



Holland Township School

Work Session
May 16, 2023, 7:00 PM
Holland Township School - Auditorium
710 Milford Warren Glen Road
Milford, NJ 8848

MINUTES

A. **CALL TO ORDER** Laurie Hance called the meeting to order at 7:00pm.

B. **FLAG SALUTE**

C. **WELCOME**

D. **ROLL CALL**

Davis

Giovannetti – Present

Hance – Present

Martin

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, the Board approve the following minutes:

April 18, 2023 Work Session Meeting Minutes

April 18, 2023 Executive Session Meeting Minutes (1)

April 18, 2023 Executive Session Meeting Minutes (2)

April 25, 2023 Regular Board Meeting Minutes

April 25, 2023 Executive Session Meeting Minutes

2. **Bill List**

Upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated May 23, 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 March 31, 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 March 31, 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.



Holland Township School

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 March 31, 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 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: Year in Review/Zoom/\$150

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 April 5, 2023 - May 11, 2023 and affirms the actions of the administration. (1 investigation, 0 found to be HIB). (School Year 2022-2023 15 total investigations, 7 found to be HIB)

2. 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
- Civics
- World Language
- Technology
- 21st Century Life and Career
- Media Technology
- PreSchool
- Financial Literacy



Holland Township School

3. Approve Science Material

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Science material purchase (all prices are approximate):

- K-8/Generation Genius/Digital (2-Year)/\$2,331
- Grade 5/McGraw Hill/Textbook & Digital (6 Year)/ \$5,818.51
- Grades 6-8/McGraw Hill/Textbook & Digital (6 Year)/ \$20,662.55

4. Approve Social Studies Material

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Social Studies material purchase (all prices are approximate):

- Grade 5/Savvas/Textbook & Digital (1 Year)/ \$2,673.44
- Grades 6-8/Savvas/Digital (1 Year)/ \$3,749

5. Approve Language Arts Material

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Language Arts material purchase (all prices are approximate):

- K/McGraw Hill-Wonders/Digital (6 Year)/\$20,000

6. Approve Math Material

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Math material purchase (all prices are approximate):

- K-5/Reveal/McGraw Hill/Textbook & Digital (3 Year)/\$82,503 (Plus \$5,000 for Professional Development)
- Grade 6-8/All Things Algebra/Textbook & Digital (1 Year)/\$1,271.10
- Grade 6-8/Formative/Digital/\$2,155.60

7. Approve Preschool Material

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Preschool material purchase (all prices are approximate):

- Creative Curriculum

8. Approve All Software Material

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all attached district software purchases (all prices are approximate).

I. PERSONNEL - DISCUSSION ONLY

1. Approve Substitutes

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following substitutes for the 2022-2023 and 2023-2024 school years:

- Linda Bellini/Aide

2. Approve ESY Personnel

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following personnel to work the Special Education Extended School Year (ESY). The program will be in effect from July 5, 2023



Holland Township School

- July 31, 2023; 4 days per week. Teachers and Nurses will work from 8:30 am - 1:00 pm.

Nurse (Schedule to be worked out between nurses. Only 1 nurse per day)

T. J. Hirsch:\$47.88 per hour
Lori Matthews:\$53.26 per hour

Speech Therapist

Rose Branosky:\$63.92 per hour

Special Education Teacher

Preschool: Janice Jones \$47.88 per hour (Pending Criminal History)
Primary: Isa Knapp:\$47.88 per hour
Upper Elementary: Amy Bashford:\$62.72 per hour
Middle School: Wade Chilmonik:\$56.27 per hour
Paraprofessionals: 8 - Provided by ESC

Occupational Therapist

Alison Nickel: \$70.27 per hour

Commission of the Blind

3. Approve Summer Custodian Personnel

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all approved substitute custodians as summer custodial at an hourly rate of \$18.00 per hour.

4. Approve Special Education Transportation Aides for ESY

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all 2023 ESY Special Education Aides as transportation aides for the summer 2023 Special Education Extended School Year Program.

5. 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.

