



Holland Township School

Regular Meeting
September 27, 2022, 7:00 PM
Holland Township School - Auditorium
710 Milford Warren Glen Road
Milford, NJ 8848

MINUTES

A. **CALL TO ORDER** – Board President Matt Davis called the meeting to order at 7:05.

B. **FLAG SALUTE**

C. **WELCOME**

D. **ROLL CALL**

Bartruff, Jr. – Present

Davis – Present

Hance – Present (7:09)

Martin – Present

McGuire

Muller – Present

Walker

E. **CORRESPONDENCE**

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 Mr. Davis, seconded by Mr. Bartruff, upon the recommendation of the Superintendent of Schools the Holland Board of Education enter Executive Session at 7:07 to discuss Purchase Property and School/Public Security.

2. Motion to Enter Public Session

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

G. CONSENT AGENDA

Motion made by Mr. Davis, seconded by Ms. Hance, 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, the Board approve the following minutes;

- August 16, 2022 Work Session Meeting Minutes
- August 16, 2022 Executive Work Session Meeting Minutes
- August 23, 2022 Regular Board Meeting Minutes
- August 23, 2022 Executive Regular Session Meeting Minutes
- February 15, 2022 Work Session Meeting Minutes (Amended)
- February 22, 2022 Regular Board Meeting Minutes (Amended)
- March 15, 2022 Work Session Meeting Minutes (Amended)

2. Bill List

Upon the recommendation of the Superintendent of Schools, the Board approve the Bills List dated :

- August 31, 2022, check number NO831 for the amount of \$58,218.10
- September 30, 2022, check numbers 12041 thru NO930 for the amount of \$1,019,477.56.

3. Finance

- 1) Upon the recommendation of the Superintendent of Schools, the Board approve the transfers for the month ending July 31, 2022 and August 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 certificate, 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, 2022 (R), July 31, 2022 , Augsut 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 accepts 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



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June 30, 2022 and July 31, 2022 , August 31, 2022 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.

- Employee #1604/The Dyslexia Foundation Fall Conference/Virtual/ October 14, 2022/\$175 Registration
- Employee #634/Strategies to Support Students w Reading & Language Deficits/Virtual/\$279 Registration
- Matthew Walker: 10/24/22-10/26/22, NJ School Boards Conference, Atlantic City, Registration, Hotel, Tolls, Parking, Mileage
- James Muller: 10/24/22-10/26/22, NJ School Boards Conference, Atlantic City, Registration, Hotel, Tolls, Parking, Mileage

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.

H. **BOARD PRESIDENT REPORT** – No report.

I. **SUPERINTENDENT REPORT** – Assessment Presentation will be moved to October meeting.

J. **PRINCIPAL REPORT** – Principal Sue Wardell spoke about the start of the school year, field trips, and test data.

K. 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.

L. EDUCATION

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

The Board discussed items L.5 and L9.

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

Motion passes 5-0.



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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 August 12, 2022 – September 15, 2022, and affirms the actions of the administration. (0 investigation, 0 found to be HIB)

2. Approve Annual HIB Self-Assessment

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the Annual HIB Self-Assessment for the 2021-2022 school year

3. Approve Memorandums of Agreements

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following Memorandums of Agreements:

- 2022-2023 Uniformed State Memorandum of Agreement between Holland Township School District, Holland Township Police Department and Law Enforcement Officials
- 2022-2023 Memorandum of Agreement between Holland Township School District, Holland Township Police Department and Law Enforcement Officials Regarding 18A:41-9 Access to School Surveillance Equipment

4. Approve Week of Respect - October 3-7, 2022

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education declares the week of October 3-7, 2022 as Week of Respect.

5. Approve School Violence Awareness Week - October 17-21, 2022

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education declares the week of October 17-21, 2022 as School Violence Awareness Week.

6. Approve Red Ribbon Week - October 24-28, 2022

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education declares the week of October 24-28, 2022 as Red Ribbon Week.

7. Approve American Education Week - November 14-18, 2022

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education declares the week of November 14-18, 2022 as American Education Week

8. Approve Paul J. Di Sarro Music Scholarship

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education accepts the Paul J. DiSarro Music Scholarship in the amount of \$2,000 to be applied towards summer camp 2022. The Board recognizes and thanks the Di Sarro family for their continued and generous support of our school district.

9. Approve Amending ARP ESSR III Grant

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves amending the ARP ESSR III grant to include the employment of a School Resource Officer with the Holland Township Police Department.



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10. Approve Field Trips

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following field trips:

- 3rd Grade - DaVinci Science Center - Allentown, PA
- 4th Grade - Ellis Island

M. PERSONNEL

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

Roll Call Vote: Bartruff, Jr. – Yes; Hance – Yes; Martin – Yes; Muller – Yes; Davis – Yes (abs M.6)

Motion passes 5-0, 4-0-1 (M.6)

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 school year:

- David Syring: Teacher/Aide
- Samantha Lebelt: Teacher/Aide

2. Approve Staff Members for Detention

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves all employed teachers to act as chaperons for Detention as per the negotiated contract for the 2022-2023 school year.

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

Position/Staff Member Local #/Stipend

Yearbook Co Adviser - Rosemary Martin// \$1,604.50 (to replace Stephanie Kane)

Chorale - Craig Lerch/\$2,004

Choir - Craig Lerch/\$2,004

4. Approve Volunteer

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Jessika Beahm as a volunteer to assist Frank Simini(Coach) with Volleyball Team.

