

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

MEETING MINUTES

Thursday, March 24, 2022 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. Fredericks, Mrs. Gerhardt, Mrs. Hambos, Mrs. Hawkswell, Ms. Klein, Mrs. McElroy, Mrs. Sikkes and Mr. Van Valkenburg

Absent: None

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.

E. SUPERINTENDENT'S UPDATE

See attached report.

F. PRINCIPAL'S UPDATE

See attached report.

G. COMMITTEE REPORTS

Policy - The Policy Committee met and discussed the policies listed on the March 24, 2022 agenda.

Finance – The Finance Committee met and discussed the preliminary 2022-2023 school budget.

H. PRESENTATIONS

1. Audit Synopsis by Anthony Ardito
2. School Board Annual Ethics Training by NJ School Board Association Field Representative Kathy Helewa

I. PUBLIC COMMENTS ON AGENDA ITEMS

None.

J. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

February 10, 2022 – Reorganization and Regular Meeting Minutes

Voice Vote:

Motion by Mrs. McElroy, second by Mrs. Hambos

Against: None

Abstained: None

Absent: None

K. FINANCE

Resolutions R22-120 through R22-124 will be moved in one roll call vote

R22-120 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 February 11, 2022 and March 24, 2022.

Fund 10 – Current Expense	\$1,359,714.62
Fund 20 – Special Revenue	\$35,193.91
Fund 60 – Food Service	\$32,086.52
Grand Total	\$1,426,995.05

R22-121 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 February 2022.

R22-122 Reports of the Treasurer and Board Secretary for (Attached)

BE IT RESOLVED, that the Treasurer and Board Secretary’s Financial Reports are in agreement for the month of January and February 2022, approved by the Board as recommended by the School Business Administrator.

R22-123 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 January 31, 2022 and February 28, 2022, after review of the Secretary’s monthly financial report for January and February 2022 (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.

R22-124 Approve Tentative Proposed 2022-2023 School District Budget

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the Tentative Proposed 2022-2023 School District Budget in the amount of \$9,338,484 to be submitted to the Warren County Office of the Department of Education for approval as follows:

WHEREAS, the 2022-2023 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 NJ Student Learning Standards;

WHEREAS, the 2022-2023 budget is in compliance with the requirements set forth in N.J.S.A. 18A and N.J.A.C. Title 6 and 6A;

THEREFORE, BE IT RESOLVED, the Blairstown Township Board of Education approves the Tentative Proposed 2022-2023 budget in the amount of \$9,338,484 as follows:

Fund	Tax Levy	Total
General Fund (10)	\$7,607,760.00	\$9,155,939.00
Special Revenue Fund (20)		\$182,545.00
Total	\$7,607,760.00	\$9,338,484.00

ALSO RESOLVED, that the Board of Education approve the Position Control Roster, Budget Submission Checklist, with accompanying limits outlined below for professional services and mileage reimbursement to submit to the County office for review and approval:

School Attorney	\$35,000
School Auditor	\$18,000
School Physician	\$3,000
Independent Student Evaluations	\$2,500
Maximum Mileage Reimbursement per Employee	\$1,000
Maximum District Mileage Reimbursement	\$6,000

Motion by Mrs. McElroy, second by Ms. Klein

Roll Call: by Matthew P. Herzer, Business Administrator

Against: None

Abstained: None

Absent: None

L. PERSONNEL

Resolution R22-125 through R22-132 will be moved in one roll call vote

R22-125 Accept Resignation

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent accept the resignation of Dr. Brian James, Supervisor of Special Services effective February 28, 2022.

R22-126 Accept Resignation

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent accept the resignation for purposes of retirement for Karen Pfeiffer, Sixth Grade Teacher effective June 30, 2022.

R22-127 Accept Resignation

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent accept the resignation for purposes of retirement for Mary Smith, Special Education Teacher effective June 30, 2022.

R22-128 Approve Substitute Teacher

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent to approve Theresa Haberle as a substitute teacher for the 2021-2022 School Year, pending the results of a background check.

R22-129 Approve Substitute Teacher

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent to approve Colomba Kampfe as a substitute teacher for the 2021-2022 School Year.

R22-130 Approve Stipend for Student Support in School Play

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent to approve a stipend for Loren Arvary, paraprofessional for student support in the school play in the amount of \$1,000.00.

R22-131 Approve Interim Supervisor of Special Services

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent to approve Gail Dewitt as Interim Supervisor of Special Services in the amount of \$365.00 per day, 3 days per week.

R22-132 Approve Teacher Practicum and Student Teacher

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent to approve Taylor Quimby for teacher practicum with Aimee Voss in the fall of 2022 and student teacher with Aimee Voss and Kaitlin Baker in the spring of 2023.

