

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

June 11, 2020 Meeting Minutes

CALL TO ORDER

The Blairstown Township Board of Education held this meeting virtually online Thursday, June 11, 2020.

Mr. Cook, President, called the virtual meeting to order at 5:04PM.

ROLL CALL

The following board members were present: Mr. Cook, Mrs. Inscho, Mrs. Gerkhardt, Mr. Karolchyk, Ms. Klein, Mrs. McElroy, Mrs. Rolph, Mrs. Shaffer and Mrs. Sikkes.

Absent: None

Tardy: Mrs. Shaffer arrived at 5:10 PM and Mrs. Rolph arrived at 6:08 PM.

Mrs. Gerkhardt left the meeting at 6:45 PM.

FLAG SALUTE

Everyone present was requested to rise and repeat the Pledge of Allegiance.

SUNSINE LAW

Mr. Cook read the Notice of Meeting and Mission Statement

ALSO PRESENT

Mr. Saalfield, Superintendent; Mr. Herzer, SBA/Board Secretary; Andrew Brown, Esquire; Police Chief Scott Johnsen and several members of the faculty and public.

EXECUTIVE ORDER 103 – A motion was made by Mrs. Gerkhardt, seconded by Mrs. Sikkes and carried unanimously 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* - A motion was made by Mrs. McElroy, seconded by Ms. Klein and carried unanimously to approve the minutes as submitted for May 14, 2020.

NEW BUSINESS

1. Superintendent's Update – Mr. Saalfield thanked Mrs. Truelove for the work done for the art show. On May 22, 2020, Mr. Saalfield met with Chief of Police, Scott Johnsen to discuss the options for a school resource officer. Mr. Saalfield noted that the state aid numbers are unchanged at the moment and the ESSEA link has been posted. He also noted that enrollment numbers for the kindergarten class are low and the county approved the district pandemic plan. Mr. Saalfield also noted that temperature and humidity tests have begun daily and on June 8, 2020, Mr. Saalfield sat in on a state senate meeting with the Department of Education

Commissioner due to a lack of guidance from the State. Lastly, Mr. Saalfied noted that the township Open Space Committee was interested in purchasing the property on Lambert Road and a meeting may be needed in July to hear a presentation and offer.

PUBLIC HEARING & PETITION

A discussion with several members of the public was held in regards to the sixth grade promotion ceremonies. It was discussed that the original executive orders prohibited large gatherings and the recent announcement by the governor, larger gatherings are now allowed, but with strict guidelines that may be too prohibitive. It was also discussed if a ceremony could be held in July when more restrictions are lifted.

Mrs. Pfeifer asked is any action would be taken after the executive session.

APPROVE FINANCIAL REPORTS – A motion was made by Mrs. Shaffer, seconded by Mrs. McElroy and carried unanimously to approve the attached April Transfers in and the April Board Secretary's Reports, in the amount of \$1,278,193.47 in Total Government Funds; and to certify that as of April 30, 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 – A motion was made by Mrs. McElroy, seconded by Mrs. Sikkes and carried unanimously to approve payment of the May 14th Bills & Claims List for the General Fund in the amount of \$813,605.71 and the Food Service Fund in the amount of \$293.20.

MOTION ITEMS

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

Items 1 to 3 and 6 were moved in one roll call vote, motioned by Mrs. Inscho, seconded by Mrs. McElroy and carried unanimously.

1. Accept Resignation – To accept the resignation of Kellie Smigel, paraprofessional of the Blairstown Township Board of Education, effective June 30, 2020.
2. Hire Maternity Leave Replacement – To accept the Superintendent's recommendation to hire Danielle Muessig on Master's Step 5 as a maternity leave replacement for Mrs. Scalise.
3. Accept Resignation – To accept the resignation of Mark Saalfield, superintendent of the Blairstown Township Board of education, effective December 31, 2020.