6. Rescind Change in Hours/Contract

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education rescinds the change in hours for Employee 1854 from part time at 23 hours/week (FTE 0.63) Occupational Therapist to 28 hours/week (FTE.78) for the 2023/2024 school year (Employee 1854 now qualifies for health benefits)

FURTHER RESOLVED, upon the recommendation of the Superintendent the Holland Township Board of Education rescinds the adjusted contract for:

- Employee #1854, Occupational Therapist, \$60,349

7. Approve Change in Hours/Contract

RESOLVED that upon the recommendation of the Superintendent the Holland



Holland Township School

Township Board of Education approves the change in hours for Employee 1854 from part time at 23 hours/week (FTE 0.63) Occupational Therapist to 28 hours/week (FTE.78) for the 2023/2024 school year (Employee 1854 now qualifies for health benefits)

FURTHER RESOLVED, upon the recommendation of the Superintendent the Holland Township Board of Education approves the adjusted contract for:

- Employee #1854, Occupational Therapist, \$72,401 (Total Annual Salary \$92,822 x 78%)

8. Approve Educational Technology Coordinator/Network Technician Job Description

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the updated Educational Technology Coordinator/Network Technician Job Description.

9. Rescind Non-Association Employee Contract for 2023-2024

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education rescinds the following Non-Association Employees contract for the 2023-2024 school year:

- Employee #719, Educational Technology Coordinator/Integration Specialist/\$106,493

10. Approve Non-Association Employee Contract for 2023-2024

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Non-Association Employees contract for the 2023-2024 school year:

- Employee #719/Educational Technology Coordinator/Network Technician/\$111,293

11. 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, 2023 – July 13, 2023 (Session 1), and July 17, 2023 – July 27, 2023 (Session 2); 4 days per week. Teachers will not exceed 4.5 hours daily.

- Jessica Beahm: LA: \$47.88 per hour
- Jill Conti: Math: \$67.99 per hour
- Christine Galloway: Math: \$47.88 per hour
- Tracy Kephart: Math: \$47.88 per hour
- Amber Lazier: LA: \$50.74 per hour
- Sandy Ozgar: LA: \$62.32 per hour
- Ryan Pfenning: Math: \$50.52 per hour
- Colleen Speth: LA: \$60.22 per hour
- Melanie Sloyer: LA: \$48.43 per hour
- Sarah Tainow: LA & Math: \$65.37 per hour
- Tom Welsh: Math: \$57.29 per hour
- Patrick Wynne: LA: \$47.88 per hour
- Deborah Zdepski: LA: \$52.30 per hour

12. Approve Summer Enrichment Personnel



Holland Township School

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

- Arts and Crafts Club/Tom Welsh/\$57.29 per hour
- Band Lessons/Kevin Kuchinsky/\$55.89 per hour
- Basketball/Patrick Wynne/\$47.88 per hour
- Basketball/Alan Schedlbauer/\$53.27 per hour
- Board Games/Ryan Pfenning/\$50.52 per hour
- Butterflies/Melanie Sloyer/\$48.43 per hour
- Cake Decorating/Colleen Speth/\$60.22 per hour
- Creative Writing/Mariden May/\$47.88 per hour
- Cross Stitch/Colleen Speth/\$60.22 per hour
- Crotchet/Sandra Ozgar/\$62.32 per hour
- Directed Painting/Robin Nugent/\$52.62 per hour
- Holland's Got Talent/Sarah Tainow/\$65.37 per hour
- Indoor Games/Hope Dell/\$47.88 per hour
- Indoor Games/Betsy Nush/\$62.24 per hour
- Kindergarten Readiness/Keri Sigafos/\$47.88 per hour
- Line Dancing/Sandra Ozgar/\$62.32 per hour
- Mr Men Book Club/Elizabeth Vocke/\$55.89 per hour
- On Stage Performing/Nancy Daniels/\$67.99 per hour
- Orienteering/Christine Galloway/\$47.88 per hour
- Outdoor Arts & Crafts/Amber Lazier/\$50.74 per hour
- Outdoor Games/Ryan Pfenning/\$50.52 per hour
- Soccer/Hope Dell/\$47.88 per hour
- Storytime Book Club/Robin Nugent/\$52.62 per hour
- Volleyball/Betsy Nush/\$62.24 per hour

13. Approve Math Teacher

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the employment, of Ms. Melissa Flynn (pending criminal history/certificate) as Middle School Math Teacher for the 2023-2024 school year beginning August 22, 2023.

FURTHER RESOLVED, Ms. Flynn will be placed on Step 4 BA of the 2023-2024 HTEA Salary guide, \$58,095.

14. Approve Special Education Teacher

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the employment, of Mr. Matthew Bigelli (pending criminal history) as Special Education Teacher for the 2023-2024 school year beginning August 22, 2023.

FURTHER RESOLVED, Mr. Bigelli will be placed on Step 17 MA of the 2023-2024 HTEA Salary guide, \$74,533.

