

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

SUPERINTENDENT'S AGENDA

Tuesday, April 28, 2020 Meeting

7:00PM

BOARD MEMBERS:

Mr. Jeremy Cook, President

Mrs. Jennifer McElroy, Vice-President

Mrs. Michelle Gerhardt, Mrs. Rosette Inscho, Ms. Karen Klein,

Mrs. Nicole Rolph, Mrs. Jamie Shaffer, and Mrs. Shanna Sikkes

CALL TO ORDER

FLAG SALUTE

NOTICE OF MEETING

This is a regular Meeting of the Blairstown Township Board of Education. Notice of the time and place of this meeting was provided and copies of that resolution were forwarded to the official newspapers as designated by the Board of Education and to the Township Clerk, and a copy of the notice was posted on the bulletin board of the Board of Education offices as well as on the front door of the Blairstown Elementary School in accordance with the Open Public Meetings Act.

Due to the public health emergency in the State of New Jersey, as declared in Executive Order 103, the Board will be suspending its normal meeting procedures this evening and conducting a virtual meeting. Directions for BOE members for accessing the virtual public meeting were emailed. Members of the public are invited to attend in person in the gymnasium, where social distancing will be maintained.

READING OF MISSION STATEMENT

In partnership with home and community, Blairstown Elementary School is dedicated to the mission of providing an engaging, comprehensive education.

A passion for learning is ignited through an enriched learning environment. While celebrating individuality, our students develop confidence, competence and character.

All students have the opportunity to achieve their highest potential on a quest of lifelong learning to succeed in a global, 21st century.

ROLL CALL

EXECUTIVE ORDER 103 – Motion to adopt the following resolution:

BE IT RESOLVED, that the Blairstown Township Board of Education hereby approves the suspension of its normal meeting procedures pursuant to By-Law 131, and authorized this meeting to be conducted as a virtual meeting, as described in the Statement of Public Notice, due to the public health emergency declared in Executive Order 103.

APPROVE REGULAR MINUTES* - Motion to approve the minutes as submitted for March 19 and March 26, 2020.

NEW BUSINESS

1. Superintendent's Update
2. Principal's Report
3. BOE Vacancy – Upon receipt of Mr. Palmieri's resignation from the Board of Education, a notice of vacancy was posted on the school website and Facebook page. Letters of interest are due on April 24 and will be shared with the Board at this meeting. (See attached Bylaw #0143 and NJSBA information.)

PUBLIC HEARING & PETITION

The Blairstown Township Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. Although this is a virtual meeting, the public will be able to observe and participate in the meeting by attending in person (demonstrating social distancing) in the Blairstown Elementary gymnasium.

APPROVE FINANCIAL REPORTS * (RCV) - Motion to approve one February Transfers in the amount of \$200 from 11-190-100-610 to 11-212-100-610 and the February Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$754,375.53 in Total Government Funds; and to certify that as of February 29, 2020, after review of the Secretary and Treasurer's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation with N.J.A.C.6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligation for the fiscal year.

APPROVE PAYMENT OF BILLS* (RCV) - Motion to approve payment of the April 28th Bills & Claims List for the General Fund in the amount of \$867,819.67 and for the Food Service Fund in the amount of \$5,336.45 (Maschio's) and \$277 (Willco).

MOTION ITEMS

A. PERSONNEL - Motion to approve the following three Personnel items (RCV):

1. Fund Commissioner for SHIF – To adopt a resolution to appoint Matthew Herzer, School Business Administrator, as Fund Commissioner to the School Health Insurance Fund, effective May 1, 2020 to represent the Blairstown Township Board of Education.

2. Approve SBA 2020-21 Contract – To approve Matthew Herzer’s contract as the School Business Administrator/Board Secretary for the 2020-21 School Year, as approved by the County Superintendent.

3. 2020-21 Staff Renewals – To accept Mr. Saalfield’s recommendation to renew the attached lists of administrators, teachers, aides, secretaries, bus drivers and custodians for the 2020-21 School Year, with salaries to be determined upon finalization of Negotiations with the BEA.

