



# Holland Township School

**Work Session**  
**June 21, 2022, 7:00 PM**  
**Holland Township School - Auditorium**  
**710 Milford Warren Glen Road**  
**Milford, NJ 8848**

## AGENDA

**A. CALL TO ORDER**

**B. FLAG SALUTE**

**C. WELCOME**

**D. ROLL CALL**

Bartruff, Jr.  X

Davis  X

Hance  X

Martin  Ab

McGuire  Ab

Muller  X

Walker  X

**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
- School/Public Security
- Collective Bargaining
- Pending, Ongoing or Anticipated Litigation



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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 Davis, seconded by Mueller, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 7:06pm to discuss legal matters.

2. **Motion to Enter Public Session**

Motion made by Davis, seconded by Bartruff, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 8:10pm.

**G. CONSENT AGENDA - DISCUSSION ONLY**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, upon the recommendation of the Superintendent of Schools that the Holland Township Board of Education approve the consent agenda as follows:

1. **Approval of Minutes**

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

May 17, 2022 Work Session Meeting Minutes

May 17, 2022 Work Session Executive Meeting Minutes 1

May 17, 2022 Work Session Executive Meeting Minutes 2

May 24, 2022 Regular Board Meeting Minutes

May 24, 2022 Executive Session Meeting Minutes

2. **Bill List**

Upon the recommendation of the Superintendent of Schools, that the Board approve the Bill Lists dated:

May 31, 2022 check numbers 11782 thru NO532 in the amount of \$472,3392.12 June 28, 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 May 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 month ending May 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, 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 May 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

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



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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.

- Christian Semenowitz: Handle With Care/September 15, 2022, Hamilton, NJ \$475 Registration Fee/\$28.64 Mileage
- Jenna Langston: Handle With Care/September 15, 2022, Hamilton, NJ \$475 Registration Fee/\$28.89 Mileage
- Christine Detrick: What's New in Ligature/Recorded, \$279 Registration Fee
- Susan Wardell: Navigating Sensitive Legal Issues in Curriculum/Recorded, \$100 Registration Fee

## **H. 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.

No Public Comment on Agenda Items.

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

Motion made by \_\_, seconded by \_\_, to approve the following items:

**Roll Call Vote: Bartruff, Jr. \_\_ Hance \_\_ Martin**

**\_\_ McGuire \_\_ Muller \_\_ Walker \_\_ Davis \_\_**

### **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 12, 2022 - June 13, 2022 and affirms the actions of the administration.

### **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 popcorn and ice-cream 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.

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

Motion made by \_\_, seconded by \_\_, to approve the following items:

**Roll Call Vote: Bartruff, Jr. \_\_ Hance \_\_ Martin**

**\_\_ McGuire \_\_ Muller \_\_ Walker \_\_ Davis \_\_**

### **1. Approve Summer Academy Personnel**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following personnel to work the Summer Academy Program. The program will be in effect from July 5, 2022 – July 14, 2022 (Session 1), and July 18, 2022 – July 28, 2022 (Session 2); 4 days per week. Teachers will not exceed 4.5 hours daily.



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Jill Conti: Math & LA: \$67.54 per hour  
 Hope Dell: Math & LA: \$47.88 per hour  
 Sandy Ozgar: Math & LA: \$60.44 per hour  
 Ryan Pfenning: Math & LA; \$48.57 per hour  
 Colleen Speth: LA: \$58.30 per hour  
 Melanie Sloyer: LA: \$47.88 per hour  
 Sarah Tainow: Math: \$63.52 per hour

## **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 Substitute Supervisor of Custodians 2022-2023**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Mr. John Jesiolowski as the Substitute Supervisor of Custodians for the 2022-2023 school year. Compensation: \$600 yearly stipend as per negotiated contract.

## **4. 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 2022/2023 school year as per negotiated contract. Pending Student Involvement and completion of season:

### **Position/Staff Member/Stipend**

Athletic Director/Alan Schedlbauer/\$4,114  
 Band/VACANT  
 Basketball - Boys/Christian Semenowitz/\$3,878  
 Basketball - Girls/VACANT Baseball/VACANT  
 Chess Club/ Jason Kries/\$478  
 Choir/VACANT  
 Computer Club/Jason Kries/\$1,755  
 Cross Country/Shelli Deckert/\$2,155  
 Drama Club/Nancy Zrake/\$2,969  
 Genesis Coordinator/Carmelina Delasey/\$5,000  
 Helping Hands/Jennifer Leap/\$752  
 Lacrosse - Boys/VACANT  
 Lacrosse - Girls/VACANT  
 Passport Club/Jason Kries/\$478  
 Robotics/Jason Kries/\$1,341  
 Science Club/VACANT  
 Soccer -Boys & CoEd/Christian Semenowitz/\$2,155  
 Soccer -Girls & CoEd/Hope Dell/\$2,155  
 Softball/VACANT  
 Student Council Advisors (Split Position): Jennifer Leap/\$862 & Ryan Pfenning/\$862  
 Substitute Coordinator/Lori Regep/\$2,782



