



Holland Township School

Regular Meeting
June 28, 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

Bartruff, Jr. – Present

Davis – Present

Hance – Present

Martin – Absent

McGuire – Absent

Muller – Present

Walker – Present

CORRESPONDENCE - Letter to the Board from Ms. Tessieri

Motion by Mr. Davis, seconded by Mr. Batruff, to recognize the following individuals:

1. Honoring Kadence Melamud - Winner of SIFMA Foundation's InvestWrite Competition
2. Honoring Colleen Speth -Teacher of the Year
3. Honoring Lori Matthews - Educational Services Professional of the Year
4. Honoring Gina Viespoli - ESP of the Year
5. Resolution Honoring Cindi Clifford Retiring
6. Resolution Honoring Carolyn Grundhauser Retiring
7. Resolution Honoring Debbie Risko Retiring
8. Resolution Honoring Louis Del Rosso Retiring
9. Resolution - Westley Hackman

Voice vote: AYES – 5 NAYES – 0 ABSTENTIONS - 0

Motion carries **5-0**.

Motion by Mr. Davis, seconded by Mr. Walker, to take a 15-minute recess at 7:25.

Voice vote: AYES – 5 NAYES – 0 ABSTENTIONS - 0

Motion carries **5-0**.



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Motion by Mr. Davis, seconded by Mr. Ms. Hance, to reenter public session at 7:41.

Voice vote: AYES – 5 NAYES – 0 ABSTENTIONS - 0

Motion carries **5-0**.

A. 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 – 5 NAYES – 0 ABSTENTIONS - 0

Motion carries **5-0**.

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, 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 NO614 thru NO618 in the amount of \$747,351.43

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



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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.

- 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

B. BOARD PRESIDENT REPORT Board President Matt Davis spoke about the year-end ceremonies he was able to attend.

C. SUPERINTENDENT REPORT Superintendent Stephanie Snyder discussed school lunches, additional grant money for mental wellness, summer programs, and NJSLA results.

D. PRINCIPAL REPORT Principal Sue Wardell spoke about ESY and preparations for the next school year.

E. 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.

F. EDUCATION

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

Roll Call Vote: Bartruff, Jr. – Yes; Hance – Yes; Muller – Yes; Walker – Yes; Davis – Yes

Motion passes 5-0.

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.



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G. PERSONNEL

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

Roll Call Vote: Bartruff, Jr. – Yes; Hance – Yes; Muller – Yes; Walker – Yes; Davis – Yes

Motion passes 5-0.

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.

- 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



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- 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
- 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 Criminial 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



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- 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.

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 Sigafos as PreSchool Teacher for the 2022-2023 school year beginning August 23, 2022.

FURTHER RESOLVED, Ms. Sigafos 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
- Learning Disabilities Teacher - Consultant (LDT-C)

14. Approve Educational Facilities Supervisor Shared Services Contract with Alexandria Township Schools



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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.

H. POLICY

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

Roll Call Vote: Bartruff, Jr. – Yes; Hance – Yes; Muller – Yes; Walker – Yes; Davis – Yes

Motion passes 5-0.

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:



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• P & R 5410 (Promotion and Retention)

I. FINANCE AND FACILITIES

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

**Roll Call Vote: Bartruff, Jr. – Yes; Hance – Yes; Muller – Yes; Walker – Yes;
Davis – Yes**

Motion passes 5-0.

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 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.



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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 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



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Preschool

ESEA Consolidated

Title I A

Title II A

Title III

Title IV A

J. **SUPPLEMENTARY MATTERS** – The Board of Education discussed the NJSLA results, Workshop 2022, the Board self-evaluation

K. **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.

A Holland Township resident read a letter to the Board regarding a student incident.

L. **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 Ms. Hance, upon the recommendation of the



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Superintendent of Schools the Holland Board of Education enter Executive Session at 8:04 to discuss Personnel Matters.

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 10:00.

Attorney of Record

Motion made by Mr. Davis, seconded by Ms. Hance, upon the recommendation of the Superintendent of Schools to approve the Comegno group as attorney of record.

Roll Call Vote: Bartruff, Jr. – Yes; Hance – Yes; Muller – Yes; Walker – Yes; Davis – Yes

Motion passes 5-0.

M. 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 10:02.

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