Motion by Mrs. Gerhardt, second by Mrs. McElroy

Roll Call: by Matthew P. Herzer, Business Administrator

Against: None

Abstained: None

Absent: None

M. EDUCATION

Resolutions R22-133 through R22-134 will be moved in one roll call vote

R22-133 Approve Three Year English Language Learners Plan

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent to approve the attached three year English Language Learners plan.

R22-134 Approve Attached HIB Reports

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent to approve the attached HIB report for the month of March 2022.

Motion by Mrs. McElroy, second by Ms. Klein

Roll Call: by Matthew P. Herzer, Business Administrator

Against: None

Abstained: None

Absent: None

N. FACILITIES

Resolutions R22-135 through R22-136 will be moved in one roll call vote

R22-135 Approve Facility Use Requests

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the facility use requests for the following groups:

Name	Organization	Room	Requested Date
Cassandra Uychich	PTG Tricky Tray	Entry Foyer, Cafeteria, Gym	5/20/2022, 5pm-9pm 5/21/2022, 10am-10pm

R22-136 Approve Disposal of Obsolete Technology Equipment

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the disposal of obsolete computers, printers, laptops and networking equipment to be recycled.

Motion by Mrs. Gerhardt, second by Mrs. McElroy

Roll Call: by Matthew P. Herzer, Business Administrator

Against: None

Abstained: None

Absent: None

POLICY

Resolutions R22-137 through R22-138 will be moved in one roll call vote

R22-137 Approve First Reading of Policies

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the first reading of the following policies:

- P 2467 - Surrogate Parents and Resource Family Parents
- P 5111 - Eligibility of Resident/Nonresident Students
- P 5116 - Education of Homeless Children
- P & R 7432 - Eye Protection
- P 8420 - Emergency and Crisis Situations
- R 8420.1 - Fire and Fire Drills
- P 8540 - School Nutrition Programs
- P 8550 - Meal Charges/Outstanding Food Service Bill
- P 8600 - Student Transportation
- P 6115.01 - Federal Awards/Funds Internal Controls – Allowability of Costs
- P 6115.02 - Federal Awards/Funds Internal Controls – Mandatory Disclosures
- P 6115.03 - Federal Awards/Funds Internal Controls – Conflict of Interest
- P 6311 - Contracts for Goods or Services Funded by Federal Grants
- P 1648.11 - The Road Forward COVID-19 – Health and Safety
- P 2415.05 - Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment
- P & R 2622 - Student Assessment
- P 3233 - Political Activities
- P 7540 - Joint Use of Facilities
- P & R 8465 - Bias Crimes and Bias-Related Acts
- P 9560 - Administration of School Surveys

R22-138 Approve Abolishment of Policies

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to abolish the following policies:

- P 5114 - Children Displaced by Domestic Violence
- P 8810 - Religious Holidays
- P 1648 - Restart and Recovery Plan
- P 1648.02 – Remote Learning Options for Families
- P 1648.03 – Restart and Recovery Plan – Full-Time Remote Instruction

Motion by Mrs. McElroy, second by Ms. Klein

Roll Call: by Matthew P. Herzer, Business Administrator

Against: None

Abstained: None

Absent: None

O. CORRESPONDENCE

None.

P. NEW BUSINESS

None.

Q. OLD BUSINESS

1. Cluster board services ad-hoc committee
2. Additional Security Measures
3. Therapy Dog

R. PUBLIC HEARING & PETITION

Mrs. Tammy Messina, teacher at BES, attended the board meeting to thank Ms. Karen Pfeiffer and Mrs. Mary Smith for all their years of service and dedication to the students and teachers of Blairstown Elementary School. She communicated how Ms. Pfeiffer was a tireless representative for the teachers especially through some rough times (ie. Covid). She remarked about Mrs. Smith's extensive special education knowledge. Mrs. Messina concluded with how much they will both be missed.

Ms. Casey stated that she respectfully appreciates Dr. Ketch's offer to personally fund the expense of having his dog trained as a therapy dog, but believes the PTG should raise the money to pay for the training.

S. LEGISLATIVE UPDATE

Ms. Klein reported to the board the newest state legislative topics being discussed.

They are as follows:

- Emergency protocols need to be updated every five years.
- Students may be excused for civic events.
- Public may donate funds to pay for unpaid school meal balances.

T. 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 Blirstown 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 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. Sikkes, second by Mrs. Gerkhardt to go into executive session at 9:05 pm.

Against: None

Abstained: None

Absent: None

U. RECONVENE PUBLIC SESSION

Voice Vote:

Motion by Ms. Klein, second by Mrs. McElroy to leave executive session at 9:14 pm.

Against: None

Abstained: None

Absent: None

V. ADJOURNMENT

Voice Vote:

Motion by Mrs. Sikkes, second by Mrs. Hambos to leave the meeting at 9:15 pm.

Against: None

Abstained: None

Absent: None

Respectfully submitted,

Matthew P. Herzer

School Business Administrator