4. Summer Curriculum Writing Staff – A motion was made by Mrs. Shaffer, seconded by Mrs. McElroy and the motion passed with Mr. Karolchyk voting no and Mrs. Rolph abstained to accept the Superintendent’s recommendation for the attached list of teachers to participate in the Summer 2020 Curriculum Writing.
5. Hire Summer ESY Staff – A motion was made by Mr. Cook, seconded by Mrs. Rolph and carried unanimously to accept Mr. Saalfield’s recommendation to hire staff for the Summer 2020 ESY program (Michel Andrews, Alissa Hicok, Stephanie Ayers, Pat Ashbey, Kim Hill and Kelly Burham-Crisman).
6. Accept Resignation – To accept the resignation of Danielle Frazee, paraprofessional, effective June 30, 2020
7. A motion was made by Mrs. Sikkes, seconded by Mrs. McElroy and carried unanimously to approve the adjustment of the paraprofessional rates effective July 1, 2020 based on the attached table.

B. FINANCE

Items 1 through 8 was moved in one roll call vote, motioned by Mrs. Sikkes, seconded by Mrs. McElroy and carried unanimously.

1. ESY Program Tuition Cost – To establish the tuition rate of \$500.00 per student for the Extended School Year Programs
2. Prorate Aid In Lieu Payments for 2019-2020 – To approve the recommendation by the School Business Administrator to authorize a proration of the Aid in Lieu payments to March 16, 2020 for the 2019-2020 school year.
3. 2020-2021 NJSIG Safety Grant Application – To approve the 2020-2021 New Jersey Schools Insurance Group Safety Grant application in the amount \$5,200 to be used for the installation of additional security cameras throughout the building as needed.
4. Approve 2020-2021 ESEA Grant Application – To approve the 2020-2021 ESEA Grant application in the following amounts: \$43,047 (Title I), \$8,167 (Title IIA) and \$10,000 (Title IVA).
5. Approve the 2020-2021 CARES Emergency Relief Grant Application – To approve the 2020-2021 CARES Emergency Relief Grant application in the amount of \$34,316.
6. Approve the 2020-2021 IDEA Grant Application – To approve the 2020-2021 IDEA Grant application the following amounts: \$141,600 (Basic) and \$12,732 (Preschool).
7. Establish Maintenance Reserve Account – To approve establish and/or deposit anticipated current year revenue and unexpended appropriations into a maintenance reserve account not to

exceed \$450,000 is available for such purpose of transfer and to authorize the School Business Administrator to make this transfer consistent with all applicable laws and regulations (NJSA 18A:21-2 and NJSA 18A:7G-13).

8. CST Services Contract – To approve a contract with Felinghuysen Township BOE to provide them with our Child Study Team Services one day per week in the amount of \$59,707 for the 2020-2021 School Year (30 Days ESY, 180 Regular School Year).

Items 9 through 15 was moved in one roll call vote, motioned by Mrs. Shaffer, seconded by Mrs. Gerhardt and carried unanimously.

9. Approve 2020-2021 Special Education Tuition Contract – To approve a tuition contract for one student to attend Warren Glen Academy in Bloomsbury in the amount of \$56,863.80 for 210 days for the 2020-2021 School Year (30 Days ESY, 180 Regular School Year).
10. Approve 2020-2021 Special Education Tuition Contract – To approve a tuition contract for one student to attend P.G. Chambers School in Cedar Knolls in the amount of \$81,912.60 for 210 days for the 2020-2021 School Year.
11. Approve PT Contract with Allison M. Peck, P.T. – To approve the contract with Allison M. Peck, P.T. for Physical Therapy Services in the amount of \$86/hour for the 2020-2021 School Year.
12. Approve OT Contract with KMD Therapy – To approve the contract with KMD Therapy for Occupational Therapy Services in the amount of \$80/hour for the 2020-2021 School Year.
13. Approve Mental Health Screening Contract with St. Clare's – To approve the contract with St. Clare's for Mental Health Screening Services in the amount of \$222.evaluaiton for the 2020-2021 School Year.
14. Approve 2020-2021 Bayada Nurse Services Contract – To approve a contract with Bayada to provide substitute nurse services for the 2020-2021 School Year.
15. Year-End Fiscal Close-Out – To approve payment of late June as well as July invoices, with Mr. Cook's review and signature before release of checks, and any as needed year-end line item transfers to close out the 2019-2020 School Year.
16. Chapter 47 Report – Informational: Pursuant to PL, 2015, Chapter 47, the Blairstown Township Board of Education intends to renew, award, or permit to expire the following list of contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, NJ 18A:18. Et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200.

