



MOUNT HOLLY TOWNSHIP BOARD OF EDUCATION

REORGANIZATION MEETING MINUTES

January 3, 2024

Welcome

Welcome to this public meeting of the Mount Holly Township Board of Education. The Board is an elected, unpaid group of five citizens who set policy and make decisions on educational, financial, and personnel matters for the Mount Holly Township Public Schools on behalf of all residents of Mount Holly Township. The Board is always pleased when members of the community attend these meetings. The Board and the school district operate under applicable New Jersey laws and under regulations of the New Jersey State Board of Education. Each meeting includes opportunities for those attending to comment on matters on the public agenda, as well as other matters of interest to them. The Board reserves the right to limit the time allotted to public participation. Law limits discussion of individual personnel. We desire sincerely that our meetings will provide useful opportunities for communication between the Board and the community. Thank you for attending this meeting.

Scheduled meetings for 2024:

Month	Work Session	Regular Meeting	Month	Work Session	Regular Meeting
January	none	31st	July	17th - Board Retreat	24th
February	21st	28th	August	none	28th
March	none	13th Adopt Tentative Budget	September	18th	25th
April	17th	24th	October	none	16th
May	none	May 8th - Budget Hearing/Adopt Budget	November	13th	20th
May	none	22nd	December	none	18th
June	19th	26th	January 8, 2025	Re-Organization Meeting at 6:00pm	

Meetings are held in the Anna C. Heller Wing at 6:00 p.m. or as otherwise noted

Our Vision

Every student will have an excellent educational experience.

Our Mission

*Cultivate the capacity for lifelong learning, the creativity for innovation,
and the curiosity for exploration.*

MOUNT HOLLY TOWNSHIP BOARD OF EDUCATION

*Reorganization Meeting Minutes
January 3, 2024*

2024 Board Members

Stephanne Allen

Janene Ciotti

Timothy Collura

Janet DiFolco

Jennifer Mushinsky

Agenda Summary

A. Call to Order
B. Appoint Board Secretary as Chair
C. Pledge of Allegiance
D. Announcement of Election Results
E. Oath of Office
F. Roll Call
G. Nominations for Board President
H. Nominations for Vice President
I. Presentations
J. Public Comment
K. Action & Organization Items
L. Board Committees and Liaisons
M. Board Comment & Public Session
N. Executive Session (if needed)
O. Adjournment

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A. Meeting Called to Order at 6:00 P.M.

Presiding Officer: Pursuant to the Open Public Meetings Act, adequate public notice of this meeting has been given by the Secretary of the Mount Holly Board of Education in the following manners:

- a. Posting written notice on the official bulletin board at the Board of Education Office
- b. Emailing written notice to the Burlington County Times and the Courier Post
- c. Filing written notice with the Clerk of Mount Holly Township

B. Appoint the Board Secretary as temporary chair to conduct the election

C. Pledge of Allegiance

The Presiding Officer will lead the assembly in the pledge of allegiance.

D. Announcement of Election Results

- a. Board Secretary: Mrs. DiGangi read the official results of the November 7, 2023 Election.
 1. Timothy Collura with 597 votes
 2. Briana Wimberly-Banks with 584 votes
 3. Stephanie Allen with 1,176 votes

E. Oath of Office

- a. Board Secretary: Mrs. DiGangi administered the Oath of Office to Timothy Collura and Stephanie Allen.

F. Roll Call

Members	Present	Absent	Time*
Ms. Allen	✓		
Ms. Ciotti	✓		
Mr. Collura	✓		
Ms. DiFolco	✓		
Ms. Mushinsky	✓		

**Time of arrival (A), or departure (D) after meeting called to order.*

Others Present: Evon DiGangi, CPA and the rest of the audience listed on Exhibit "A" – please see attached

G. Nominations for Board President

Ms. DiGangi called for any nominations to the position of Board President.

Nomination made by Ms. Mushinsky for Ms. DiFolco.

Nomination seconded by Ms. Ciotti.

