

# **BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

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

## **MEETING MINUTES**

**Thursday, May 6, 2021 Meeting**

**7:00PM**



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

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

### **B. FLAG SALUTE**

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

Present: Mr. Cook, Mrs. McElroy, Mrs. Gerhardt, Mrs. Hambos, Mrs. Inscho, Ms. Klein, Mrs. Rolph and Mr. Van Valkenburg

Absent: Mrs. Sikkes

### **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 Ms. Klein

Against: None

Abstained: None

Absent: Mrs. Sikkes

## **G. SUPERINTENDENT'S UPDATE**

See attached report.

## **H. PRINCIPAL'S UPDATE**

See attached report.

## **I. COMMITTEE REPORTS**

Finance – The committee met to discuss the financial impacts of a personnel issue.

## **J. PRESENTATIONS**

2021-2022 Budget Presentation

**K. PUBLIC COMMENTS ON AGENDA ITEMS**

None.

**L. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

April 1, 2021 – Regular Meeting Minutes

**Voice Vote:**

Motion by Mrs. Gerhardt, second by Mrs. Inscho

Against: None                      Abstained: Mrs. McElroy      Absent: Mrs. Sikkes

**M. FINANCE**

*Resolutions R21-126 through R21-132; R21-144 will be moved in one roll call vote*

**R21-126 Authorization for Payment of Bills (Attached)**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the School Business Administrator to approve the bills list as submitted for the dates between April 2, 2021 and May 6, 2021.

<b>Fund 10 – Current Expense</b>	<b>\$776,153.62</b>
<b>Fund 20 – Special Revenue</b>	<b>\$7,733.75</b>
<b>Fund 60 – Food Service</b>	<b>\$5,726.86</b>
<b>Grand Total</b>	<b>\$789,614.23</b>

**R21-127 Approve Line Item Transfers (Attached)**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the School Business Administrator, to approve the budget line item transfers for April 2021.

**R21-128 Report of the Treasurer and Board Secretary for March 2021 (Attached)**

**BE IT RESOLVED**, that the Treasurer and Board Secretary’s Financial Reports are in agreement for the month of March 2021, approved by the Board as recommended by the School Business Administrator.

**R21-129 Amendment to CARES/Emergency Relief Grant Application**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the School Business Administrator to amend the CARE/Emergency Relief Grant Application to include the additional funds awarded in the amount of \$1,875.

**R21-130 Approve 2021-2022 School District Budget**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approve the 2021-2022 School District Budget in the amount of \$9,031,608 as approved by the Warren County Office of the Department of Education for approval as follows:

**WHEREAS**, the 2021-2022 budget includes sufficient funds to implement the proposed planning process as described in the district’s Annual Report pursuant to N.J.S.A 18A:7A-11 and to provide curriculum and instructions which will enable all students to achieve the Core Curriculum State Standards;

**WHEREAS**, the 2021-2022 budget is in compliance with the requirements set forth in N.J.S.A. 18A and N.J.A.C. Title 6 and 6A;

**WHEREAS**, the Blairstown Township Board of Education requests the use of \$158,000 banked cap to be included in the 2021-2022 budget to increase the tax levy due to the loss of 2021-2022 state aide. The need for the use of this banked cap will be completed by the end of the 2021-2022 budget year and will not be deferred or incrementally completed over future budgeted years.

**THEREFORE, BE IT RESOLVED**, the Blairstown Township Board of Education approves the 2021-2022 budget in the amount of \$9,031,608 as follows:

<b>Fund</b>	<b>Tax Levy</b>	<b>Total</b>
<b>General Fund (10)</b>	\$7,196,000.00	\$8,867,608.00
<b>Special Revenue Fund (20)</b>		\$164,000.00
<b>Total</b>	\$7,196,000.00	\$9,031,608.00

**R21-131 Set Maximum Travel Expense Limit for the 2021-2022 School Year**

**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the Board of Education Out of District Travel and Reimbursement Forms; now

**THEREFORE, BE IT RESOLVED**, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the Board of Education Out of District Travel and Reimbursement Forms; and

**BE IT FURTHER RESOLVED**, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$6,000 for all staff and board members.

**R21-132 Approve Food Service Management Contract Renewal**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the School Business Administrator to approve the 2021-2022 contract with Maschio's Food Service, Inc. for management of the food service operations, with a management fee of \$7,645.39 and a break-even guarantee.

**R21-144 Approve Withdrawal from Maintenance Reserve Account**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approve the withdrawal of \$182,900 from the Maintenance Reserve Account, \$19,500 for architectural services and \$163,400 for construction services of the interior fire door project.

Motion by Mrs. Rolph, second by Ms. Klein

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

Against: None

Abstained: None

Absent: Mrs. Sikkes

**N. PERSONNEL**

*Resolutions R21-133 through R21-141; R21-145 through R21-146 will be moved in one roll call vote*

**R21-133 Accept Resignation for Retirement**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to accept the retirement of Barbara Celentano, Special Education Teacher effective June 30, 2021.

**R21-134 Approve Principal Appointments**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approve Colleen Silvestri for the following appointments:

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

**R21-135 Approve Hiring of Part Time Paraprofessional**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the Hiring of Julia Dieffenbach, part time paraprofessional effective May 7, 2021 or upon the receipt of finger print clearances at \$12 per hour.

