

# **BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

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

## **MEETING MINUTES**

**Thursday, October 15, 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. Gerkhardt, Mrs. Inscho, Ms. Klein, Mrs. Shaffer and Mrs. Sikkes

Absent: Mr. Karolchyk and Mrs. Rolph

### **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. Gerhardt, second by Mrs. Shaffer, motion carries

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

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

September 10, 2020 – Special Meeting

September 17, 2020 – Regular Meeting Minutes

#### **Voice Vote:**

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

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

#### **H. SUPERINTENDENT’S UPDATE**

Mr. Saalfield reported that there was additional verbiage to the reopening policies; however, the policy committee was not able to meet before the board meeting due to the fact that two Zoom sessions cannot be held at the same time. The architect has been engaged to prepare a proposal to replace the interior fire doors per the findings of the fire inspection. The roof project has been completed, just waiting on final inspections. A family that has purchased land in Hardwick Township and is building a house on the land requested the Board allow their children to attend Blairstown Elementary while they reside in Allamucy Township while the house is under construction. Board Policy 5111 states the students may only be permitted to attend if the board approves, also the Board must decide if they wish to charge tuition. The State has made \$10 million available in grants for shared services studies, previous fund has been frozen, and this is a new source of funding that is available. The State Attorney General has made a directive to police departments to inform schools with the principal as the point of contact if a minor is a witness to trauma. There is a proposal for school districts to return to in person board meetings

in November or December; districts may only do virtual meetings if the health emergency prevents the board from meeting. The district has limited large spaces to conduct meetings.

**R21-60 Approve Enrollment of Non-Resident Students**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approve the tuition free enrollment of non-resident students that currently reside in Allamucy Township whose parents own property in Hardwick Township with a house under construction, student ID's 9029167 and 9029166 for the 2020-2021 School Year.

**Roll Call Vote:**

Motion by Mrs. McElroy, second by Mrs. Gerhardt, motion carries.

Against: None                      Abstained: None              Absent: Mr. Karolchuk and Mrs. Rolph.

**I. PRINCIPAL'S REPORT**

Dr. Ketch noted there are updates to the Gifted and Talented polices online and reports to the state. All parents must be notified of testing. Picture day is to take place October 20 through October 22. Parent teacher conferences will be moving forward either virtual or phone call. Due to the current health emergency, there will be not Halloween activities hosted by the school. The school has participated in a week of respect. The district is moving forward with implementing Link It. Nineteen students have moved from virtual learning to the hybrid in person sessions, while two students went full virtual.

**J. PRESENTATIONS**

Mrs. Zaleski, Mrs. Robinson and Mrs. Menzel present the district's Response to Intervention plan to the board.

**K. COMMITTEE REPORTS**

**Finance:** Mrs. Shaffer reported the receipt of the Coronavirus Relief Funds grant for the district. The district is able to deposit \$450,000 into the Maintenance Reserve Account, which will be used to fund the fire door project. There is a church that is interested in possibly leasing or purchasing the Vail School. The district is purchasing licenses to convert old laptops into Chromebooks. A special education student has moved into the district and may need an out of district tuition placement.

**Security:** Mr. Cook reported that the committee is looking at other opportunities to better secure the building. The committee will provide the board with an analysis at the November meeting.

**L. 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.

**M. FINANCE**

*Resolutions R21-49 through R21-52 and R21-59 will be moved in one roll call vote*

**R21-49 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>\$705,399.96</b> |
| <b>Fund 20 – Special Revenue</b> | <b>\$34,775.32</b>  |
| <b>Fund 60 – Food Service</b>    | <b>\$0</b>          |
| <b>Grand Total</b>               | <b>\$740,175.28</b> |

**R21-50 Report of the Treasurer and Board Secretary for August 2020 (Attached)**

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

**R21-51 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 August 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.

**R21-52 Accept Coronavirus Relief Funds Grant**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent accept the Coronavirus Relief Funds Grant in the amount of \$18,343.00 for the 2020-2021 School Year.

