



# Holland Township School

**Work Session**  
**April 12, 2022, 7:00 PM**  
**Holland Township School - Auditorium**  
**710 Milford Warren Glen Road**  
**Milford, NJ 8848**

## MINUTES

- A. CALL TO ORDER
- B. FLAG SALUTE
- C. WELCOME
- D. ROLL CALL

Davis – Present  
 Hance – Absent  
 Martin – Present  
 McGuire – Absent  
 Muller – Present  
 Walker – Present

4 members present. 2 members absent.

*Mr. McGuire arrived at 7:12pm.*

- E. WORKSHOP DISCUSSION ITEMS
- 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
- 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



# Holland Township School

- 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. Walker, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 7:03 to discuss Confidential Matters by Law or Court Order.

2. Motion to Enter Public Session

Motion made by Mr. Davis, seconded by Mr. Walker, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 8:20.

**G. CONSENT AGENDA - DISCUSSION ONLY**

1. **Approval of Minutes**

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

March 15, 2022 Work Session Minutes

March 22, 2022 Regular Meeting Minutes

March 15, 2022 Executive Work Session Meeting Minutes 8:59 pm - 10:04 pm

March 22, 2022 Executive Regular Meeting Minutes 7:06 pm - 8:09 pm

2. **Bill List**

Upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated March 31, 2022 check numbers NO331 thru NO456 in the amount of \$339,385.16 and the bill list dated April 26, 2022 check numbers \_\_\_\_\_ thru \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ >

3. **Finance**

1) Upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending March 31, 2022 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 Moneys for the months ending Feb. 28, 2022 and March 31, 2022 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, John Trent 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, 2022 March 31, 2022 and that as of this date sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year



# Holland Township School

## **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.

- Susan Wardell: HIB Law Update/May 18, 2022, New Providence \$150 Registration Fee
- Jennifer Leap: HIB Law Update/May 18, 2022, New Providence \$150 Registration Fee
- Kristen Deniz: HIB Law Update/May 18, 2022, New Providence \$150 Registration Fee

H. **COMMENTS: PUBLIC - AGENDA ITEMS ONLY** – No comments

## **I. EDUCATION - DISCUSSION ONLY**

Superintendent Stephanie Snyder spoke on curriculum and gender identity below 5<sup>th</sup> grade.

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

RESOLVED that the Holland Township Board of Education accepts the Superintendent's Harassment, Intimidation, Bullying report.

### **2. Approve Revision of the 2021/2022 School Calendar**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the revision of the 2021/2022 school calendar as follows:

- Monday, June 13, 2022 - Last Day Students and Staff
- Tuesday, June 7, 2022 - Monday, June 13, 2022 - Early Dismissal Days

### **3. Approve Annual Programs and Curriculum**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education adopts the programs, educational organization, textbooks, and the following curriculum guides of the Holland Township School District presently in effect:

- Visual and Performance Arts
- Comprehensive P.E./Health
- LAL
- Math
- Science
- Social Studies
- World Language
- Technology
- 21st Century Life and Career
- Library
- PreSchool

### **4. 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;



# Holland Township School

WHEREAS, on Friday, May 6, 2022 with a rain date of Monday, May 9, 2022 the Holland Township School Principal Mrs. Susan Wardell will oversee the school bus emergency evacuation drill for all bus routes. The drill will be held at approximately 12:20 pm on May 6, 2022 and 2:15 pm on May 9, 2022 for both the elementary school students and the middle school students in the front of the school in the bus unloading area.

## **5. Approve Textbook Purchase**

RESOLVED upon the recommendation of the Superintendent the Holland Township Board of Education approves the following math textbook purchase:

- Grade 8 - Algebra/McGraw Hill/\$3,305.86

## **6. Approve HTEA Donation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts a donation of 29 environmental books to the library in celebration of Earth Day with an approximate value of \$400 from the Holland Township Education Association (HTEA). The Board recognizes, and thanks the HTEA for their continued and generous support of our school district.

## **J. PERSONNEL - DISCUSSION ONLY**

### **1. Approve Tenure**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves to grant tenure to staff as per the attached listing.

### **2. Approve Staff for the 2022-2023 School Year**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves to rehire teachers, support staff, non tenured staff and non-association staff for the 2022-2023 school year as per the listing.

