

# **BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

**[www.blairstownelem.net](http://www.blairstownelem.net)**

## **MEETING MINUTES**

**Thursday, September 17, 2020 Meeting  
7:00PM**

### **A. CALL TO ORDER**

Mr. Cook called the meeting to order at 7:02 pm.

### **B. FLAG SALUTE**

**C. ROLL CALL** by Matthew P. Herzer, Business Administrator

Present: Mr. Cook, Mrs. McElroy, Mrs. Gerhardt, Mrs. Inscho, Ms. Klein, Mrs. Rolph, Mrs. Shaffer (Arrived at 7:05 pm) and Mrs. Sikkes

Absent: Mr. Karolchyk

### **D. 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.

### **E. 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.

## **F. 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. McElroy, second by Mrs. Rolph, motion carries

Against: None

Abstained: None

Absent: Mr. Karolchyk.

## **G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

August 20, 2020 – Regular Meeting Minutes

### **Voice Vote:**

Motion by Mrs. Shaffer, second by Mrs. Inscho, motion carries.

Against: None

Abstained: Mrs. McElroy

Absent: Mr. Karolchyk.

## **H. SUPERINTENDENT'S UPDATE**

Mr. Saalfield reported that the exit lighting project had been completed and the roof project is 99% complete. Enrolment of the district is currently at 404 students and the district had deployed 249 devices for remote learning. Forty hotspots have been ordered and deployed while a shipment of 20 additional units is being shipped. The district is waiting on an order of 75 Chromebooks; however, the district was able to obtain 60 surplus laptops from the Mansfield Township School District. Mrs. Helewa will meet via Zoom with the public for community input for the CSA search on October 1, 2020 and with the staff members on October 7, 2020.

## **I. PRINCIPAL'S REPORT**

Dr. Ketch reported that school has been in session for three weeks with a very smooth start. Two fire drills have been completed. GoGuardian has been implemented to monitor student activity on Chromebooks to make sure sites that students are visiting are appropriate. Slides with pictures of the buildings will be available to show parents the reopening of the district.

**J. COMMITTEE REPORTS**

**Buildings and Grounds:** Mrs. Gerhardt reported the board that the committee went over ten projects that need to be done in the district. The District’s Long Range Facility Plan will have to be updated. The first project that needs to be completed is the fire door replacement which will need to go out to bid. The district may consider adding a mantrap to the vestibule as part of the project.

**Security:** Mr. Cook reported that the committee met with Police Chief Johnsen to gather facts regarding a school resource officer. The committee will meet again.

**Negotiations:** Mr. Cook reported that the ongoing negotiations have went well.

**K. 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.

Mrs. Pfeiffer thanked the board for their work and asked if the position for reading specialist has been posted.

Mrs. Kovacs asked if the external blue fire doors are being replaced.

**L. FINANCE**

*Resolutions R21-37 through R21-41 will be moved in one roll call vote*

**R21-37 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.

<b>Fund 10 – Current Expense</b>	<b>\$723,158.78</b>
<b>Fund 20 – Special Revenue</b>	<b>\$15,642.23</b>
<b>Fund 60 – Food Service</b>	<b>40.55</b>
<b>Grand Total</b>	<b>\$738,841.56</b>

**R21-38 Report of the Treasurer and Board Secretary for July 2020 (Attached)**

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

**R21-39 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 July 31, 2020, after review of the Secretary's monthly financial reports for July 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.

**R21-40 Approve Property Lease with North Warren Regional School District – Removed from Agenda**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approve the lease of the Lambert Road Property to the North Warren Regions School District in the amount of \$2.00 for the 2020-2021 School Year.

**R21-41 Approve Renewal of Snow Removal Contract**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approve the contract renewal with JB's Landscaping LLC for snow removal at \$95.00 per hour, \$300.00 per salt application, \$225.00 per grit/salt application for the 2020-2021 School Year.

**Motion** by Mrs. Sikkes, second by Mrs. McElroy, motions R21-37 through R21-39; R21-41 carried.

Against: None

Abstained: None

Absent: Mr. Karolchyk

**M. PERSONNEL**

***Resolutions R21-42 through R21-45 will be moved in one roll call vote***

**R21-42 Approve Movement on the Salary Guide**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approve the request for Aimee Voss to move across on the salary guide to BA+15 for \$71,045, effective September 1, 2020.

