

# **BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

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

## **MEETING MINUTES**

**Thursday, April 28, 2022 Meeting**

**7:00PM**



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

Mr. Cook called the meeting to order at 7:03 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 April 28, 2022 agenda for a first reading and noted polices on the agenda for a second reading.

## **H. PRESENTATIONS**

1. PTG Presentation on Playground by Elisa Diego
2. 2022-2023 Budget Presentation by Matthew Herzer, Business Administrator

## **I. PUBLIC COMMENTS ON AGENDA ITEMS**

Ms. Pfeiffer commented on the shortage of substitutes, and asked if there is a solution to address the issue.

Ms. Casey asked if there is enough money in the capital reserve account to cover the cost of the repaving of the front parking lot. She also asked for clarification on the valuation rate of the taxes for the townships of Blirstown and Hardwick. Ms. Casey also stated that the paraprofessionals are not paid enough and asked if they could be made full time and asked not to take health benefits.

Ms. Diego asked is it possible for the preschool program to make money to add additional teachers.

Ms. Miller stated that the tuition for preschool is too cheap and the rates should be raised.

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

March 24, 2022 – Regular and Executive Session Meeting Minutes

**Voice Vote:**

Motion by Mrs. Hambos, second by Mrs. Sikkes

Against: None

Abstained: None

Absent: None

**K. FINANCE**

*Resolutions R22-139 through R22-144 will be moved in one roll call vote*

**R22-139 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 March 25, 2022 and April 28, 2022.

<b>Fund 10 – Current Expense</b>	<b>\$839,930.40</b>
<b>Fund 20 – Special Revenue</b>	<b>\$17,761.65</b>
<b>Fund 60 – Food Service</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$857,692.05</b>

**R22-140 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 March 2022.

**R22-141 Approve 2022-2023 School District Budget**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approve the 2022-2023 School District Budget in the amount of \$9,338,484 as approved by 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 New Jersey 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;

**WHEREAS**, the Blairstown Township Board of Education requests the use of \$267,840 enrollment adjustment to be included in the 2022-2023 budget to increase the tax levy due to the loss of 2022-2023 state aide and rise in enrollment. The need for the use of this enrollment

adjustment will be completed by the end of the 2022-2023 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 2022-2023 budget in the amount of \$9,338,484 as follows:

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

**R22-142 Set Maximum Travel Expense Limit for the 2022-2023 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.

**R22-143 Approve Withdrawal from Capital Reserve Account**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the School Business Administrator, to approve the withdrawal of \$105,000.00 from the Capital Reserve Account for the 2022-2023 budget for the purpose of installing new wheelchair lifts in the amount of \$75,000.00 and engineering services related to the front parking lot project in the amount of \$30,000.00.

**R21-144 Approve NJSIG Grant Application**

**WHEREAS**, the New Jersey Schools Insurance Group (“NJSIG”) is a school board insurance group 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, hereinafter referred to as the “Educational Institution,” is a member of NJSIG; and,

**WHEREAS**, in accordance with NJSIG Policy 3710, the goal of the safety grant program is to provide members the necessary resources to complete risk reduction projects and improve the safety of the population NJSIG members serve.

**NOW THEREFORE, BE IT RESOLVED** that:

- 1) The Educational Institution applies for a safety grant through the NJSIG safety grant program for the 2022-2023 fiscal year in the amount of \$5,000.00 for the purposes set forth in their safety grant application, which is attached hereto; and,
- 2) The Business Administrator or their designee is hereby authorized to take all action necessary to apply for and receive a safety grant award.

Motion by Ms. Klein, second by Mrs. McElroy

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

Against: None

Abstained: None

Absent: None

**L. PERSONNEL**

***Resolution R22-145 through R22-151; R22-156 through R22-157; and R22-160 will be moved in one roll call vote***

**R22-145 Accept Resignation for Purpose of Retirement**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent accept the resignation of Jan Mondello, Paraprofessional effective June 30, 2022.

**R22-146 Accept Resignation**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent accept the resignation for Hannah Winebarger, Paraprofessional effective April 8, 2022.

**R22-147 Approve Unpaid Leave of Absence**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent to approve an unpaid leave of absence for Rola Lahoud, Paraprofessional effective April 1, 2022 through the remainder of the 2021-2022 School Year.

**R22-148 Approve Mini-Bus Driver**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent to approve Richard Greenemeier as a mini-bus driver for the 2021-2022 School Year at \$13.00 per hour, up to 4 hours per day, pending the results of a criminal background check.

**R22-149 Approve Mini-Bus Driver**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent to approve Krystal Christine-Kise as a mini-bus driver for the 2021-2022 School Year at \$13.00 per hour, up to 4 hours per day, pending the results of a criminal background check.