### **3. Approve Organizational Chart for the 2022-2023 School Year**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Organizational chart for the 2022-2023 school year

### **4. Approve Substitute List**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves substitutes for the 2022/2023 school year

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

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education appoints the following officials, for the period July 1, 2022 through June 30, 2023:

- Business Administrator: John Trent
- Board Secretary: John Trent
- Treasurer of School Monies: Patti Fischer
- Custodian of School Records: John Trent
- Attendance Officer: Susan Wardell
- Affirmative Action Officer: John Trent
- 504 Officer: Susan Wardell
- Public Agency Compliance Officer: John Trent





# Holland Township School

- 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: Drew Vanderzee
- Indoor Air Quality Compliance Drew Vanderzee
- AHERA Representative: Drew Vanderzee
- Safety Committee Coordinator: Drew Vanderzee
- Integrated Pest Management Manager Coordinator/Plan: Drew Vanderzee
- School Safety Specialist: John Trent
- Human Resource Officer: Stephanie Snyder

## **6. Approve Resignation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts Employee #726 letter of resignation with regret effective August 22, 2022.

## **7. Approve Resignation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts Employee #537 letter of resignation with regret effective July 1, 2022 for purposes of retirement.

## **8. Approve Part-Time Non Association Employees Salary Increases for 2022-2023**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Part-Time Non-Association Employee 3.4% for the 2022-2023 school year:

- Employee #996 (Treasurer) - \$4,168

## **9. Approve Non-Association Employees Contract for 2022-2023**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Non-Association Employees contracts (3.4% salary increases) for the 2022-2023 school year:

- Employee #516, P/T Operations/Payroll Administrative Assistant: \$29,641 (includes longevity)
- Employee #721, Administrative Assistant: \$59,037 (includes longevity)
- Employee #1857, P/T Physical Therapist: \$25,660
- Employee #548, Maintenance/Network Technician: \$106,493 (includes longevity)
- Employee #719, Educational Technology Coordinator/Integration Specialist: \$96,369
- Employee #1854, P/T Occupational Therapist: \$56,665
- Employee #575, SBA Administrative Assistant: \$75,593 (includes longevity)

## **10. Approve Media Specialist Teacher Shared Services Contract with Bloomsbury Board of Education**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves Shared Services contract for Media Specialist Teacher with Bloomsbury Board of Education for the 2022-2023 School Year.

FURTHER RESOLVED The Annual contract amount is \$828.33, .01 FTE \$82,833



# Holland Township School

## K. POLICY - DISCUSSION ONLY

### 1. Adoption of Annual Rules, Policies and By-Laws

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all rules, policies and by-laws of the Holland Township School District presently in effect are hereby adopted for the 2022-2023 school year.

## L. FINANCE AND FACILITIES - DISCUSSION ONLY

### 1. Designation of Depositor of School Funds

Upon the recommendation of the Superintendent of Schools that the Board designate the following bank as the official depository for the Board of Education:

Investors Savings Bank Accounts

General Fund

President

Vice President

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)

Reserve Accounts (Capital, Maint., Emergency)

President

Vice President

Board Secretary

Treasurer(3 required)



# Holland Township School

FSA

Board Secretary

Treasurer (1 required)

## 2. Investment Authorization

Upon the recommendation of the Superintendent of Schools that the Board authorize the School Business Administrator/Board Secretary to invest funds, not immediately needed, in any authorized bank in the State of New Jersey, as per Board policy.

## 3. Implementation of the Budget

Upon the recommendation of the Superintendent of Schools that the Board empower the Superintendent of Schools and the School Business Administrator/Board Secretary to implement the Budget pursuant to policies and regulations of the State Board and Local Board, upon final adoption.

## 4. Insurance Agents of Record

RESOLVED that the Holland Township Board of Education appoints Brown and Brown Insurance Agency, as Insurance Agent of Record, for the 2022-2023 school year; and,

FURTHER NOW THEREFORE, BE IT RESOLVED that the Holland Township Board of Education, does hereby appoint bob Gemmell as its Risk Management Consultant in accordance with the SAIF Fund's Bylaws.