2020-21 BUDGET HEARING

Mr. Saalfield and Mrs. Petty will review financial and instructional highlights of the proposed 2020-21 budget, noting that there will be no increase in the tax levy.

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. and N.J.A.C. Title 6 and 6A.

EXPENDITURES:

Fund 10: General Fund	\$ 8,789,000
Fund 20: Special Revenue Fund	<u>\$ 164,000</u>
Total Expenditures:	<u>\$ 8,953,000</u>

REVENUE:

General Fund

Local Tax Levy	\$ 6,900,000
State Aid	\$ 1,513,913
Budgeted Fund Balance	\$ 290,044
Federal Impact Aid	\$ 35,000
Miscellaneous Revenue	\$ 20,043
Tuition Revenue for Preschool	<u>\$ 30,000</u>
Total for General Fund	<u>\$ 8,789,000</u>

Special Revenue Fund

Grants	<u>\$ 164,000</u>
Total for Special Revenue Fund	<u>\$ 164,000</u>
TOTAL REVENUE	<u>\$ 8,953,000</u>

Motion to adopt the 2020-21 Budget in the above amounts, with a tax levy of \$6,900,000, with accompanying limits outlined below for professional services and mileage reimbursement, and to submit the budget to the County office for review and approval:

School Attorney	\$35,000
School Auditor	\$18,000
School Physician	\$ 3,000
Independent Student Evaluations	\$ 2,500
Maximum Mileage Reimbursement per employee	\$ 1,000
Maximum District Mileage Reimbursement	\$ 6,000

B. FINANCE

1. Preschool Tuition During Shut-down – How does the BOE want to handle preschool tuition received for the full month of March, when school was not in session for the second half of the month? The preschool parents were emailed at the end of March to tell them not to send their April tuition and that a decision would be made on the second half of March once school resumed.
2. 2020-21 WCSSSD Coordinated Transportation Contract – Motion to approve the resolution for participation in the Warren County Special Services Coordinated Transportation program for the 2020-21 School Year, with a 4% fee.
3. 2020-21 Occupational Therapy Services Motion to accept the attached list of proposals for Occupational Therapy services and approve Karen Desmet as the provider at \$80/hour for the 2020-21 School Year.

C. FACILITIES

1. February 3rd Fire Inspection Report – Informational: The meeting scheduled for April 24th with architectural firms to discuss a RFP for the stairwell door project needed as a result of the Fire Inspection Report was cancelled due to the pandemic and will be rescheduled.

D. EDUCATION - Motion to approve the following four Education items (RCV):

1. Approve Virtual Instruction* – To approve the Superintendent’s plan for virtual instruction for submission to the New Jersey Commissioner of Education.
2. HIB Case Reports (Case #s 19203, 19204, 19205) – To approve the Superintendent’s actions in these three cases.

3. 2019-20 School Calendar – To approve a change in the last day of school in the 2019-20 School Calendar to Wednesday, June 17th, with June 15, 16, and 17 as early dismissals.
4. 2020-21 School Calendar* –To approve the 2020-21 School Calendar as submitted.

CORRESPONDENCE

OLD BUSINESS - REMINDER: FINANCIAL DISCLOSURE FORMS MUST BE COMPLETED BY APRIL 30

1. NJSBA Mental Health Report- Full report emailed to all BOE members on 3/9
2. PEA Grant for Preschool Funding – Will be posted in late May
3. Teacher Empowerment Training – To be reviewed for possible inclusion in 2020-21 District Professional Development
4. Policy 8600 to be reviewed in August
5. Ad hoc Survey Committee Report – Survey to begin after Negotiations is completed
6. Lunch distribution during State of Emergency

PUBLIC HEARING & PETITION

LEGISLATIVE UPDATE – Bills A3904/S2337 passed, requiring school districts to continue to pay all staff and contractors.

EXECUTIVE SESSION – Motion to convene to Executive Session to discuss Superintendent's Evaluation and hourly rates for paraprofessionals.

ADJOURNMENT