



Holland Township School

**Regular Meeting
April 26, 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 – Present
 Martin – Present
 McGuire – Present
 Muller – Present
 Walker – Present

6 members present. 0 members absent.

- E. **CORRESPONDENCE**
- F. **CONSENT AGENDA**

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

Voice vote: AYES – 6 NAYES – 0 ABSTENTIONS - 0

Motion carries **6-0**.

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 11591 thru NO456 in the amount



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of \$339,385.16 and the bill list dated April 30, 2022 check numbers NO316 thru NO429 in the amount of \$1, 077,874.22

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 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 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 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.

- 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

G. BOARD PRESIDENT REPORT – Board President Matt Davis discussed the Board vacancy interview process with the Board.

H. SUPERINTENDENT REPORT – Superintendent Stephanie Snyder presented the budget to the public. Additionally, Ms. Snyder discussed a tree donation, NJSLA, and end-of-year procedures.

I. PRINCIPAL REPORT

J. COMMENTS: PUBLIC - AGENDA ITEMS ONLY – No comments.

The Board conducted an interview with John Bartruff for the vacant position on the Board of Education.

K. 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



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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. Muller, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 7:33 to discuss Personnel Matters.

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 8:16.

Appointment to Vacant Board Seat

Motion made by Mr. Davis, seconded by Ms. Hance, to nominate John Bartruff to fill the open Board of Education seat.

Roll Call Vote:

Hance – Yes; Martin – Yes; McGuire – Yes; Muller – Yes; Walker - Yes; Davis - Yes

Motion passes 6-0.

John Bartruff will fill the Board of Education open seat as a replacement for former member Westley Hackmann.

L. EDUCATION

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

Roll Call Vote:

Hance – Yes; Martin – Yes; McGuire – Yes; Muller – Yes; Walker - Yes; Davis – Yes



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Motion passes 6-0 (Mr. McGuire abstains from L.1 and L.9).

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 March 9, 2022 to April 13, 2022 and affirms the actions of the administration.

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;

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



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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.

7. Approve Self Contained Elementary School LLD Classroom

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the creation of a Self Contained Elementary School LLD Classroom.

8. Approve Field Trips

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following field trip:

- Dorney Park

9. HIB Investigation from February 7, 2022

BE IT RESOLVED that the Board hereby affirms and modifies the Superintendent's decision in HIB Investigation involving SID No. 5207418278, from February 7, 2022 for reasons set forth in the Superintendent's Report to the Board, including the additional remedial measures for the accused which have been approved by the Board. The Board directs the Board Secretary/School Business Administrator to transmit a copy of the Board's decision to the affected students' parents.

M. PERSONNEL

Motion made by Mr. Davis, seconded by Ms. Hance, to approve the following items:

Roll Call Vote:

Hance – Yes; Martin – Yes; McGuire – Yes; Muller – Yes; Walker - Yes; Davis – Yes

Motion passes 6-0.

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:



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- 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
- 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



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- 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

11. Approve Sick Bank Standards and Procedures

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Sick Bank Standards and Procedures.

12. Approve to Ride School Bus

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all staff, approved substitutes and all ESC Employees as substitute supportive transportation aides for students with disabilities as per requirements set forth in the student's IEP, and as directed by the Supervisor of Special Services for the 2021/2022 school year.

13. Approve Unpaid Day

RESOLVED that upon the recommendation of Superintendent the Holland Township Board of Education approves one (1) unpaid day for Employee #1832, Tuesday, April 26, 2022.

FURTHER RESOLVED that the following payroll check for Employee #1832 will be deducted for her one (1) unpaid day for Tuesday, April 26, 2022.

N. POLICY

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

Roll Call Vote:

Hance – Yes; Martin – Yes; McGuire – Yes; Muller – Yes; Walker - Yes; Davis – Yes

Motion passes 6-0.

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.

2. Approve Policy

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the bypass of two readings and approves the following Policy:

- 1110 Organizational Chart

O. FINANCE AND FACILITIES

Motion made by Mr. Davis, seconded by Ms. Hance, to approve the following items:



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Roll Call Vote:

Hance – Yes; Martin – Yes; McGuire – Yes; Muller – Yes; Walker - Yes; Davis – Yes

Motion passes 6-0.

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 SecretaryTreasurer (1 required)

Reserve Accounts (Capital, Maint., Emergency)

President

Vice President

Board Secretary

Treasurer(3 required)

FSA

Board Secretary

Treasurer (1 required)

2. Investment Authorization

Upon the recommendation of the Superintendent of Schools that the Board authorize



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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 \$17,500 Total

Auditing

Suplee, Clooney & Company \$20,500

Boiler Services

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.



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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

Payroll Services

R & L Data Centers, Inc.

\$525 per payroll Not to exceed \$17,500 Total

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

Dr. Sheryl Novotny both Rutgers University Behavioral Health

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



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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. 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

9. Petty Cash Account

RESOLVED that a Petty Cash Account be established for the 2022-2023 year, in the amount of \$300.00; and appoints the School Business Administrator/Board Secretary as custodian of the same.

10. 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

11. 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: \$12,233,413 Special Revenue Fund (Grants and Entitlements): \$200,480.

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) \$10,349,255.



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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 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.

12. 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

13. 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

14. Prescription Plan Changes

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following motions:

Motion to authorize the School Business Administrator to effectuate the termination of the employee prescription drug benefit plans held directly with Benecard Services effective 11:59 pm on June 30, 2022.

Motion to approve participation in the School Employee Health Benefits Plan (SEHBP) for prescription drug coverage and to authorize the School Business Administrator to execute the necessary paperwork to enroll in the plan effective 12:00 am on July 1, 2022.

15. Approve School Yearbook Contract

RESOLVED that upon the recommendation of the Superintendent, the Holland Township Board of Education approves Lifetouch as the yearbook provider for the 2022-2023 school year.

FURTHER RESOLVED, the Holland Township Board of Education approves the 2022-2023 Lifetouch contract.

B. SUPPLEMENTARY MATTERS Board Vice President Laurie Hance discussed a Regionalization meeting she attended. The Board recognized Ms. Ozgar's stock market club for placing 2nd in a large competition.

C. COMMENTS: PUBLIC – GENERAL – No comments

D. ADJOURNMENT



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1. **Motion to Adjourn**

Motion made by Mr. Muller, seconded by Mr. McGuire, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 8:36.

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