RESOLVED that the Holland Township Board of Education appoints Brown & Brown Benefit Advisors as Agent of Record for employee benefits, for the 2022-2023 school year;

FURTHER RESOLVED that the Board Secretary has permission to review other brokers for possible savings

## 5. Professional Services

Upon the recommendation of the Superintendent of Schools that the Board approve professional services provided by the following for the 2022-23 school year:

Pursuant to 18A:18A.5, the Board of Education of the Township of Holland in the County of Hunterdon and the State of New Jersey awarded the following contracts for licensed professionals for the 2022-23 school year as listed below. These contracts are awarded without competitive bidding as a "professional service" under the provisions of the Public Procurement Law. The contract itself is available for public inspection at the Office of the Board Secretary, located at 714 Milford Warren Glenn Road County Road, Milford, New Jersey, between the hours of 9:00 AM-3:00 PM, Monday through Friday.

### Architect of Record

TBD

Principal Rate: \$

Not to exceed \$17,500Total

### Auditing

Suplee, Clooney & Company \$20,500

### Boiler Services



# Holland Township School

Mack Industries \$82.00 per hour Not to exceed \$17,500 Total

Metz, Inc. \$98.00 per hour Not to exceed \$17,500 Total

## Bond Counsel

Wilentz, Goldman and Spitzer Corp.

## Electrical

MT. Salem Electric \$105.00 per hour Not to exceed \$17,500 Total

## HVAC

Mack Industries \$82.00 per hour Not to exceed \$17,500 Total

Metz \$98.00 per hour Not to exceed \$17,500 Total

## Legal Services

Scarinci & Hollenbeck, LLC

Partners : \$168.00 per hour Not to exceed \$17,500 Total

Hatfield Schwartz LLC

Partners \$145.00 per hour Not to exceed \$17,500 Total

## Medical

Hunterdon ESC : \$425.00 per evaluation

## Official Newspapers

Hunterdon County Democrat

The Express Times

The Star Ledger

## Plumbing

Robert Griggs Plumbing and Heating LLC \$98.50 per hour Not to exceed \$17,500 Total

Richard E. Yard Plumbing and Heating Inc. \$110.00 per hour Not to exceed \$17,500 Total

## School Physician

Hunterdon Family Medicine at Delaware Valley Physician: \$400.00 per hour

Not to exceed \$17,500 Total

Administrative annual service fee for health services: \$3000.00

## School Psychiatrists

Dr. Saranga Bhalla Princeton Mental Health LLC

\$1000 per 1 1/2 hour evaluation Not to exceed \$17,500 Total

Dr. Chen Hunterdon Behavioral Health Care

\$1337.00 school evaluation and report Not to exceed \$17,500 Total

Dr. Theodore Petti





# Holland Township School

Dr. Sheryl Novotny both Rutgers University Behavioral Health  
\$1000 per 2 1/2 hour evaluation Not to exceed \$17,500 Total

## 6. 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 2022-2023 school year for the Holland Township Board of Education Employees:

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

## 7. Transfer of Funds

Upon recommendation of the Superintendent of Schools that the Holland Township Board of Education authorizes the Business Administrator/Board Secretary to transfer funds from the General Account for the purpose of purchasing Certificates of Deposit, Repurchase Agreements and any other instruments of investment.

## 8. Annual Section 125 Plan: Health Benefits Waiver

WHEREAS The Board wishes to continue the adoption of the Section 125 Cafeteria Plan, which permits employees to waive health benefit coverage in return for a taxable cash payment, and which will maintain the tax-free status of the health benefits themselves; and

WHEREAS The Board also wishes to continue the adoption of the Section 125 Cafeteria Plan, which will permit employees to pay the employee share of applicable health benefits with a payroll deduction taken before federal payroll taxes are computed; and

RESOLVED that the School Business Administrator/Board Secretary is appointed as Plan Administrator;

FURTHER RESOLVED that the Plan Administrator is hereby instructed to take such actions that are necessary and proper to implement the Plan, which are to include the continuation of adequate accounting and administrative procedures to administer the Plan, and notifying eligible employees of their options under the Plan.

