

# HOLLAND TOWNSHIP SCHOOL DISTRICT

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Work Session  
June 20, 2023, 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

Giovannetti – Present

Hance

Martin – Present

Moustakas – Present

Muller – Present

Walker – Present

### E. WORKSHOP DISCUSSION ITEMS

### F. CONSENT AGENDA - DISCUSSION ONLY

#### 1. Approval of Minutes

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

May 16, 2023 Work Session Meeting Minutes

May 23, Regular Board Meeting Minutes

#### 2. Bill List

Upon the recommendation of the Superintendent of Schools, that the Board approve the Bill List dated June 27, 2023 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 April 30, 2023 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 April 30, 2023 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.

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 April 30, 2023 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

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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.

- Christine Haffling/Practical Strategies for Improving the Behavior of Attention - Seeking Manipulative & Challenging Students/Recorded/\$279 Registration
- Susan Wardell/Legal Requirements and Emerging Issues Related to the Code of Student Conduct; Code of Conduct Certificate Program/July 20, 2023/Online

## 5. Approve Staff Summaries of Approved Conferences/Workshops

Upon the recommendation of the Superintendent the Holland Township Board of Education accepts the staff summary sheets for BOE approved workshops.

## G. COMMENTS: PUBLIC - AGENDA ITEMS ONLY

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.

## H. EDUCATION - DISCUSSION ONLY

### 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 May 11, 2023 - June 9, 2023 and affirms the actions of the administration. (0 investigation, 0 found to be HIB). (School Year 2022-2023 15 total investigations, 7 found to be HIB)

### 2. Approve ShopRite of Hunterdon County, Inc. Donation

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts a donation of \$100 from ShopRite Hunterdon County, Inc. for Ultimate Fun Day. The Board recognizes and thanks the ShopRite Hunterdon County, Inc. for their continued and generous support of our school district.

### 3. Approve ELL Shared Service

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the ELL Shared Service with Delaware Valley Regional High School for the 2023/2024 school year at an hourly rate of \$70.00 for such services as Eligibility Testing for students, Professional Development and assistance with the ELL 3-Year Program Plan.

## I. PERSONNEL - DISCUSSION ONLY

Motion made by Mr. Davis, seconded by Mr. Muller, to approve the following Item I.11:

### **Roll Call Vote:**

Giovanetti – Yes; Martin – Yes; Moustakas – Yes; Muller – Yes; Walker – Yes; Davis – Yes

### 1. Approve Payment for Unused Personal Business/Family Illness and Sick Days Incentive

RESOLVED that upon the recommendation of the Superintendent the Holland

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Township Board of Education approves the payment for unused Personal Business Days, Family Illness Days and Sick day incentive as per HTEA Contract.

**2. Approve Payment for Unused Personal Business/Family Illness and Sick Days Incentive**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the payment for unused Personal Business Days, Family Illness Days and Sick day incentive as per HTEA Contract.

**3. 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 2023/2024 school year as per negotiated contract.

**Position/Staff Member/Stipend**

Genesis Coordinator/Carmelina Delasey/\$5,000

Substitute Coordinator/Lori Regep/\$2,782

Transportation Coordinator/Nancy Holzworth/\$2,000

**4. Approve Maternity Leave/NJ Family Leave Insurance Program/FMLA/NJ Family Leave Act**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Employee #1701 maternity leave utilizing FMLA/NJFLA starting on or about January 8, 2024 (for the maximum 24 weeks) which would be through the end of the school year.

Employee #1701 will utilize all accumulated Sick, Personal and Family Illness Days prior to her leave.

**5. Approve Unpaid NJFLA/NJFLI Leave**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Employee #1843 request for unpaid NJFLA leave (New Jersey Family Leave Act) utilizing NJFLI (New Jersey Federal Leave Insurance) beginning on or about August 22, 2023 until on or about September 29, 2023.

**6. Approve Maternity Leave/NJ Family Leave Insurance Program/FMLA/NJ Family Leave Act**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Employee #1505 maternity leave utilizing FMLA/NJFLA starting on or about October 16, 2023 with a return to work date of on or about April 8, 2024.

Employee #1505 will utilize all accumulated Sick prior to her leave.

**7. Approve Unpaid Days**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Employee #2204 request for two (2) unpaid days Wednesday, May 31, 2023 and Friday, June 2, 2022.

FURTHER RESOLVED that the following payroll check for Employee #2204 will be deducted for her two (2) unpaid days, Wednesday, May 31, 2023 and Friday, June 2, 2023.

**8. Approve Movement on Salary Guide**

RESOLVED that upon the recommendation of the Superintendent the Holland

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Township Board of Education approves Employee #2201 movement on the salary guide from 9BA+30 (\$63,940) to 9 MA (\$66,303) effective September 1, 2023 as per HTEA Contract.

## **9. Accept Students**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts Employee #2301 students for the 2023-2024 school year tuition free per Policy 5111.