5. Approve Department Chairpersons

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following staff as Department Chairpersons, for the 2022/2023 school year as per negotiated contract.

Department/Staff Member/Stipend

Language Arts Literacy/Deborah Croasdale/\$1,670



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Mathematics K-8/Stephanie Kane/\$1,670

Physical Education K-8/Betsy Nush/\$1,670

Science K-8/Rosemary Martin/\$1,670

Social Studies/Financial Literacy/Civics K-8/Sandra Ozgar/\$1,670

Visual /Performing Arts/Dance K-8/Tom Welsh/\$1,670

6. Approve Media Center Volunteers

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following as Media Center Volunteers for the 2022-2023 school year:

- Mary Wiklanski
- Lindsey McDonald
- Megan Simini
- Maira Fajardo
- Jena Detore
- Tomasina McGuire
- Megan Davis
- Varlene Herrington
- Margareta Dubalari
- Heather Lykes
- Samantha Grundstrom
- Teresa Rapatski

7. Approve Mentors

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves the following staff members as mentors for the 2022-2022 school year:

- Mentor - Employee #1841/Mentee Employee #2201
- Mentor - Employee #521/Mentee Employee #2202
- Mentor - Employee #549/Mentee Employee #2203
- Mentor - Employee #1604/Mentee Employee #2204
- Mentor - Employee #528/Mentee Employee #2207

FURTHER RESOLVED, payments to the mentor and payroll deductions will be processed as per the guidelines in the 2022-2023 Mentoring Plan.

8. Approve Student Teacher

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Lisa MacKinnon as a student teacher (Clinical Practice) from Ramapo College.

9. Approve Movement on Salary Guide

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Tom Welsh's movement on the salary guide from 20 BA (\$73,120) to 20 BA + 15 (\$73,795) effective September 1, 2022 as per HTEA Contract.

10. Approve Movement on Salary Guide

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Robin Nugent's movement on the salary guide



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from 17 BA (\$66,900) to 17 BA + 15 (\$67,575) effective September 1, 2022 as per HTEA Contract.

11. Approve Movement on Salary Guide

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Deborah Zdepski's movement on the salary guide from 16 BA (\$66,900) to 16 BA + 15 (\$67,575) effective September 1, 2022 as per HTEA Contract.

N. POLICY

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

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

- P0163 (Quorum)
- P1511 (Board of Education Website Accessibility)
- P2415 (Every Student Succeeds Act)
- P&R2432 (School Sponsored Publications) - Abolished
- P&R5513 (Care of School Property)
- P5517 (School District Issued Student Identification)
- P5440 (Honoring Pupil Achievement)
- P5722 (Student Journalism)

O. FINANCE AND FACILITIES

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

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

Motion passes 5-0.

1. Accept 2021-2022 School Alliance Insurance Fund (SAIF) Safety Incentive Program Reward

RESOLVED upon the recommendation of the Superintendent, the Holland Township Board of Education accepts the 2021-2022 Safety Incentive Program Award of \$1,500.00. The district will receive a credit of the same towards our 2022-2023 assessment.

2. APPROVE PRESCHOOL TUITION CONTRACTS FOR THE 2022-2023 SCHOOL YEAR

RESOLVED, that upon the recommendation of the Superintendent, the Holland Township Board of Education approves the following Preschool parent paid tuition contracts and accepts the following Preschool students for the 2022-2023 school year.



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3. Approve Food Service Management Company Contract for 2022-2023 School Year

RESOLVED, that the Board of Education of Holland Township upon the recommendation of the Superintendent, Stephanie Snyder and the School Business Administrator, Jack Trent, hereby award and approve the contract with Maschio's Food Services for the 2022-2023 school year.

Be it resolved that the Holland Township Board of Education will pay Maschio's Food Services an annual management fee of \$9,803.85, payable in ten monthly installments of \$980.38 for the contract period effective July 1, 2022 thru June 30, 2023.

Be it further resolved, Maschio's guarantees a loss not to exceed \$10,000 including the management fee for the contract period.

4. Approve Joint 2022-2023 School Related Activities Joint Transportation Agreement and Joiner Routes

RESOLVED, upon the recommendation of the Superintendent, the Holland Township Board of Education approves the revised 2022-2023 Joiner transportation agreement between the Holland Township Board of Education and the Delaware Valley Regional High School District in the amount of \$112,845.00.

HSE01 \$17,499.00 Holland Twp Elementary School

HESO2 \$64,007.00 DLC New Providence

HES03 \$31,339.00 Katzenbach

Along with the joint agreement for School Related Activities,

Athletic Trips, 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 \$34/ hour. No minimum charges assessed

Class Trips mileage billed at \$2.75/ mile First hour billed at \$68/ hour Additional hours billed at \$34 /hour No minimum charges assessed

5. Approve Hearts and Hands Professional Development & Educational Consulting, LLC

RESOLVED that upon the recommendation of the Superintendent the Holland Township Board of Education approves Hearts and Hands Professional Development & Education Consulting, LLC Consulting Services to provide Consultation/Coaching Services Contract through workshop sessions not to exceed \$15,000.00 for the 2022/2023 school year paid by ESSR III Grant.

P. SUPPLEMENTARY MATTERS

Ms. Snyder discussed the HVAC plans and the Long Range Facility Plan.

Q. 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.

R. ADJOURNMENT

1. Motion to Adjourn



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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 7:59.

Respectfully submitted,

A handwritten signature in cursive script that reads "John A. Trent".

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.