**R21-43 Approve Movement on the Salary Guide**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approve the request for Jessica Farley-Lynch to move across on the salary guide to MA+60 for \$61,270, effective September 1, 2020.

**R21-44 Accept Resignation of Staff Member**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent accept the resignation of Andrea Walsh, paraprofessional effective September 1, 2020.

**R21-45 Approve Reading Services to Student - Tabled**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approve Alissa Hicok to provide reading services to student ID# 9028636 for one hour per week at \$40 per hour for the 2020-2021 School Year.

**R21-48 Approve the Hiring of Part Time Assistant to the Business Administrator**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approve Margaret Ruff as the Part Time Assistant to the Business Administrator at \$14.00 per hour not to exceed 20 hours per week, pending the results of a criminal background check for the 2020-2021 School Year.

**Motion** by Mrs. Shaffer, second by Mrs. Rolph, motions R21-42 through R21-44; R21-48 carried.

Against: None

Abstained: None

Absent: Mr. Karolchyk

**N. TRANSPORTATION**

*Resolution R21-46 will be moved in one roll call vote*

**R21-46 Approve Bus Routes for 2020-2021**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approve the following transportation contracts with the Stocker Bus Company with a 1.7% increase to the 2019-2020 contract, in the total amount of \$308,989.88 for the 2020-2021 School Year.

<b>Route</b>	<b>Amount</b>
1	\$36,485.02
3	\$29,574.20
4	\$31,689.99
5	\$24,553.23

7	28,504.90
8	\$25,458.92
ST123	\$118,824.99
RVCS	\$13,898.64

**Motion** by Mrs. Shaffer, second by Mrs. McElroy, all motions carried.

Against: None

Abstained: None

Absent: Mr. Karolchyk

**O. EDUCATION**

*Resolution R21-32 will be moved in one roll call vote*

**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. Shaffer, second by Mrs. McElroy, all motions carried.

Against: None

Abstained: None

Absent: Mr. Karolchyk

**P. POLICY**

*Resolution R21-47 will be moved in one roll call vote*

**R21-47 Approve Second Reading of New Policies - Tabled**

P1648 - Restart and Recovery Plan

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

**Q. CORRESPONDENCE**

Mrs. Sikkes noted that Mr. Karolchyk would like to receive phone calls and newspapers. He is in good spirits.

**R. NEW BUSINESS**

1. School Calendar Discussion

a. The School Calendar will continually be discussed as circumstances change.

**Voice Vote:**

Motion by Mrs. Shaffer, second by Mrs. Gerhardt to accept changes (Attached) to the school calendar, motion carried.

Against: None

Abstained: None

Absent: Mr. Karolchyk

## **S. OLD BUSINESS**

1. NJSBA Mental Health Report- Summary from Mr. Cook, discussion for possible action – to be discussed in October
2. Teacher Empowerment Training – Administrative review in January 2021
3. Ad hoc Survey Committee Report – Survey to begin after Negotiations is completed

## **T. PUBLIC HEARING & PETITION**

None.

## **U. LEGISLATIVE UPDATE – Mr. Saalfield**

State Senate bill was introduced S2573 is for the creation of a State school nurse consultant to collaborate with stakeholders. Also State Senate bill S2303 was introduced to add more restrictions for school district to subcontract or outsource non-instructional services.

## **V. 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:

Negotiations

**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 Ms. Klein, second by Mrs. Sikkes to go into executive session at 7:48 pm.

Against: None

Abstained: None

Absent: Mr. Karolchyk

**W. RECONVENE PUBLIC SESSION**

**Voice Vote:**

Motion by Mrs. Sikkes, second by Mrs. Shaffer to leave executive session at 7:51 pm.

Against: None

Abstained: None

Absent: Mr. Karolchyk

**X. ADJOURNMENT**

**Voice Vote:**

Motion by Mrs. McElory, second by Ms. Klein to adjourn the meeting at 7:53 pm.

Against: None

Abstained: None

Absent: Mr. Karolchyk

Respectfully submitted,

Matthew P. Herzer

School Business Administrator/Board Secretary