Ms. DiGangi called for a roll of the board members to elect Ms. DiFolco to serve as Board President until the next reorganization meeting.

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Member	Made	2 nd	Yes	No	Abstain	Absent
Ms. Allen			✓			
Ms. Ciotti		✓	✓			
Mr. Collura			✓			
Ms. DiFolco	✓		✓			
Ms. Mushinsky			✓			
Motion Carried						

President DiFolco assumed the chair and conduct the nomination for Board Vice-President.

H. Nominations for Board Vice-President

President DiFolco called for nominations of the Board Vice-President.

Nomination made by President DiFolco for Ms. Mushinsky.

Nomination seconded by Ms. Allen.

President DiFolco asked for a roll of the board members to elect Ms. Mushinsky as Board Vice-President until the next reorganization meeting.

Member	Made	2 nd	Yes	No	Abstain	Absent
Ms. Allen		✓	✓			
Ms. Ciotti			✓			
Mr. Collura			✓			
President DiFolco	✓		✓			
Ms. Mushinsky			✓			
Motion Carried						

I. Presentations – None.

J. Public Comment on Agenda Items – None.

K. Annual Organization & Board Action Items:

1. Motion to accept the official certificate of election results prepared by the Burlington County Registrar of Voters and adopt a resolution declaring the results of the School Board Election held November 7, 2023.
2. Motion to adopt the Code of Ethics for School Board Members in accordance with N.J.S.A. 18A:12-24.1 as follows:

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- a. Uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
 - b. Make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
 - c. Confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
 - d. Carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
 - e. Recognize that authority rests with the Board of Education and will make no personal promises nor take any private action that may compromise the board.
 - f. Refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
 - g. Hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
 - h. Vote to appoint the best qualified personnel available after consideration of the recommendations of the Chief Administrative Officer.
 - i. Support and protect school personnel in proper performance of their duties.
 - j. Refer all complaints to the Chief Administrative Officer and will act on the complaints at public meetings only after failure of an administrative solution.
3. Motion to adopt "Robert's Rules of Order," as the guidelines to be used to conduct Board Meetings.
4. Move to adopt the resolution designating the Official Newspaper/Meeting Schedule:

WHEREAS, Chapter 231 of the Public Laws of NJ (1975) known as, and hereinafter designated as, the "Open Public Meetings Act" requires notification of meetings of public bodies, as therein defined in the manner therein set forth,

NOW THEREFORE BE IT RESOLVED that for the purposes of compliance with the Open Public Meetings Act, the Board of Education of Mount Holly Township hereby makes the following designations:

- a. The Burlington County Times is hereby designated as the newspaper to receive notification of meetings as required by any and all sections of the Open Public Meetings Act, it appears that this newspaper is most likely to inform the local public of such meetings and meet the requirements of the statute.
- b. The locations for posting of meetings shall be the bulletin boards in the Township Office and the Board Office located at 331 Levis Drive, Mount Holly, NJ in the F.W. Holbein Middle School.
- c. Announcements will be mailed to any person requesting individual notice of meetings as provided in Section 14 of the Open Public Meetings Act, and

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BE IT FURTHER RESOLVED that the Board of Education of Mount Holly Township Schools in the County of Burlington, NJ will meet to discuss or act upon public business on each of the dates set forth below, in the Anna C. Heller Wing:

Scheduled meetings for 2024:

Month	Work Session	Regular Meeting	Month	Work Session	Regular Meeting
January	none	31st	July	17th - Board Retreat	24th
February	21st	28th	August	none	28th
March	none	13th Adopt Tentative Budget	September	18th	25th
April	17th	24th	October	none	16th
May	none	May 8th - Budget Hearing/Adopt Budget	November	13th	20th
May	none	22nd	December	none	18th
June	19th	26th	January 8, 2025	Re-Organization Meeting at 6:00pm	

Notice of any additions to the above schedule or changes in the time, date, or place of any scheduled meeting will be posted in the locations and mailed to the newspapers designated by resolution of the Board of Education of Mount Holly Township.