**R21-136 Approve Revised Maternity Leave**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to accept the maternity leave of Katie Untamo beginning May 10, 2021, utilizing 25 accumulated sick days for the remainder of the 2020-2021 School Year and utilizing New Jersey Family Leave Act for the 2021-2022 School Year with a return date of November 24, 2021.

**R21-137 Approve Maternity Leave**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to accept the maternity leave of Carissa Sambolec beginning September 1, 2021 to October 1, 2021, utilizing 21 accumulated sick days and utilizing the New Jersey Family Leave Act from October 4, 2021 to January 3, 2022 with a return date of January 3, 2022.

**R21-138 Approve Maternity Leave**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to accept the maternity leave of Loren Arvary beginning June 30, 2021 to October 4, 2021, utilizing the New Jersey Family Leave Act from September 1, 2021 to October 4, 2021 with a return date of October 4, 2021.

**R21-139 Approve ESY Staff**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the following staff members for the ESY Program:

Barbara O'Connell	Preschool Teacher
Ann Cain	Preschool Aide

Brooke Moore	Preschool Personal Care Aide
Tammy Quick	Preschool Personal Care Aide
Liz Marchese	Preschool Personal Care Aide
Dana Mosca	LLD Teacher
Jeanne Socha	LLD Personal Care Aide
Jillian Cardoso	Resource Center Teacher
Corey Russo	Resource Center Aide
Marlyn Maring	Resource Center Aide
Julia Dieffenbacher	MD Aide
Patricia Ashbey	Speech Therapist
Karin Desmit	Occupational Therapist
Allison Peck	Physical Therapist
Tammy Quick	Bus Driver
Jeanne Socha	Bus Driver
Ann Cain	Bus Aide
Brooke Moore	Bus Aide
Jennifer Roof	School Nurse
Diane Schmidt	Substitute
Rachel Simpson	Substitute
Claudia Lobydz	Substitute
Clorimar Holyoak	Substitute
Anajnette May	Substitute
Lisa Besser	Substitute
Linette Benes	Substitute
Mary Beth Pollard	Substitute Aide Only

**R21-140 Approve ESY Staff**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the following teachers who will attend IEP meetings over the summer:

Jillian Cardoso	Special Education
Anjanette May	Special Education
Lisa Besser	General Education
Jen Crisman	General Education
Linette Benes	Special Education/General Education
Marilyn Maring	General Education

**R21-141 Approve Maternity Leave Replacement Teacher**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve Barbara Warnkin as Maternity Leave Replacement Teacher for Katie Untamo from May 10, 2021 to June 14, 2021 at prorated salary at BA Step 1, \$53,445.

**R21-145 Accept Resignation for Retirement**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to accept the retirement of Kathleen Welsh, Director of Special Services effective July 31, 2021.

**R21-146 Approve Additional Staff Member for ESY**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve Kaitlin Baker as Wilson Instruction, 5 Hours, Substitute Teacher/Aide and Teacher who will attend IEP meetings for ESY.

Motion by Mrs. Rolph, second by Mrs. Hambos

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

Against: None

Abstained: None

Absent: Mrs. Sikkes

**O. EDUCATION**

*Resolutions R21-142 through R21-143; R21-147 through R21-148 will be moved in one roll call vote*

**R21-142 Approve Revised School Calendar for the 2021-2022 School Year**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the attached school calendar for the 2021-2022 School Year.

**R21-143 Approve Ancillary Services Agreement with the Sussex County ESC for the 2021-2022 School Year**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve Ancillary Services Agreement with the Sussex County ESC for the 2021-2022 School Year on as needed basis.

**R21-147 Approve Atlantic Health Systems, Inc. for Functional Behavior Assessment**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve Atlantic Health Systems, Inc. for Functional Behavior Assessments at \$1,200 per assessment, \$800 for Skills Based Assessments and \$200 per hour for Consultation Services.

**R21-148 Approve Contract with KMD Therapy for OT Services**



**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the contract with KMD Therapy for Occupational Therapy Services in the amount of \$80/hour for the 2021-2022 School Year.

Motion by Mrs. McElroy, second by Mrs. Inscho

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

Against: None

Abstained: None

Absent: Mrs. Sikkes

## **P. FACILITIES**

*Resolution R21-149 will be moved in one roll call vote*

### **R21-149 Acceptance of Bid**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to accept the lowest bid submitted April 28, 2021 by C&M Door in the bid amount of \$163,400 for the Blairstown Elementary School Fire Door Retrofit Project.

Motion by Mrs. Gerkhardt, second by Mrs. McElroy

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

Against: None

Abstained: None

Absent: Mrs. Sikkes

## **Q. CORRESPONDENCE**

None.

## **R. NEW BUSINESS**

None.

## **S. OLD BUSINESS**

1. Teacher Empowerment Training
2. Ad hoc Survey Committee Report – Survey to begin after the 2020-2021 School Year is completed
3. Cluster board services ad-hoc committee
4. Resource Officer

**T. PUBLIC HEARING & PETITION**

Mrs. Anderson thanked Barbara Celentano for her years of service to the district and thanked the PTG and Administration for their support.

**U. LEGISLATIVE UPDATE**

None.

**V. ADJOURNMENT**

**Voice Vote:**

Motion by Ms. Klein, second by Mrs. McElroy to leave the meeting at 7:35 pm.

Respectfully submitted,

Matthew P. Herzer

School Business Administrator