



# Holland Township School

**Work Session**  
**August 17, 2021, 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  
 Hackmann - Present  
 Hance - Present  
 McGuire  
 Muller - Present  
 Schilder - Present  
 Walker

**5 present, 2 absent. There is a quorum.**

Superintendent Stephanie Snyder conducted a presentation on the school-reopening plan and the effects of the Executive Order issued by the governor. Ms. Snyder also spoke on the new Director of Buildings and Grounds.

Business Administrator Jack Trent spoke on the garage roof project and the successful bid.

### **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



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- 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. Hackmann, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 7:55 to discuss personnel matters.

2. Motion to Enter Public Session

Motion made by Mr. Davis, seconded by Mr. Schilder, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 9:15.

**G. CONSENT AGENDA - DISCUSSION ONLY**

1. **Approval of Minutes**

Upon the recommendation of the Superintendent of Schools that the Board approve the Regular minutes of June 29, 2021 meeting and the June 29, 2021 Executive Session minutes.

2. **Bill List**

Upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated July 31, 2021 check numbers N0715 thru N0729 in the amount of \$572,133.58 and the Bill List dated August 24, 2021 check numbers 10946 thru 11017 in the amount of \$428,903.28.

3. **Finance**

1) Upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending June 30, 2021 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 June 30, 2021 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 June 30, 2021 and that as of this date sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year

**H. COMMENTS: PUBLIC - AGENDA ITEMS ONLY**- No Public Comments

**I. EDUCATION - DISCUSSION ONLY**



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## **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 June 23, 2021 – August 12, 2021, and affirms the actions of the administration.

## **2. Approve Superintendent's Student Safety Data System Report**

RESOLVED that the Holland Township Board of Education accepts the Superintendent's Student Safety Data System Report for January 1, 2021 to June 30, 2021.

## **3. Approve Mentoring Plan**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Mentoring Plan for the 2021-2022 school year

## **4. Approve Professional Development Plan**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Professional Development Plan for the 2021-2022 school year

## **5. Approve HTS Health, Safety, and Learning Environment Protocols**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Health, Safety, and Learning Environment Protocols for the 2021-2022 school year

## **6. Approve 2021-2022 Pandemic Response Plan**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the 2021-2022 Pandemic Response Plan

## **7. Approve Athletic Travel To Away Games**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all scheduled away games pursuant to each sport's season for the 2021-2022 school year

## **8. Approve Athletic Schedule**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Soccer (Boys, Girls & CoEd), Volleyball, Basketball (Boys and Girls), Baseball, Softball, Cross Country and Lacrosse (Boys & Girls) schedules for the 2021-2022 school year. The schedules are subject to change due to rescheduling and post season competition

## **9. Approve Vendors**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following organizations/vendors as solicitors for the 2021-2022 school year:

- PTO (Parent Teacher Organization)
- S.E.E.D. (The Holland Township Education Foundation)
- BNL Photography
- American Heart Association -Jump Rope for Heart
- Lifetouch Yearbook

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

### **1. Approve Substitutes**

RESOLVED that upon the recommendation of the Superintendent the Holland



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Township Board of Education approves the following substitutes for the 2021-2022 school year:

•Trish Bertoldo: Aide/Cafeteria Aide

## **2. Approve Summer Hours**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves summer hours for Christine Detrick (Media Specialist) not to exceed 10 hours with the hourly rate of \$57.79. (Subject to adjustment after settlement of contract)

## **3. Approve Unpaid NJFLA/NJFLIA Leave**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Christine Haffling's request for unpaid NJFLA/NJFLIA leave beginning on or about September 1, 2021 not to exceed 12 weeks on an intermittent basis (pending physician's certification).

## **4. Approve Resignation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the resignation of Ms. Amber Ritchlin (Cafeteria Aide), with regret effective July 18, 2021.

## **5. Approve ESY P/T Services**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Mrs. Maryann Huzar as a P/T (Physical Therapist) for the Extended School Year (ESY). Mrs. Huzar will be paid \$811 for her services. The program was in effect from July 6, 2021 – July 29, 2021, 4 days per week, 4 hours per day.

## **6. Approve ESY Substitutes**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Mrs. Amy Bashford as a Substitute Teacher for the Special Education Extended School Year (ESY). Mrs. Bashford's hourly salary rate will be \$56.19. The program was in effect from July 6, 2021 – July 29, 2021, 4 days per week, 4 hours per day.

## **7. Approve Staff Members for Home Instruction**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all employed teachers for Home Instruction as per the negotiated contract for the 2021-2022 school year.

## **8. Approve Staff Members for Title 1 Tutors**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all employed teachers for Title 1 Tutors as per the negotiated contract for the 2021-2022 school year.

## **9. Approve Aides to Ride School Bus**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all current employed Special Education Aides as 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.

## **10. Approve Staff Members as Chaperones**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all employed teachers, aides, clerks and



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secretaries with certification or substitute certification to act as chaperones for school activities as per negotiated contract.

**11. Approve Principal Evaluation Framework**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Multidimensional Principal Performance Rubric, Lerner-Centered Initiatives, Ltd. to evaluate the building principal for the 2021-2022 school year.

**12. Approve Danielson Framework for Teaching Evaluation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Danielson Framework for Teaching as the model for teacher evaluation for the 2021-2022 school year.