<u>Service</u>	<u>Vendor</u>	<u>Cost</u>
Physical Therapy Contract	Allison Peck	\$86/hour
Occupational Therapy Contract	KMD Therapy	\$80/hour
Tuition – Sending	Northern Hills Academy	\$57,161
Tuition – Sending	Celebrate the Children	\$79,179
Tuition – Sending	Warren Glen Academy	\$56,630.70
Tuition – Sending	P.G. Chambers School	\$71,722.80
Transportation Contract	Parent	\$50/day – 180 Days
Food Service Management	Maschio’s Food Service, Inc.	\$7,429 – Mgmt. Fee
Coordinated Transportation Contract	WCSSD	4% Admin Fee
Snow Plowing Services	JB’s Landscaping	\$95/hour
Lawn Care	Constantine	\$675/month

Annual Reappointment of Professionals:

Board Architect	FKA Archtiects
Board Attorney	Adams Guterrez & Lattiboudere
Board Auditors	Ardito & Company
Board Engineer	Suburban Consulting Engineers
Insurance Agents	Brown & Brown
Health Insurance Brokers	Integrity Consulting Group
School Doctor	Dr. Boris Freyman
Substitute Nursing Services	Bayada \$62/Hour

C. FACILITIES

Items 1 through 4 was moved in one roll call vote, motioned by Mrs. Shaffer, seconded by Mrs. Sikkes and the motion carried unanimously.

1. Award Contract for Installation of Exit Sign Lighting – To accept the quote from and award a contract to Lulo Electric in the amount of \$20,575 for the installation of exit sign lighting as required by the state Fire Marshall (additional quote received from Wire’s Electrical Shop \$23,700)
2. Award Contract for Installation of Panic Buttons – To accept the quote from and award a contract to Abcode Security in the amount of \$2,703 with a recurring quarterly charge of \$90 to install panic buttons for Alyssa’s Law compliance (no additional quotes received).
3. Award Contract for Installation of Security Cameras – To accept the quote from and award a contract to Dynamic Security in the amount of \$3,421.29 to install additional security cameras to be paid for with the NJSIG grant funds (no additional quotes received).
4. Updated School Closure Plan – To approve the attached updated school closure plan.

D. SECURITY – Armed School Resource Officer Discussion with Chief Johnsen.

CORRESPONDENCE

An email was received from County Clerk Mackey regarding the petitions for school board candidates. Warren County. The clerk has designed a unique form for the county, but will still accept the standard form put out by School Boards. The due date to submit petitions has not changed.

OLD BUSINESS

1. NJSBA Mental Health Report- Summary from Mr. Cook, discussion for possible action
2. PEA Grant for Preschool Funding – Will be posted in late May or when it becomes available
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

PUBLIC HEARING & PETITION

None

LEGISLATIVE UPDATE – None

EXECUTIVE SESSION – A motion was made by Mrs. McElroy, seconded by Mrs. Rolph to convene to Executive Session to discuss Superintendent’s Evaluation and Principal Candidates at 8:11 PM.

A motion was made by Mrs. Sikkes, seconded by Mrs. McElroy and carried unanimously to reconvene public session at 10:08 PM.

A motion was made by Mrs. Inscho, seconded by Mrs. Sikkes and carried unanimously to approve Dr. Patrick Ketch at as salary of \$108,000 as Principal for the 2020-2021 School Year.

ADJOURNMENT – A motion was made by Mrs. Shaffer, seconded by Mrs. Sikkes and carried unanimously to adjourn the meeting at 10:15 PM.

Respectfully submitted,

Matthew P. Herzer
School Business Administrator