5. Move that all current written policies, bylaws and rules/regulations in the official Policy Manual of the Mount Holly Township School District be re-adopted for the period from the date of this Organizational Meeting until the Organizational Meeting in the next calendar year.

6. Motion to approve a resolution establishing the maximum travel expenditures:

WHEREAS pursuant to N.J.A.C. 6A:23A-7.3 in each pre-budget year, the Mount Holly Township Board of Education is required to establish a maximum travel expenditure amount for the budget year which may not be exceeded; and

WHEREAS, the Mount Holly Township Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by State and Local funds; and

WHEREAS, the Mount Holly Board of Education has elected to exclude travel expenditures supported by Federal funds from the maximum travel amount; and

NOW THEREFORE BE IT RESOLVED, that the Mount Holly Board of Education hereby establishes the maximum travel expenditure amount for the 2024-25 school year as \$100,000, and that the total amount per employee for regular business travel not to exceed \$1,500 in accordance with N.J.A.C. 6A: 23A-7.3.

7. Motion to accept the BSCA Stronger Connections Grant in the amount of \$1,380,000.

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Name	Position	Bldg/ Location	Effective Date	Salary	Step	Emergent (Y) or (N)
Rachele King	Part-Time TA	Brainerd	TBD	\$16,578 (Pro-rated)	TA-1	N
Christina Eugene	21st Century Teacher	Brainerd/Folwell	TBD	\$58,874 (Pro-rated)	MA-3	N

9. Motion to adopt a resolution accepting the following resignations, retirements, terminations:

Name	Position	Location	Effective Date	(R) or (T)*
Eleanor Raylman	Cafeteria/Playground	Brainerd	12/22/2023	Resignation

10. Motion to adopt a resolution approving the following leaves of absence:

Name	Position	Bldg.	Effective Date (From – To)	(W) or (WO) Pay
Carolyn Simpson	Teacher	Holbein	12/18/2023 - 1/26/2023	W
Mary Oschell	TA	Brainerd	11/22/2023 - TBD	WO
Elizabeth Faniro	Nurse	Brainerd	1/25/2024 - 4/25/2024	W

11. Motion to adopt a resolution approving the issuance of extra-curricular stipends for the 2023/2024 school year as follows:

Name	Location	Position	Stipend	100% Grant
Marcella Rende	Brainerd	Community Engagement Coordinators	\$2,250	BSCA
Adria Narke	Folwell	Community Engagement Coordinators	\$2,250	BSCA
Karla Ortiz	Folwell	Community Engagement Coordinators	\$2,250	BSCA

12. Motion to approve the following placements:

Case #	Sent	Rec'd
HL326		✓
HL327		✓
FF-23	✓	
GG-23	✓	
L004		✓
L331	✓	

13. Motion to adopt a resolution approving student teaching as follows:

Student Teacher	Requirement	Bldg.	Start Date	Mentor/s
Krista Iannelli	Clinical Practice-Spring Semester	Brainerd	1/8/2024 - 4/28/2024	Joseph Hammell

MOUNT HOLLY TOWNSHIP BOARD OF EDUCATION*Reorganization Meeting Minutes**January 3, 2024***14. Motion to approve field trips:**

School	Grade/ Participants	Event/ Destination	# Chaperones # Students	BOE Cost	Date	Transp Type
Brainerd	Kdg Rooms 12, 19, 23 & 33	Fernbrook Farms	15 Chaperones 60 Students	\$0	4/17/2024	Bus
Rationale:	The Kindergarten students will be participating this Spring in a Farm Unit of Study. Students will learn about the different things that grow on farms, the many animals that live there, jobs on a farm and the different seasons on a farm. While visiting Fernbrook Farms the students will meet in small groups with the farmers.					

