

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

MEETING MINUTES

**Thursday, August 20, 2020 Meeting
7:00PM**

A. CALL TO ORDER AND FLAG SALUTE

Mr. Cook called the meeting to order at 7:00 pm.

B. ROLL CALL by Matthew P. Herzer, Business Administrator

Present: Mr. Cook, Mrs. Gerhkardt, Mrs. Inscho, Ms. Klein, Mrs. Rolph, Mrs. Shaffer (Arrived at 7:17 pm), Mrs. Sikkes

Absent: Mrs. McElroy and Mr. Karolchyk

C. 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 virtually.

D. 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.

E. EXECUTIVE ORDER 103

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.

Voice Vote:

Motion by Mrs. Sikkes, second by Mrs. Rolph, motion carried.

Against: None Abstained: None Absent: Mrs. McElroy, Mr. Karolchyk and Mrs. Shaffer

F. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

July 23, 2020 – Regular Meeting Minutes

July 29, 2020 – Special Meeting Minutes

Voice Vote:

Motion by Mrs. Inscho, second by Mrs. Rolph, motion carried.

Against: None Abstained: None Absent: Mrs. McElroy, Mr. Karolchyk and Mrs. Shaffer

G. SUPERINTENDENT'S UPDATE

Mr. Saalfield noted that he spoke with John Perry from Hardwick and they will be donating 5 desktop computers and the Rotary club will also donate new flags for the classrooms. He also provided an update to the ongoing roof project and noted that the school is projected to open with 400 students with a possible enrollment of 3 additional students. Mr. Saalfield acknowledged Mrs. Inscho for pointing out the issue with the district Facebook page. He also noted that some of trees were cut down by the playground and that the tree in front of the building needs to be taken care of as some of the branches are falling down.

H. PRINCIPAL'S REPORT

Dr. Ketch noted that the staff is great and has been conducting grade level and faculty meetings. He also noted that packets have been sent out to parents regarding the reopening of school and a code of conduct has been created for remote students.

I. ANNOUNCEMENT OF NOVEMBER BOARD OF EDUCATION CANDIDATES

Mr. Cook announced the following candidates:

- Jennifer McElroy – 3 Year Term
- Bradford Van Valkenburg – 3 Year Term
- No Petition Filed – 3 Year Term
- John Karolchuk – 2 Year Term

J. PUBLIC COMMENTS ON AGENDA ITEMS

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. As a virtual meeting, the public will be able to observe and participate in the meeting by attending in virtually online.

None.

K. FINANCE

Resolutions R21-18 through R21-22 will be moved in one roll call vote

R21-18 Authorization for Payment of Bills (Attached)

BE IT RESOLVED, that the Board of Education, upon recommendation by the School Business Administrator approve the bills list as submitted for the dates between July 24, 2020 and August 20, 2020.

Fund 10 – Current Expense	\$257,714.79
Fund 20 – Special Revenue	\$35,191.70
Fund 60 – Food Service	\$23.60
Grand Total	\$292,930.09

R21-19 Report of the Treasurer and Board Secretary for Jun 2020 (Attached)

BE IT RESOLVED, that the Treasurer and Board Secretary’s Financial Reports are in agreement for the month of June 2020, approved by the Board as recommended by the School Business Administrator

R21-20 Certification of Fund Balances

BE IT RESOLVED, that pursuant to N.J.A.C. 6A:23A-2.11(c) 3, the Board of Education certify that as of June 30, 2020, after review of the Secretary’s monthly financial reports for June 2020

(appropriations section), and upon consultation with the appropriate district officials, Blairstown Township Board of Education is in compliance with N.J.A.C. 6A:23-2.11(c) 4 and shall certify in the minutes of the Board each month that no major account or fund has been over expended in violation of N.J.A.C. 6A23A-16:10(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year and we request the Board Secretary to addend a copy of the Secretary’s Report to the minutes.