**13. Approve Annual Summative Teacher Evaluation**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Annual Summative for the Teacher Evaluation for the 2021-2022 school year.

**14. Approve Observation/Evaluation Tools for Non Teaching Staff Members**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves observation/evaluation tools for the following non teaching staff members for the 2021-2022 school year:

- Guidance Counselor
- Social Worker
- School Psychologist
- Learning Consultant
- Nurse
- Media Specialist
- Aide
- Educational Technology Coordinator/Integration Specialist

**15. 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 2021/2022 school year as per negotiated contract (rate are subject to adjustment after settlement of contract) Pending Student Involvement and completion of season:

Position/Staff Member/Stipend

Drama Club/Nancy Zrake/\$2,969

Yearbook Advisor (Split Position): Stephanie Kane and Tracy Kephart/\$1,604.50 each (Overrides June 29, 2021 BOE Approval)

Soccer (Girls): Chris Croasdale/\$2,155 (Pending Criminal History & Substitute Certification)

**16. Approve Volunteer**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Julie Nungester as a volunteer to assist Mrs. Shelli Deckert (Coach) with Cross County Team.



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## **17. Approve Director of Building and Grounds Job Description**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Director of Building and Grounds Job Description.

## **18. Approve Director of Building and Grounds Contract**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves executing the contract of employment between the Holland Township Board of Education and Mr. Drew Vanderzee, Director of Building and Grounds, from on or about November 15, 2021 through June 30, 2022, as per the contract terms and conditions.

## **19. Approve Director of Building and Grounds Shared Services Contract with Alexandria Township Schools**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the Shared Services contract for the Director of Building and Grounds Services with Alexandria Township Schools.

## **20. Annual Appointment of Officers/Appointments**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education appoints the following officials, for the period July 1, 2021 through June 30, 2022:

- Business Administrator: John Trent
- Board Secretary: John Trent
- Purchasing Agent: John Trent
- Custodian of School Records: John Trent
- Affirmative Action Officer: John Trent
- Public Agency Compliance Officer: John Trent
- Right to Know Coordinator: Drew Vanderzee
- Indoor Air Quality Compliance Officer: Drew Vanderzee
- AHERA Representative: Drew Vanderzee
- Safety Committee Coordinator: Drew Vanderzee
- Integrated Pest Management Manager Coordinator/Plan: Drew Vanderzee
- School Safety Specialist: John Trent

## **K. POLICY - DISCUSSION ONLY**

### **1. Approve Second Reading and Adoption of Policies and Regulations**

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

- P 0131 (Bylaws, Policies and Regulations)
- P 1521 (Educational Improvement Plan) - Abolished
- P 1649 (Federal Families First Coronavirus (COVID-19) Response Act) - Abolished
- P 3134 (Assignment of Extra Duties)
- P & R 3142 (Nonrenewal of Nontenured Teaching Staff Member)
- P & R 3221 (Evaluations of Teachers)
- P & R 3222 (Evaluation of Teaching Staff Members, Excluding Teachers and Administrators)
- P & R 3223 (Evaluation of Administrators, Excluding Principals, Vice Principals, and



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Assistant Principals)

- P & R 3224 (Evaluation of Principals, Vice Principals, Vice Principals and Assistant Principals)
- P & R 4146 (Nonrenewal of Nontenured Support Staff Member)
- P & R 6471 (School District Travel)
- P 8561 (Procurement Procedures for School Nutrition)

## **L. FINANCE AND FACILITIES - DISCUSSION ONLY**

1.

### **Approve Joint Transportation Agreement and Bus Routes for the 2021-2022 School Year.**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves 2021-2022 Joint Transportation Agreement between the Holland Township Board of Education and the Delaware Valley Regional High School District in the amount of \$389,213.00 for the following transportation routes September 1, 2021 through June 30, 2022.

H01 \$40421 H02 \$35561 H03 \$34850 H04 \$37052  
 H05 \$35446 H06 \$34074 H07 \$35901 H08 \$34850  
 H09 \$34325 H10 \$34330 H11 \$32403

#### ESY TRANSPORTATION

HEO1 \$2135.00  
 HEO2 \$2851.00  
 HEO3 \$2753.00

FURTHER RESOLVED that the Holland Township Board of Education approves detail report for all above noted Bus Routes.

### **2. Approve FY 22 Tuition Contracts with the following school districts:**

Alexandria Township School ED Student in the amount of \$21,835.00  
 Milford School MD Student in the amount of \$21,835.00 plus an aide \$15, 606  
 Any additional services will be billed accordingly

### **3. Approve Educational Evaluation Services contract with Success Across the Spectrum LLC for 2021-2022 school year**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the 2021-2022 Educational Evaluation Services contract with Success Across the Spectrum LLC. The contract will be for the 2021-2022 school year. Contract rate is \$410/evaluation.

## **M. SUPPLEMENTARY MATTERS**

1. Set 2021-2022 District Goals
2. Set 2021-2022 Board of Education Goals

## **N. COMMENTS: PUBLIC – GENERAL – No Public Comments**

The Board of Education discussed the Board Self-Evaluation and the District and Board goals.



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## O. ADJOURNMENT

### 1. Motion to Adjourn

Motion made by Mr. Davis, seconded by Mr. Schilder, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 9:15.

Respectfully Submitted,

Jack Trent  
School Business Administrator/Board Secretary

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.