15. Approve Elementary Teacher

RESOLVED that upon the recommendation of the Superintendent the Holland



Holland Township School

Township Board of Education approves the employment, of Ms. Emily Rodriguez (pending criminal history/certificate) as Elementary Teacher for the 2023-2024 school year beginning August 22, 2023.

FURTHER RESOLVED, Ms. Rodriguez will be placed on Step 17 MA of the 2023-2024 HTEA Salary guide, \$74,533.

16. Approve Special Education Teacher

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the employment, of Ms. Elizabeth Mansfield (pending criminal history) as Special Education Teacher for the 2023-2024 school year beginning August 22, 2023.

FURTHER RESOLVED, Ms. Mansfield will be placed on Step 15 MA of the 2023-2024 HTEA Salary guide, \$72,683.

J. POLICY - DISCUSSION ONLY

1. Approve Second Reading and Adoption of Policy

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

- P0167 (Public Participation in Board Meetings)
- P0144 (Board Member Orientation and Training)
- P&R2520 (Instructional Supplies)
- P3217 (Use of Corporal Punishment)
- P4217 (Use of Corporal Punishment)
- P5305 (Health Services Personnel)
- P&R5308 (Student Health Records)
- P&R5310 (Health Services)
- P6112 (Reimbursement of Federal and Other Grant Expenditures)
- R6115.01 (Federal Awards/Funds Internal Controls - Allowability of Costs)
- P6115.04 (Federal Funds - Duplication of Benefits)
- P6311 (Contracts for Goods or Services Funded by Federal Grants)
- P7440 School District Security
- R8310 (Public Records)
- P9100 (Public Relations) - ABOLISHED
- R9140 (Citizens Advisory Committee) - ABOLISHED

K. FINANCE AND FACILITIES - DISCUSSION ONLY

1. Approval of LRFP Architect

RESOLVED, upon the recommendation of the Superintendent, that the Holland Township Board of Education, in the County of Hunterdon, New Jersey authorizes Parette Somjen Architects to submit all necessary plans and paperwork to the Department of Education concerning the Long Range Facilities Plan (LRFP) to be in compliance with the requirements of the Department of Education, Office of Facilities Planning at a cost of \$8500.00. A master list of projects to be known as the "2023



Holland Township School

Holland Township Board of Education Capital Improvement Plan" will be developed and used as a basis for the update to the LRFP.

2. Approve Food Service Management Company Contract for the 2023-2024 School Year

RESOLVED, that upon the recommendation of the Superintendent, the Holland Township Board of Education award and approve the contract with Maschio's Food Service Inc. to provide food service for the 2023-2024 school year. The Management and Administrative fee for the 23-24 school year will be \$10,343.05 payable in 10 monthly installments of \$1034.31 for the contract period September 1, 2023 thru June 30, 2024. Be it further resolved, Mashio's guarantees a loss not to exceed \$10,000.00 including the management fee for the contract period."

Total cost of contract to be \$157,831.73.

3. Approve School Lunch Prices for 2023-2024 School Year

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 \$3.50
- Adult Lunch \$4.00
- Milk \$0.75

4. Approve Joint 2023-2024 Joint Transportation Agreement and School Related Activities

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the 2023-2024 Joiner transportation agreement between the Holland Township Board of Education and the Delaware Valley Regional High School District in the amount of \$449,581.32.

- HO1
- HO2
- HO3
- HO4
- HO5
- HO6
- HO7
- HO8
- HO9
- H10

Along with the joint agreement for School Related Activities,
First 60 miles billed at \$2.75/ mile
Additional miles billed at \$1.45/ mile
First hour billed at \$68/ hour.
Additional hours billed at \$40/ hour.
No minimum charges assessed

L. SUPPLEMENTARY MATTERS

Ms. Hance tabled the Public Grievance Policy.

M. COMMENTS: PUBLIC - GENERAL



Holland Township School

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.

Deb Croasdale discussed the Alumni Board on display in the school.

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 Ms. Hance, seconded by Mr. Muller, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 7:17 to discuss Personnel Matters.

2. Motion to Enter Public Session

Motion made by Ms. Hance, seconded by Mr. Muller, upon the recommendation of the Superintendent of Schools the Holland Board return to Open Session at 7:32.

O. ADJOURNMENT

1. **Motion to Adjourn**

Motion made by Mr. Muller, seconded by Ms. Hance, upon the recommendation of the Superintendent of Schools that the Holland Board of Education adjourn the meeting at 7:33.



Holland Township School

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.