**R22-150 Approve Substitute Bus Driver**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent to approve Jerry LaBar as a substitute bus driver for the 2021-2022 School Year at \$13.00 per hour, pending the results of a criminal background check.

**R22-151 Approve Hiring of Bus Aide**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent to approve Bernadine Pagano as a bus aide for the 2021-2022 School Year at \$13.00 per hour, 4.5 hours per day, pending the results of a criminal background check.

**R22-156 Approve Substitute Bus Driver**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent to approve Marty Rosencranz as a substitute bus driver for the 2021-2022 School Year at \$13.00 per hour, pending the results of a criminal background check.

**R22-157 Approve Substitute Teacher**

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

**R22-160 Approve Unpaid Leave of Absence**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent to approve an unpaid leave of absence for Val Reynolds, Teacher effective May 3, 2022 through the remainder of the 2021-2022 School Year.

Motion by Mrs. McElroy, second by Mrs. Gerhardt

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

Against: None

Abstained: None

Absent: None

**M. EDUCATION**

*Resolutions R22-152 through R22-153 will be moved in one roll call vote*

**R22-152 Approve Attached HIB Report**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent to approve the attached HIB report.

**R22-153 Approve Paraprofessional Services with the HCESC**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent to approve the paraprofessional services with the Hunterdon County Educational Services Commission (HCESC) from April 29, 2022 through the remainder of the 2021-2022 School Year at 6.50 hours per day at \$27.75 per hour.

Motion by Mrs. McElroy, second by Mrs. Sikkes

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

Against: None

Abstained: None

Absent: None

**N. FACILITIES**

*Resolution R22-154 and R22-159 will be moved in one roll call vote*

**R22-154 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
Karen Pfeiffer	NJEA Literacy and Stem Family Night	Cafeteria and Gym	5/18/2022, 6-7:30 pm

**R22-159 Authorize PTG to Install Pavilion and Playground Improvements**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to authorize the PTG to install a pavilion and playground improvements pending the approval of the insurance company.

Motion by Mrs. Gerkhard, second by Mrs. McElroy

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

Against: None

Abstained: None

Absent: None

## **O. POLICY**

*Resolution R22-155 and R22-158 will be moved in one roll call vote*

### **R22-155 Approve Second Reading of Policies**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the second 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 & R 8465 – Bias Crimes and Bias-Related Acts
- P 9560 – Administration of School Surveys

### **R22-158 Approve First Reading of Policies**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the second reading of the following Policies:

- P 8630 – Bus Driver/Bus Aide Responsibility



P 3124 – Employee Contract

P 2422 – Comprehensive and Physical Education

Motion by Mrs. Hambos, second by Mrs. Sikkes

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

Against: None

Abstained: None

Absent: None

## **P. CORRESPONDENCE**

None.

## **Q. NEW BUSINESS**

None.

## **R. OLD BUSINESS**

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

## **PUBLIC HEARING & PETITION**

Ms. Casey asked the Board if they could approve her daughter for early entry into kindergarten.

Ms. Diego asked that since the County of Warren made a resolution against upcoming sexual education curriculum, how the district would handle mandates.

Ms. DeBlock stated that she is horrified about the proposed curriculum that is before the State.

Ms. Coronato asked why the district could opt out of curriculum, but not mask mandates.

## **S. LEGISLATIVE UPDATE**

Ms. Klein spoke about the following legislative updates before the Senate and Assembly:

**State Senate**

EdTPA S-896 – Prohibits state BOE from requiring completion of Commissioner of Education approved performance based assessment such as EdTPA as requirement for teacher certificate

Pre-Apprentice Programs S-525 – Enhances and expands the state’s current initiatives to assist young people in entering apprentice programs

Remember 9/11 S-713 – Requires school districts to study events in social studies class, encourages commemorative events

Military Impact Aid – Supplemental aid to districts with a military base.

**Assembly**

A-3196 – Field testing graduation exit exam, use information for future graduating classes

A-2067 – Covid Assistance Reports, the NJDOE annually must report federal aid related to Covid it receives and distributes to districts and how the grant funds are used by the districts

**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 Blairstown 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. McElroy to go into executive session at 8:49 pm.

Against: None

Abstained: None

Absent: None

**U. RECONVENE PUBLIC SESSION**

**Voice Vote:**

Motion by Mrs. McElroy, second by Mrs. Sikkes to leave executive session at 9:19 pm.

Against: None

Abstained: None

Absent: None

**V. ADJOURNMENT**

**Voice Vote:**

Motion by Mrs. McElroy, second by Mrs. Sikkes to leave the meeting at 9:20 pm.

Against: None

Abstained: None

Absent: None

Respectfully submitted,

Matthew P. Herzer

School Business Administrator