School	Grade/ Participants	Event/ Destination	# Chaperones # Students	BOE Cost	Date	Transp Type
Brainerd	Kdg Rooms 14, 15 & 21	Fernbrook Farms	11 Chaperones 56 Students	\$0	5/01/2024	Bus
Rationale:	The Kindergarten students will be participating this Spring in a Farm Unit of Study. Students will learn about the different things that grow on farms, the many animals that live there, jobs on a farm and the different seasons on a farm. While visiting Fernbrook Farms the students will meet in small groups with the farmers.					

School	Grade/ Participants	Event/ Destination	# Chaperones # Students	BOE Cost	Date	Transp Type
Holbein	5-8 Advanced Band, Chorus Art Club	David Geffen Hall & The African Burial Ground National Monument	6 Chaperones 90 Students	\$2335	01/18/2024	Bus
Rationale:	Our students will be able to further their craft by experiencing some of the best music and art that New York City has to offer! The New York Philharmonic is providing curriculum materials. so that our students will be well versed in music before attending the concert. The African Burial Ground National Monument has a video and self guided tour material prepared for us as well.					

School	Grade/ Participants	Event/ Destination	# Chaperones # Students	BOE Cost	Date	Transp Type
Folwell	3rd grade	Adventure Aquarium - Camden	30 Chaperones 140 Students	\$1902	03/05/2024	Bus
Rationale:	After concluding our Bug Research Unit, this visit will reinforce the skills taught about animal habitats, life cycles, food web and more					

15. Motion to approve district travel as follows in accordance with N.J.A.C. 6A:23A-7 et seq.:

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Name	Workshop/Event	Date(s)	Workshop fee	Travel Reimb.	Total Cost not to exceed
Amie Dougherty	Legal One's Affirmative Action Officer Online Certificate Program	Virtual - 18 hours	\$500.00	\$0	\$500.00
Tifanie Pierce	Legal One's Affirmative Action Officer Online Certificate Program	Virtual - 18 hours	\$500.00	\$0	\$500.00
Colleen Aspell	NJASA Techspo 2024	1/24-26/2024	\$540.00	\$453.51	\$993.51
Amie Dougherty	NJASA Techspo 2024	1/24-26/2024	\$540.00	\$453.51	\$993.51
Robert Mungo	NJASA Techspo 2024	1/24-26/2024	\$540.00	\$521.58	\$1,061.58

16: Motion to document the following incidents of HIB from December 22, 2023 to January 3, 2024 as follows: [View Report](#)

School	HIB Unfounded	HIB Founded
Brainerd	0	0
Folwell	0	1
Holbein	1	2

Motion to Approve K1-16:						
Member	Made	2 nd	Yes	No	Abstain	Absent
Ms. Allen			✓			
Ms. Ciotti			✓			
Mr. Collura		✓	✓			
President DiFolco			✓			
Ms. Mushinsky	✓		✓			
Motion Carried						

L. Committee Chair Appointments by President DiFolco:

NJSBA Delegate: Ms. Mushinsky

NJSBA Alternate Delegate: President DiFolco

Policy Chairperson: President DiFolco

Representative to the County SBA: Mr. Collura

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M. Board Comment and General Public Session

Public participation shall be governed by the following rules:

A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;

The presiding officer may limit each statement made by each participant to a specific duration limit of not less than 3 minutes;

No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;

All statements shall be directed to the presiding officer; no participant may address or question Board members individually.

Mr. Timothy Collura thanked the community for their support in electing him to serve on the Board.

The Board congratulated Ms. Stephanie Allen and Mr. Timothy Collura on their election and wished everyone a happy New Year.

Ms. Stephanie Allen thanked everyone and said she is honored to be on the Board. She said there's a lot to complete, and we have a great Board.

The Board reminded everyone of the upcoming Multicultural Fair being held at the Holbein School on January 15, 2024.

N. Executive Session

O. Adjournment

Member	Made	2 nd	Yes	No	Abstain	Absent
Ms. Allen		✓	✓			
Ms. Ciotti			✓			
Mr. Collura			✓			
President DiFolco			✓			
Ms. Mushinsky	✓		✓			
Adjourned at: 6:20 P.M.						

Respectfully Submitted,


Evon DiGangi, CPA, Board Secretary