R21-21 Approve Elevator Maintenance Contract for 2020-2021

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent approve the elevator maintenance contract with Mid-American Elevator Company, Inc. for the elevator and chairlift, at a cost of \$245/hour for the 2020-2021 School Year.

R21-22 Approve Grant Salaries for 2020-2021

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent approve the following salaries to be partially paid through grants:

Name	Grant	Full Salary	Salary Paid with Grant
Ann Cain	IDEA Preschool	\$18,005.02	\$11,827.00
Joy Menzel	ESEA Title I	\$84,605.00	\$43,724.00

Motion by Ms. Klein, second by Mrs. Gerhardt, all motions carried.

Against: None Abstained: None Absent: Mrs. McElroy, Mr. Karolchyk and Mrs. Shaffer

L. PERSONNEL

Resolutions R21-23 through R21-28 will be moved in one roll call vote

R21-23 Approve Payout of Unused Vacation Days

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent approve the payout of 20 unused vacation days to Dr. Susan Elias in the amount of \$9,230.80.

R21-24 Approve Stipend Positions

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent approve the following stipend positions for the 2020-2021 School Year:

Name	Position	Amount
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Joan Pelosi	Traffic Guard	\$2,400.00
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R21-25 Approve Substitute Custodians

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent approve the following substitute custodians for the 2020-2021 School Year:

Name	Black Seal	Rate
Agnes Hatziorfanos	Yes	\$16.00
Ricardo Perez	Yes	\$16.00
Chris Sciarrino	No	\$14.00
James Richardson	No	\$14.00
Miguel Matos	No	\$14.00
Blake Quick	No	\$14.00

R21-26 Approve Substitute Positions

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent approve the following substitute positions for the 2020-2021 School Year:

Name	Position
Sarah Blanchard	Substitute Aide
Joan Centrella	Substitute Aide
MaryAnn Riley	Substitute Aide
Maryann DiStasi	Substitute Teacher
Christa Dugan	Substitute Teacher
Laura Durllester	Substitute Teacher
Max Edwards	Substitute Teacher
MaryJane Forte	Substitute Teacher
Jane Gillman	Substitute Teacher
Walter Kruegel	Substitute Teacher
Marilyn Maring	Substitute Teacher
Danielle Muessig	Substitute Teacher
Jamie Oatley	Substitute Teacher
Dian Sherman	Substitute Teacher
Kristi Thatcher	Substitute Teacher
Barbara Warnkin	Substitute Teacher
Kelly Finley	Substitute Teacher
Kim Hill	Substitute Teacher
Robin Bronstein	Substitute Teacher

Kelly Burham	Substitute Teacher
Anna VanWettering	Substitute Teacher
Crystal Sullivan	
Claudia Lobycz	Substitute Nurse
Rachel Simpson	Substitute Nurse
Jen Carpio	Substitute Nurse
BAYADA	Substitute Nurse

R21-27 Approve Vendor for Superintendent Search

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent approve New Jersey School Boards Association for the Superintendent search in the amount of \$12,500.

R21-28 Approve Principal Appointments

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent approve Dr. Patrick Ketch for the following appointments:

- Affirmative Action Officer
- Attendance Officer
- 504 Officer
- Safety and Health Designee
- School Safety Specialist
- ADA Officer

Motion by Mrs. Rolph, second by Mrs. Sikkes, all motions carried.

Against: None Abstained: None Absent: Mrs. McElroy and Mr. Karolchyk

M. TRANSPORTATION

Resolution R21-29 will be moved in one roll call vote

R21-29 Approve Bus Routes for 2020-2021

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent approve the attached bus routes for the 2020-2021 School Year.

Motion by Ms. Klein, second by Mrs. Shaffer, motion carried.

Against: None Abstained: None Absent: Mrs. McElroy and Mr. Karolchyk

N. EDUCATION

Resolutions R21-30 through R21-32 will be moved in one roll call vote

R21-30 Approve the Danielson Model for Teacher Evaluations for 2020-2021

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent approve the Danielson Model for Teacher Evaluations for the 2020-2021 School Year.