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Tournament of Champions (Split Position)/ Allison Kays/\$1,003 & Ryan Pfenning/\$1,003

Transportation Coordinator/Nancy Holzworth/\$2,000

Volleyball/Frank Simini/\$2,155 (Pending Criminal History)

WHTS/(Split Position)/Jason Kries/\$640 & Ryan Pfenning/\$640

Yearbook Advisor/(Split Position) Stephanie Kane/\$1,604.50 & Tracy Kephart/\$1,604.50

## **5. Approve Business Administrator/Board Secretary 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. John Trent, Business Administrator/Board Secretary, from July 1, 2022 through June 30, 2023 at annual salary of \$129,250, as per the contract terms and conditions.

## **6. Approve Business Administrator Shared Services Contract with Alexandria Township Schools**

RESOLVED upon the recommendation of the Superintendent, the Holland Township Board of Education approves Shared Services contract for Business Administrator Services with Alexandria Township Public Schools. The Annual contract is for \$65,875, from July 1, 2022 through June 30, 2023.

## **7. Approve Summer Enrichment Personnel**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following personnel to work the Summer Enrichment Program:

- Amber Lazier/Nature Arts and Crafts Club/\$48.49 per hour
- Betsy Nush/Stress Management/\$60.38 per hour
- Chris Semenowitz/Girls Basketball Camp & Coed Basketball Camp/\$47.88 per hour
- Colleen Speth/Cross Stitch Club/\$58.30 per hour
- Elizabeth Vocke/"Little" Workshop/\$53.97 per hour
- Hope Dell/Girls Volleyball Camp 2 Sessions/\$47.88 per hour
- Kevin Kuchinsky/Music Lessons/\$47.88 per hour
- Laurie Hughes/Process Art/Summer STEM/Get Your Game On!/Water Works/\$54.91 per hour
- Melanie Sloyer/Butterflies/\$47.88 per hour
- Ryan Pfenning/Outdoor Games/Board Game/Card Game Club/\$48.57 per hour
- Sandy Ozgar/Line Dancing/\$60.44 per hour
- Sarah Tainow/Creative Theatre/\$63.52 per hour
- Tom Welsh/Art Club/Book Club/\$54.91 per hour

## **8. Approve Elementary Education Teacher**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the employment, of Ms. Hope Dell as Elementary Education Teacher for the 2022-2023 school year beginning August 23, 2022.



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FURTHER RESOLVED, Ms. Dell will be placed on Step 1 BA +15 of the 2022-2023 HTEA Salary guide, \$56,195.

**9. Approve Special Education Teacher**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the employment, of Ms. Isa Knapp as Special Education Teacher for the 2022-2023 school year beginning August 23, 2022.

FURTHER RESOLVED, Ms. Knapp will be placed on Step 2 BA+15 of the 2022-2023 HTEA Salary guide, \$56,695.

**10. Approve Middle School Science Teacher**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the employment, of Ms. Jessika Beahm as Middle Science Teacher for the 2022-2023 school year beginning August 23, 2022.

FURTHER RESOLVED, Ms. Beahm will be placed on Step 8 BA +30 of the 2022-2023 HTEA Salary guide, \$61,320.

**11. Approve PreSchool Teacher**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the employment, of Ms. Keri Sigafoos as PreSchool Teacher for the 2022-2023 school year beginning August 23, 2022.

FURTHER RESOLVED, Ms. Sigafoos will be placed on Step 9 BA of the 2022-2023 HTEA Salary guide, \$60,070.

**12. Approve Non-Association Employees Contract for 2022-2023 School Year**

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

- Nicole Rasavage, BCBA/Case Manager:Total Salary \$72,410 (25 hours per week)

**13. Permission to Hire**

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education grants the Superintendent permission to hire the following position:

- Full Time Middle School Social Studies Teacher
- Elementary School Teacher

**14. Approve Educational Facilities Supervisor 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 Educational Facilities Supervisor Services with Alexandria Township Schools.