## **10. Approve Non-Association Employees Contract for 2023-2024**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Non-Association Employees Contracts (3.20% salary increases) for the 2023-2024 school year:

- Employee #516, P/T Operations/Payroll Administrative Assistant - \$30,873 (includes longevity)

## **11. Approve Technology Support Technician**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the employment of Mr. Marion Calliste (pending criminal history) as Technology Support Technician for the 2023-2024 school year beginning on or about July 1, 2023.

FURTHER RESOLVED, the Holland Township Board of Education approves the Non-Association contract for Mr. Calliste with an annual salary of \$63,000.

## **12. Approve Child Study Team**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Child Study Team to work in the summer up to but not exceed 30 hours each at the negotiated rate:

- Erica Kastell: LDTC
- Sarah Chittenden: Social Worker
- Lauren Aversa: Psychologist

## **J. POLICY - DISCUSSION ONLY**

### **1. Approve First Reading of Policies and Regulations**

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

- P9130 (Public Complaints and Grievances)

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

### **1. Approve 2023- 2024 Extraordinary Aid Application**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the FY24 application for Extraordinary Aid. The state may award a portion of an eligible classified student's education and support cost incurred that exceed \$40,000 for public school expenditures and \$55,000 for private school tuition expenditures.

### **2. Approve Transfer of Surplus to Emergency Reserve**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves transfer of surplus to emergency reserve.

WHEREAS, NJSA 18A:21-1 and NJSA 18A:7G-13 permit a Board of Education

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to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

WHEREAS, the Holland Township Board of Education wishes to deposit anticipated current year surplus into the Emergency Reserve account at year end, and

WHEREAS, the Holland Township Board of Education has determined that an amount not-to-exceed \$250,000 may be available for such purpose of transfer.

NOW, THEREFORE, BE IT RESOLVED by the Holland Township Board of Education that it hereby authorizes the District's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

**3. Approve Submission of Federal Grants Listed:**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the submission of the grants listed:

IDEA Consolidated Basic  
Preschool  
ESEA Consolidated  
Title I A  
Title II A  
Title III  
Title IV A

**4. Approve Grant Submission and Acceptance**

RESOLVED that upon the recommendation of the Superintendent the Holland Township School approves the submission and acceptance of the School Climate Pilot Grant.

**5. Accept NGPF Nearpod License Grant**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education accepts the NGPF Nearpod License Grant. The grant will enhance both Social Studies and Financial Literacy at Holland School.

**6. Approve Waiver**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the submission of the "Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms 2023-2024 School Year" and certifies that all requirements of N.J.A.C. 6A:26-6.3 and/or 6.4 have been met.

**7. Approve ESY Joint Transportation Agreement for the 2023-2024 School Year.**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the 2023-2024 Joint Transportation Agreement between the Holland Township Board of Education and the Delaware Valley Regional High School District in the amount of \$18,187.91 for the following ESY transportation routes and ESY Katzenbach School transportation route.

ESY TRANSPORTATION

HEO1 \$3260.53

HEO2 \$3008.08

HEO3 \$3344.68

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HEO4 \$8574.63

FURTHER RESOLVED that the Holland Township Board of Education approves the cost for all the above-noted bus routes.

**8. Approve Physical Therapist Shared Services Contract with Franklin Township School**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the Shared Services contract for the Physical Therapist Services with Franklin Township Schools.

**9. Approve Transfer of Surplus to Capital Reserve**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves transfer of surplus to capital reserve.

WHEREAS, NJSA 18A:21-1 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

WHEREAS, the Holland Township Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the Holland Township Board of Education has determined that an amount not-to-exceed \$500,000 may be available for such purpose of transfer.

NOW, THEREFORE, BE IT RESOLVED by the Holland Township Board of Education that it hereby authorizes the District's School Business Administrator to make this transfer consistent with all applicable laws and regulations

**10. Approve Insurance Renewal - SAIF**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves FY23-24 Package Insurance rates with School Alliance Insurance Fund (SAIF) and Zurich Insurance. SAIF provides coverage for: Property, Liability, and Workers Compensation. Zurich Insurance provides Student Accident Insurance.

**11. Approve Transfer of Surplus to Maintenance Reserve**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the transfer of surplus to maintenance reserve.

WHEREAS, NJSA 18A:21-1 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

WHEREAS, the Holland Township Board of Education wishes to deposit anticipated current year surplus into Maintenance Reserve account at year end, and

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WHEREAS, the Holland Township Board of Education has determined that an amount not-to-exceed \$500,000 may be available for such purpose of transfer.

NOW, THEREFORE, BE IT RESOLVED by the Holland Township Board of Education that it hereby authorizes the District's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

## **L. SUPPLEMENTARY MATTERS**

1. Facilities Report May
2. School Mascot Discussion

## **M. COMMENTS: PUBLIC - GENERAL**

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.

Ms. Croasdale, Holland teacher, spoke about the history of Holland being taught in 4<sup>th</sup> grade.

## **N. 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
- 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 7:55 to discuss Personnel Matters and Collective Bargaining.

### 2. Motion to Enter Public Session

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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 10:03.

**O. ADJOURNMENT**

**1. Motion to Adjourn**

Motion made by Mr. Muller, seconded by Mr. Walker, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 10:03.

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.