legal notices

### **3. Approve Board of Education Annual Notice of Monthly Meetings**

Motion by **Mr. Davis**, seconded by **Mr. Giovannetti**, upon the recommendation of the Superintendent, the Holland Township Board of Education approves Board of Education annual notice of monthly meetings.

RESOLVED that the Holland Township Board of Education, pursuant to Chapter 231, PAL (Open Public Meeting Act) does hereby proclaim the public meetings of the Holland Township Board of Education;

FURTHER RESOLVED that notice is hereby given that the Holland Township Board of Education will conduct the annual regular and workshop meetings according to the schedule below. The meetings will convene at 7:00 pm. All meetings will be conducted in Media Center I of the Holland Township School, 714 Milford Warren Glen Road, Milford, NJ, unless posted otherwise;

BE IT FURTHER RESOLVED that the purpose of the Regular and Workshop Meetings shall be the normal conduct of business of the Holland Township Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent, and Business Administrator/Board Secretary; and

BE IT FURTHER RESOLVED that the notices of meetings will be posted in the official publications, main hall of the school and posted on the District website.

BE IT FURTHER RESOLVED that the Holland Township Board of Education will meet on the following dates:

#### **Regular Monthly Meeting Schedule**

January 28, 2025

February 18, 2025

March 25, 2025

April 23, 2025 Public Budget Hearing

May 27, 2025

June 24, 2025

August 26, 2025

September 23, 2025

October 28, 2025

November 18, 2025

December 16, 2025

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January 6, 2026 Annual Reorganization Meeting

## Work Session Meeting Schedule

February 4, 2025

March 18, 2025

April 8, 2025

May 20, 2025

June 17, 2025

August 19, 2025

September 16, 2025

October 14, 2025

November 11, 2025

December 9, 2025

Meetings are open to the public. Official action may be taken.

## **4. Approve School Funds Investor 2025**

Motion by **Mr. Davis**, seconded by **Mr. Giovannetti** upon the recommendation of the Superintendent, the Holland Township Board of Education designates the School Funds Investor as the Business Administrator pursuant to 17:12B-241 for 2025.

## **5. Authorize Bid/Quote Thresholds**

Motion by **Mr. Davis**, seconded by **Mr. Giovannetti**

WHEREAS, Teresa O'Brien, School Business Administrator possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3 (b), has set the bid threshold amount for school districts with a Qualified Purchasing Agent at \$44,000, effective July 1, 2020;

NOW, THEREFORE BE IT RESOLVED that the Holland Township Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$44,000 for the Board of Education, and further authorizes Teresa O'Brien, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

## **6. Approve State Contracts 2025**

Motion by **Mr. Davis**, seconded by **Mr. Giovannetti** upon the recommendation of the Superintendent WHEREAS, Title 18A:18A-10 provides that, a board of education without advertising for bids, or after having rejected all bids obtained pursuant to advertising, therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and;

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WHEREAS, the Holland Township School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and;

WHEREAS, the Holland Township School District desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED, that the Holland Township School District Board of Education does hereby authorize Teresa O'Brien, the district purchasing agent to make purchases of goods and services entered into on behalf by the State of New Jersey, Division of Purchase and Property utilizing its approved state contract vendor list.

## **7. Establish Petty Cash Account**

Resolved that the petty cash account be established in the amount of \$300 and appoint the School Business Administrator as custodian of the same.

## **8. Transfer of Funds**

Upon recommendation of the Superintendent of Schools, the Holland Township Board of Education authorizes the Business Administrator to approve line item transfers as necessary between board meetings and such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting, pursuant to N.J.S.A. 18A:22-8.1

## **9. Tax Shelter Annuity Companies/Brokers**

Upon recommendation of the Superintendent of Schools that the Holland Township Board of Education approves the following Tax Shelter Annuity Programs, 403b providers and representatives for the Holland Township Board of Education Employees:

Pen Serve Plan Service Inc..formerly Foresters /First Investors  
Lincoln Financial Group  
AXA Equitable

## **10. Designate Depository of School Funds**

Motion to approve the following resolution designating the depository of record:

BE IT RESOLVED that Citizens Bank be designated as the depository of record for the Holland Township Board of Education accounts;

BE IT FURTHER RESOLVED that investments can be secured in any other bank holding a current certificate of eligibility from the State of New Jersey Banking Association.