**K. POLICY - DISCUSSION ONLY**

Motion made by \_\_\_\_, seconded by \_\_\_\_, to approve the following items:

**Roll Call Vote: Bartruff, Jr. \_\_ Hance \_\_ Martin  
\_\_ McGuire \_\_ Muller \_\_ Walker \_\_ Davis \_\_**



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## **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 1648.14 (Safety Plan for Healthcare Settings in School Buildings - COVID-19) Abolished
- P 1648.15 (Recordkeeping for Healthcare)
- P 2415.04 (Title 1 - District - Wide Parent and Family Engagement)
- P 2415.50 (Title 1 - School Parent and Family Engagement)
- P 2416.01 (Postnatal Accommodations for Students)
- P 2417 (Student Intervention and Referral Services)
- P 2461 (Special Education/Receiving Schools)
- R 2461.06 (Special Education/Receiving Schools - Appropriately Certified and Licensed Staff)
- R 2461.09 (Special Education/Receiving Schools - Statewide and District - Wide Assessment Programs)
- R 2461.10 (Special Education/Receiving Schools - Full Educational Opportunity) • R 2461.12 (Special Education/Receiving Schools - Length of School Day and Academic Year)
- R 2461.14 (Special Education/Receiving Schools - Amending Policies, Procedures, the Services Provided, or the Location of Facilities)
- R 2461.15 (Special Education/Receiving Schools - Operation of an Extended Academic Year Program)
- R 2461.19 (Special Education/Receiving Schools - Behavior Modification Program)
- P 3161 (Examination for Cause)
- P 4161 (Examination for Cause)
- P 5512 (Harassment, Intimidation, and Bullying)
- P & R 7410 (Maintenance and Repair)
- P 8420 (Emergency and Crisis Situations)
- P & R 9320 (Cooperation with Law Enforcement Agencies)

## **2. Approve First Reading of Policies and Regulation**

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

- P & R 52000 (Attendance)
- P & R 5410 (Promotion and Retention)

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

Motion made by \_\_\_, seconded by \_\_\_, to approve the following items:

**Roll Call Vote: Bartruff, Jr. \_\_\_ Hance \_\_\_ Martin \_\_\_ McGuire \_\_\_ Muller \_\_\_ Walker \_\_\_ Davis \_\_\_**

#### **1. Approve Pitney Bowes Postage Meter Lease Renewal**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education accepts the Pitney Bowes postage meter lease renewal in the



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amount of \$300.85 per quarter for 60 months. Renewing July 1, 2022 thru June 30, 2027.

## **2. Approve Food Service Management Company Contract for 2022-2023 School Year.**

RESOLVED, upon the recommendation of the Superintendent, that the Holland Township Board of Education award and approve the contract with Maschio's Food Service Inc. to provide food service for the 2022-2023 school year. The Management and Administrative fee for the 22-23 school year will be \$9803.85 payable in 10 monthly installments of \$980.38 for the contract period September 1, 2022 thru June 30, 2023. Be it further resolved, Mashio's guarantees a loss not to exceed \$10, 000.00 including the management fee for the contract period.

## **3. Approve 2022- 2023 Extraordinary Aid Application**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the FY23 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.

## **4. 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.

## **5. 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 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





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hereby authorizes the District's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

## **6. 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 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 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.

## **7. Approve School Lunch Prices for 2022-2023**

RESOLVED, upon the recommendation of the Superintendent that the Holland Township Board of Education approves the School Lunch prices for the 2022-2023 school year.

- Student Lunch \$2.95
- Adult Lunch \$3.50
- Milk \$0.60

## **8. Approve Insurance Renewal - SAIF**

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves FY22-23 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.

## **9. 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

## **M. SUPPLEMENTARY MATTERS**

1. 8<sup>th</sup> grade award discussion
2. Retirements and Recognitions
3. June 29<sup>th</sup>- meet with Holland representatives to Del Val



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4. July 5<sup>th</sup>- presentation to the Town Committee

## **N. 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.

Geoffrey Shrewsbury commented on school safety

Cecelia Shresbury commented on a student issue

Britta Shrewsbury commented on a student issue

Sandy Ozgar commented on the retention policy

## **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
- 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 Davis, seconded by Walker, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 9:10pm to discuss legal matters.

### 2. Motion to Enter Public Session

Motion made by Davis, seconded by Muller upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 11:38pm.

## **P. ADJOURNMENT**



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## 1. Motion to Adjourn

Motion made by Davis, seconded by Muller, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 11:38pm.

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.

*Stephane Snyder*