## 9. Authorization to Implement the 2022-2023 Tuition Rates

Upon the recommendation of the Superintendent of Schools that the Holland Township Board of Education implements the following Non-Resident Tuition Rates for 2022-2023 as follows:

### Special Education Programs (LEA Out of District Received)

Preschool Special Education Integrated Part Time: \$15,000

Preschool Special Education Integrated Full Time \$21, 000

LLD Program: \$18,470

MD Program: \$22,272

ES Program: \$22,272

## 10. Petty Cash Account

RESOLVED that a Petty Cash Account be established for the 2022-2023 year, in the



# Holland Township School

amount of \$300.00; and appoints the School Business Administrator/Board Secretary as custodian of the same.

## 11. Cooperative Pricing Agreements County Education Services Commissions

Upon the recommendation of the Superintendent of Schools that the Holland Township Board of Education approves the Cooperative Pricing Agreements between the Holland Township Board of Education and the following Education Services Commissions:

- Hunterdon County Education Services Commission
- Middlesex Regional Education Services Commission

## 12. Adoption of the 2022-2023 (FY23) School Budget

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approve 2022-2023 Budget Resolutions: Travel, Professional Services, 2022-2023 Budget.

BE IT SO RESOLVED, to approve and adopt the 2022-2023 School District Budget for submission to the Hunterdon County Department of Education as follows:

General Fund Operating Budget: \$12,965,403

Special Revenue Fund (Grants and Entitlements): \$161,753

BE IT FURTHER RESOLVED, to acknowledge that the 2022-2023 School District Budget as described above results in tax levies as follows:

General Fund (Tax Levy) \$10,146,328

The following Capital Reserve and Maintenance Reserve Expenditures, as outlined in the 2022-2023 Budget, to be undertaken for the health and safety of the students, funded by Capital Reserve and Maintenance Reserve Accounts:

Projects using Capital Reserve Account:

RENOVATE/HVAC AUDITORIUM: \$900,000

TOTAL CAPITAL RESERVE: \$900,000

Projects using Maintenance Reserve Account:

7TH GRADE BOYS BATHROOMS: \$ 100,000

7TH GRADE GIRLS BATHROOMS: \$ 100,000

RESTROOM PARTIONS GRADES 1 & 2 : \$ 20,000

EXHAUST FAN MIDDLE GYM: \$15,000

NEW LED LIGHTING: \$ 10,000

TOTAL MAINTENANCE RESERVE: \$ 245,000

The School District has proposed programs and services in addition to the New Jersey Student Learning Standards adopted by the State Board of Education.

WHEREAS, School District Policy #6371-N.J.A.C. 6:A23A-7 provides that the Board of



# Holland Township School

Education shall establish in the annual budget a maximum expenditure amount that may be allotted for such travel and expenses reimbursement for the 2021-2022 school year.

NOW, THEREFORE, BE IT RESOLVED, that the Holland Township Board of Education hereby established the School District travel maximum for the school year at the sum of \$65,000.00

Regular business travel maximum is \$1,500 per person.

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

**13. Approve REAP Grant Application for 2022-2023 (FY23) School Year**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approve application for: Federal Grant: Small, Rural School Achievement Program CFDA Number 84.358A (REAP) for the 2022-2023 (FY23) school year.

**14. Approve School Photographer Contract**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves BNL Enterprises, Inc. as the school photographer for the 2022/2023 School Year.

FUTHER RESOLVED, the Holland Township Board of Education approves the 2022/2023 contract from BNL Enterprises, Inc

**M. SUPPLEMENTARY MATTERS**

1. Superintendent Stephanie Snyder spoke about the Strategic Plan and a new mission statement for Holland Township School. Ms. Snyder also spoke about the sick bank.
2. Board President Matt Davis gave a Board Vacancy update and spoke about the Regionalization Bill.

**N. COMMENTS: PUBLIC – GENERAL – No comments.**

**O. 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



# Holland Township School

- 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. Muller, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 8:57 to discuss Confidential Matters by Law or Court Order.

2. Motion to Enter Public Session

Motion made by Mr. Davis, seconded by Mr. Muller, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 9:35.

**P. ADJOURNMENT**

1. **Motion to Adjourn**

Motion made by Mr. Muller, seconded by Mr. Davis, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 9:36.

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,

Jack Trent

School Business Administrator / Board Secretary