R21-31 Approve the NJ Department of Education Model for Principal Evaluations for 2020-2021

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent approve the New Jersey Department of Education Model for Principal Evaluations for the 2020-2021 School Year.

R21-32 Approve Curriculum for 2020-2021

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent all current curriculum for the 2020-2021 School Year.

Motion by Mrs. Sikkes, second by Mrs. Shaffer, motions R21-30 through R21-31 carried, motion R21-32 tabled until the September 17, 2020 Meeting.

Against: None Abstained: None Absent: Mrs. McElroy and Mr. Karolchyk

O. POLICY

Resolution R21-33 will be moved in one roll call vote

R21-33 Approve First Reading of New Policies

P1648 - Restart and Recovery Plan

P1649 - Federal Families First Coronavirus (COVID-19) Response Act

Motion by Mrs. Shaffer, second by Mrs. Sikkes, motion carried.

Against: None Abstained: None Absent: Mrs. McElroy and Mr. Karolchyk

P. CORRESPONDENCE

None.

Q. NEW BUSINESS

1. Resource officer discussion
 - a. The board held a discussion on whether a school resource office is needed.

2. Preschool tuition rate discussion
 - a. The board discussed what the rate should be for the preschool hybrid program
3. Change of school calendar discussion
 - a. The Board discussed the changes to the school calendar for the 2020-2021 school year through November 3, 2020.

R21-34 Approve Ad-Hoc Committee

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent to form an ad-hoc committee to research options for a school resource office.

Motion by Mrs. Inscho, second by Mrs. Rolph, motion carried.

Against: None Abstained: None Absent: Mrs. McElroy and Mr. Karolchyk

R21-35 Approve Hybrid Preschool Tuition Rate

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent to set the tuition rate for the hybrid preschool program at \$100.00 per month for the 2020-2021 School Year.

Motion by Mrs. Sikkes, second by Mrs. Gerhardt, motion carried.

Against: None Abstained: None Absent: Mrs. McElroy and Mr. Karolchyk

R21-36 Approve Changes to the 2020-2021 School Calendar

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent to approve the changes to attached calendar for the 2020-2021 School Year.

Motion by Mrs. Gerhardt, second by Mrs. Shaffer, motion carried.

Against: None Abstained: None Absent: Mrs. McElroy and Mr. Karolchyk

R. OLD BUSINESS

1. NJSBA Mental Health Report- Summary from Mr. Cook, discussion for possible action
2. PEA Grant for Preschool Funding – No program funding will be offered this year
3. Teacher Empowerment Training – Administrative review in January 2021
4. Ad hoc Survey Committee Report – Survey to begin after school year is completed

S. PUBLIC HEARING & PETITION

None.

T. LEGISLATIVE UPDATE – Mr. Karolchyk

None.

U. EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session; now therefore,

BE IT RESOLVED by the Blairstown Township Board of Education, that it is necessary to meet in executive session to discuss certain items involving:

Personnel

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The Minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

FURTHER RESOVLED that the Board of Education will return to open session to conduct business at the conclusion of the executive session.

Voice Vote:

Motion by Mrs. Shaffer, second by Mrs. Gerkhardt to go into executive session at 8:48 PM.

Against: None

Abstained: None

Absent: None

V. RECONVENE PUBLIC SESSION

Voice Vote:

Motion by Mrs. Sikkes, second by Mrs. Gerkhardt to leave executive session at 9:02 PM.

Against: None

Abstained: None

Absent: None

W. ADJOURNMENT

Voice Vote:

Motion by Ms. Klein, second by Mrs. Shaffer to adjourn the meeting at 9:03 PM.

Against: None

Abstained: None

Absent: None

Respectfully submitted,

Matthew P. Herzer

School Business Administrator/Board Secretary