## **11. Designate Account Signers**

Motion to authorize the following signatures on the 2025 accounts maintained by the Board of Education:

General Fund

President

Vice President

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Board Secretary  
Treasurer (3 required)

Payroll  
Board Secretary  
Treasurer (1 required)

Payroll Agency  
Board Secretary  
Treasurer (1 required)

Cafeteria  
Board Secretary  
Treasurer (2 required)

Student Activities  
Superintendent of School  
Board Secretary  
Principal (2 required)

SUI  
Board Secretary  
Treasurer (1 required)

Flexible Spending Account  
Board Secretary  
Treasurer (1 required)

## **12. Adoption of Policies, By-Laws and Administrative Procedures**

Motion to approve the existing policies, by-laws, and administrative procedures/Code of Conduct of the Holland Township Board of Education.

## **13. Approve Curriculum, Educational Programs and Materials**

Motion to approve the existing curriculum, educational programs and textbooks and materials.

## **14. Approve Interim Payments**

Motion to authorize the Business Administrator/Board Secretary to approve the payment of bills between board meetings pursuant to N.J.S.A. 18A:19-4.1. Such warrants shall be presented to the board at the next Regular Business Meeting for ratification.

## **15. Approve New Jersey Chart of Accounts**



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Motion to approve the New Jersey minimum chart of accounts and the use of GAAP Accounting as the basis for the financial records of the district.

## **16. Annual Appointment of Officers/Appointments - Reappointment**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education appoints the following officials and consultants for 2025:

- Business Administrator: Teresa O' Brien
- Board Secretary: Deborah Olah
- Treasurer of School Monies: Carla Abert
- Custodian of School Records: Teresa O' Brien
- Attendance Officer: Susan Wardell
- Affirmative Action Officer: Teresa O' Brien
- 504 Officer: Susan Wardell
- Public Agency Compliance Officer: Teresa O'Brien
- HIB Coordinator: Susan Wardell
- HIB Specialist: Jennifer Leap, Kristen Deniz, Lauren Aversa
- Drug Liaison Officer: Jennifer Leap
- DCP&P Liaison: Jennifer Leap
- Homeless Liaison: Stephanie Snyder
- Right to Know Coordinator: Eric Carr
- Indoor Air Quality Compliance Eric Carr
- AHERA Representative: Eric Carr
- Safety Committee Coordinator: Eric Carr
- Integrated Pest Management Manager Coordinator/Plan: Eric Carr
- School Safety Specialist: Eric Carr
- Human Resource Officer: Stephanie Snyder
- Accounting Software System: CDK Accounting/Requisitioning
- Auditing Services: BKC, CPAs
- Architect of Record: Gianforcaro Architects, Engineers & Planners
- Bond Counsel: Wilentz, Goldman & Spitzer
- Financial Advisory Services: Phoenix Advisors
- Health Insurance Agent: Brown & Brown
- Insurance Agent of Record: Brown & Brown
- Legal Services: Comegno Law Group
- Payroll Services: R&L Data Centers, Inc.
- Pest Management Services: Ehrlich
- Policy Service Provider: Strauss Esmay
- School Physician: Hunterdon Family Medicine
- Environmental Consultant: RK Environmental

Roll Call Vote:

Curry\_Abs H-16\_\_\_\_\_

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

## K. **SUPPLEMENTARY MATTERS**

1. Regionalization Update

## L. **ADJOURNMENT**

### 1. **Motion to Adjourn**

Motion made by **Mr. Davis**, seconded by **Mr. Moustakas**, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 7:32 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.

\_\_\_\_\_  
Deborah Olah  
Respectfully Submitted

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