

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

MEETING MINUTES

Thursday, November 19, 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. Rolph and Mrs. Sikkes

Absent: Mr. Karolchyk and Mrs. Shaffer

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. Sikkes

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

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

October 15, 2020 – Regular Meeting Minutes

Voice Vote:

Motion by Ms. Klein, second by Mrs. McElroy

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

H. SUPERINTENDENT’S UPDATE

Mr. Saalfield reported to the board about the possible LED lighting project, more details will be given to the Buildings and Grounds Committee. The donated laptops were converted to Chromebooks and the district was able to distribute them to students. Architect services are to be approved at tonight’s meeting to address the door project and fire code violation. Final payment for the roof project has been withheld until some issues have been addressed. The CPAG met at the end of October and discussed the transition to Middle School and the Preschool

program. A refrigerator in the cafeteria had to be replaced and a new one has been delivered and is up and operating.

Mr. Saalfield also reported that districts will receive guidance on whether virtual instruction on snow days will count as full day. Currently the entire state is in the orange code (high risk) for Covid-19 exposure. Some districts in the county will be fully virtual instruction, while others will be fully virtual until after the holidays. The Blairstown Elementary School will not close unless the board wants the school to close. The children need to be in school, Blairstown was close to bringing in more students however, the CDC changed the close contact guidelines that prohibited bringing in the students.

I. PRINCIPAL'S REPORT

Dr. Ketch reported the 5th grade team would like to include the book "Wishtree" into the language arts curriculum. Mrs. Untamo presented a slideshow about the book to the board. The Green Team worked together to clean up the garden which had become overgrown the last seven months due to the shutdowns related to Covid-19.

Dr. Ketch also reported that the week of October 19 to October 23 was School Violence Awareness Week. The district provided several activities to be in compliance with state regulations. Professional development was made available to staff members in Google Classroom. In addition to grade level activities, the Blairstown Police Department provided a PSA on bullying and cyberbullying that is available on the district site and in the district newsletter. Report cards will be distributed in the first week of December.

J. COMMITTEE REPORTS

Security Committee – The committee plans to give an update in the New Year.

Policy – The committee reviewed the Covid-19 related policy updates for the second reading. Many of the practices defined in the policy have already been put into place. The policies also cover leave for employees relating to Covid-19.

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 virtually online.

None.

L. 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 RESOLVED 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. Gerhardt, second by Mrs. Rolph to go into executive session at 7:38 pm.

M. RECONVENE PUBLIC SESSION

Voice Vote:

Motion by Mrs. McElroy, second by Mrs. Sikkes to leave executive session at 8:01 pm.

N. FINANCE

Resolutions R21-59 through R21-63 will be moved in one roll call vote

R21-59 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 October 16, 2020 and November 19, 2020.

Fund 10 – Current Expense	\$918,331.10
Fund 20 – Special Revenue	\$21,864.79
Fund 60 – Food Service	\$7,716.79
Grand Total	\$947,912.68

R21-60 Report of the Treasurer and Board Secretary for September 2020 (Attached)

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

R21-61 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 September 30, 2020, after review of the Secretary’s monthly financial reports for September 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.

R21-62 Approve Line Item Transfers (Attached)

BE IT RESOLVED, that the Board of Education, upon recommendation by the School Business Administrator, approves the budget line item transfers for August and September 2020.

R21-63 Accept Security Grant

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent accept the Security Grant for security upgrades in the amount of \$23,356.00 for the 2020-2021 School Year and

BE IT FURTHER RESOLVED, that the board acknowledges that sufficient district funds are available to be utilized to cover costs exceeding the district's grant allowance.

Motion by Mrs. Sikkes, second by Mrs. Gerhardt

Roll Call: by Matthew P. Herzer, Business Administrator

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

O. PERSONNEL

Resolutions R21-64 through R21-65 will be moved in one roll call vote

R21-64 Approve Movement on the Salary Guide

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent approve the request for Dana Mosca to move across on the salary guide to MA+15 for \$70,535, effective November 1, 2020.

R21-65 Approve Ratification of the Memorandum of Agreement

BE IT RESOLVED, that the Blairstown Board of Education ratifies the Memorandum of Agreement dated September 16, 2020 and attached salary guides covering the period from July 1, 2020 through June 30, 2023; and

BE IT FURTHER RESOLVED, that the Board President and Board Secretary are authorized to sign the final contract document when it is put in a form acceptable to Board Counsel.

Motion by Mrs. Gerhardt, second by Mrs. McElroy

Roll Call: by Matthew P. Herzer, Business Administrator

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

P. EDUCATION

Resolution R21-66 and R21-69 through R21-71 will be moved in one roll call vote

R21-66 Establish Date of January 2021 Reorganization Meeting

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent to establish the date of the January 2021 Reorganization Meeting as January 7, 2021.

R21-69 Approve Resolution to Rejoin/Renew Membership with New Jersey Schools Insurance Group

WHEREAS, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the Blairstown Township Board of Education, herein after referred to as the “Educational Institution,” has resolved to apply for and/or renew its membership with NJSIG;

WHEREAS, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

WHEREAS, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,

WHEREAS, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.

NOW THEREFORE, BE IT RESOLVED, THAT:

1. This agreement is made by and between NJSIG and the Educational Institution;
2. The Educational Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on July 1, 2020, and ending July 1, 2023 at 12:01 a.m.;
3. In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation;
4. The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations;
5. NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq. and such other statutes and regulations as may be applicable;
6. By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and

Resolution to Join / Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;

7. The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith;
8. The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG's Plan of Risk Management;
9. The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;
10. If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;
11. The Business Administrator is hereby authorized in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,
12. The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership to NJSIG.

R21-70 Approve Contract for Student Evaluation Services

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent approve J&B Therapy for student evaluation services at a cost of \$405.00 per evaluation pending attorney review for the 2020-2021 School Year.

R21-71 Accept Resignation of Board Member

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent accept the letter of resignation, with regrets from Mr. John Karolchyk, board member, effective 11/7/2020.

Motion by Mrs. Sikkes, second by Mrs. Gerhardt

Roll Call: by Matthew P. Herzer, Business Administrator

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

Q. POLICY

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

R21-47 Approve Second Reading of New Policies

P1648 - Restart and Recovery Plan

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

Motion by Mrs. McElroy, second by Mrs. Rolph

Roll Call: by Matthew P. Herzer, Business Administrator

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

R. FACILITIES

Resolutions R21-67 through R21-68 will be moved in one roll call vote

R21-67 Approve Architect Services

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the services of FKA Architects for the fire door and security vestibule projects in the amount of \$19,500 and an estimated amount of \$1,000 for reimbursable expenses.

R21-68 Approve Comprehensive Maintenance Plan

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

Motion by Mrs. McElroy, second by Mrs. Rolph

Roll Call: by Matthew P. Herzer, Business Administrator

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

S. CORRESPONDENCE

Mr. Herzer read the letter of resignation from board member John Karolchyk. The Board recognized the years of service of Mr. Karolchyk.

T. NEW BUSINESS

1. Discussion of changing board meetings from third Thursday of the month to the first Thursday of the month for 2021.
2. Reminder for board members to complete their required training

U. OLD BUSINESS

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

V. PUBLIC HEARING & PETITION

None.

W. LEGISLATIVE UPDATE

Mr. Saalfield reported that there are many items before the legislature, but no new laws yet.

X. ADJOURNMENT

Voice Vote:

Motion by Mrs. McElroy, second by Mrs. Sikkes to adjourn the meeting at 8:23 pm.

Respectfully Submitted,

Matthew P. Herzer

School Business Administrator