**R21-59 Approve the Alternate Signature to Bank Accounts**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approve the Business Administrator as an alternate signatory for the Cafeteria, Unemployment, Payroll Agency and Payroll accounts for the 2020-2021 School Year.

**Roll Call Vote:**

Motion by Mrs. Sikkes, second by Mrs. Shaffer, motions carries

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

**N. PERSONNEL**

*Resolutions R21-45 and R21-53 will be moved in one roll call vote*

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

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approve Kaitlin Baker to provide reading services to student ID# 9028636 for one hour per week at the current rate in the collective bargaining agreement for the 2020-2021 School Year.

**R21-53 Approve Substitute Teacher**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approve Emily Nause as a substitute teacher for the 2020-2021 School Year.

**Roll Call Vote:**

Motion by Mrs. Shaffer, second by Ms. Klein, motions carries

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

**O. TRANSPORTATION**

*Resolution R21-54 will be moved in one roll call vote*

**R21-54 Approve Field Trip Transportation Contract Renewal for 2020-2021**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approve the field trip transportation contract renewal with the Stocker Bus Company with a 1.7% increase to the 2019-2020 contract, in the total amount of \$16,033.01 for the 2020-2021 School Year.

**Roll Call Vote:**

Motion by Mrs. Shaffer, second by Mrs. McElroy, motions carries

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

**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

Motion by \_\_\_\_\_, second by \_\_\_\_\_

**Roll Call:** by Matthew P. Herzer, Business Administrator

| <b>Board Member</b> | <b>Vote</b> | <b>Board Member</b> | <b>Vote</b> |
|---------------------|-------------|---------------------|-------------|
| Mr. Cook            |             | Mrs. McElroy        |             |
| Mrs. Gerhardt       |             | Mrs. Rolph          |             |
| Mrs. Inscho         |             | Mrs. Shaffer        |             |
| Mr. Karolchyk       |             | Mrs. Sikkes         |             |
| Ms. Klein           |             |                     |             |

**Q. EDUCATION**

*Resolutions R21-55 through R21-57 will be moved in one roll call vote*

**R21-55 Approve State Police Memorandum of Agreement (Attached)**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approve State Police Memorandum of Agreement for the 2020-2021 School Year.

**R21-56 Approve School Calendar (Attached)**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approve the updated school calendar for the 2020-2021 School Year.

**R21-57 Approve School Nursing Services Plan (Attached)**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approve the updated school nursing services plan for the 2020-2021 School Year.

**Roll Call Vote:**

Motion by Mrs. Sikkes, second by Mrs. Gerhardt, motions carries

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

**R. FACILITIES**

*Resolution R21-58 will be moved in one roll call vote*

**R21-58 Approve Contract for Sale of the Lambert Road Property**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the sale of the Lambert Road Property to the Township of Blairstown without the need for public bidding pursuant to N.J.S.A. 18A:20-6 and consistent with the resolution R21-17 dated September 23, 2020 that the property is no longer needed for school purposes;

**AND BE IT FURTHER RESOLVED** that the Board President and Board Secretary are authorized to execute the contract of sale and all other documents in connection with the sale.

**Roll Call Vote:**

Motion by Mr. Cook, second by Mrs. Shaffer, motions carries

Against: None      Abstained: Mrs. Sikkes and Ms. Klein      Absent: Mr. Karolchyk and Mrs. Rolph.

**S. CORRESPONDENCE**

None.

**T. NEW BUSINESS**

None.

**U. OLD BUSINESS**

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

**V. PUBLIC HEARING & PETITION**

None.

**W. LEGISLATIVE UPDATE**

Mr. Saalfield noted that many bills have been introduced in the legislature, otherwise no updates at this time.

**X. ADJOURNMENT**

**Voice Vote:**

Motion by Ms. Klein, second by Mrs. Gerhardt to adjourn the meeting at 8:05 pm.

Against: None                      Abstained: None              Absent: Mr. Karolchuk and Mrs. Rolph.

Respectfully submitted,

Matthew P. Herzer

School Business Administrator