

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

REORGANIZATION AGENDA

Thursday, January 5, 2023 Reorganization Meeting

7:00PM



A. CALL TO ORDER

The Board Secretary will call the meeting to order.

B. FLAG SALUTE

C. 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.

D. 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.

E. ADMINISTRATON OF OATH OF OFFICE TO NEW BOARD MEMBERS

Swear in Karen Klein, newly elected/appointed board member for a term January 1, 2023 until December 31, 2025

Swear in Kevin Doell, newly elected/appointed board member for a term January 1, 2023 until December 31, 2025

Swear in Erin Allison, newly elected/appointed board member for a term January 1, 2023 until December 31, 2025

F. ROLL CALL by Matthew P. Herzer, Business Administrator

Mrs. Erinn Allison	Ms. Karen Klein
Mr. Jeremy Cook	Mrs. Jennifer McElroy
Mr. Kevin Doell	Mrs. Shanna Sikkes
Mrs. Sotie Hambos	Mr. Bradford Van Valkenburg
Mrs. Kathryn Hawkswell	

G. NOMINATION AND ELECTION OF OFFICERS

Nominations for Board President: _____

Motion by _____, second by _____
Roll Call: by Matthew P. Herzer, Business Administrator

Board Member	Vote	Board Member	Vote
Mrs. Allison		Ms. Klein	
Mr. Cook		Mrs. McElroy	
Mr. Doell		Mrs. Sikkes	
Mrs. Hambos		Mr. Van Valkenburg	
Mrs. Hawkswell			

Nominations for Board Vice President: _____

Motion by _____, second by _____
Roll Call: by Matthew P. Herzer, Business Administrator

Board Member	Vote	Board Member	Vote
Mrs. Allison		Ms. Klein	
Mr. Cook		Mrs. McElroy	
Mr. Doell		Mrs. Sikkes	
Mrs. Hambos		Mr. Van Valkenburg	
Mrs. Hawkswell			

BOARD PRESIDENT ASSUMES SEAT

H. PERSONNEL AND FIRMS APPOINTMENTS

Board Architect	FKA Architects
Board Attorney	Adams Guitierrez & Lattiboudere, LLC
Board Auditors	Ardito & Co.
Board Engineers	Suburban Consulting Engineers and RKO&E
Treasurer	Joe Schneider
School Business Administrator/Board Secretary	Matthew P. Herzer
Public Agency Compliance Officers, Custodian of Records, Right-to-Know Compliance Officer	Matthew P. Herzer
Substance Abuse Coordinator	Michele Andrews
Attendance Officer, 504 Officer, Safety & Health Designee, School Safety Specialist, and ADA Officer, District Anti-Bullying Coordinator	Colleen Silvestri
Homeless Liaison, District Anti-Bullying Specialist	Sheri Brady
AHERA Coordinator, Chemical Hygiene Officer, Integrated Pest Management Coordinator, Asbestos Management and PEOSHA Officer/Coordinator & Indoor Air Quality Designee	Thomas Amalfitano
Insurance Agents	Brown & Brown
Health Insurance Brokers	Integrity Consulting Group
School Doctor	Dr. Eric Molnar
Psychological Examiner	Wendy Keefer

Motion by _____, second by _____
Roll Call: by Matthew P. Herzer, Business Administrator

Board Member	Vote	Board Member	Vote
Mrs. Allison		Ms. Klein	
Mr. Cook		Mrs. McElroy	
Mr. Doell		Mrs. Sikkes	
Mrs. Hambos		Mr. Van Valkenburg	
Mrs. Hawkswell			

I. DESIGNATIONS OF THE FOLLOWING APPOINTMENTS:

Official Newspapers	NJ Herald, Express Times: Alternate – Star Ledger
Bank Depositories	First Hope Bank, PNC Bank, Valley Bank
Person in Charge of Investments	Board Secretary
Authorization to Make Line Item Transfers to be Approved at the Next Board Meeting	Board Secretary and Superintendent

- a. Adopt all existing polices, School Safety Plan, textbooks and curriculum of the Blairstown Township Board of Education for 2023.
- b. Adopt the Danielson Teacher Evaluation Model and the NJ Department of Education’s Administrator Model.
- c. Designate the Superintendent’s secretary and the CST secretary as the people responsible for each respective petty cash fund.
- d. Designate the Superintendent and Board Secretary/School Business Administrator to implement the 2022-2023 Budget pursuant with local/state policies and regulations.
- e. Adopt the NJSBA Code of Ethics.

Motion by _____, second by _____
Roll Call: by Matthew P. Herzer, Business Administrator

Board Member	Vote	Board Member	Vote
Mrs. Allison		Ms. Klein	
Mr. Cook		Mrs. McElroy	
Mr. Doell		Mrs. Sikkes	
Mrs. Hambos		Mr. Van Valkenburg	
Mrs. Hawkswell			

J. BANK SIGNATORIES

Designate the following signatures on each bank account for 2022:

General	President, Treasurer, Board Secretary (Bank requires two of the three signatures)
Payroll	Treasurer (Board Secretary as a Backup)
Agency	Treasurer (Board Secretary as a Backup)
SUI	Treasurer (Board Secretary as a Backup)
Cafeteria	Treasurer (Board Secretary as a Backup)

Motion by _____, second by _____
Roll Call: by Matthew P. Herzer, Business Administrator

Board Member	Vote	Board Member	Vote
Mrs. Allison		Ms. Klein	
Mr. Cook		Mrs. McElroy	
Mr. Doell		Mrs. Sikkes	
Mrs. Hambos		Mr. Van Valkenburg	
Mrs. Hawkswell			

K. BOARD MEMBER APPOINTMENTS:

L. 2023 BOARD MEETING SCHEDULE

Approve the schedule of 2023 Board meetings

February 1, 2023 (Strategic Planning)	July 20, 2023
February 9, 2023	August 17, 2023
February 15, 2023 (Strategic Planning)	September 21, 2023
March 1, 2023 (Strategic Planning)	October 19, 2023
March 16, 2023	November 7, 2023
April 20, 2023	December 21, 2023
May 18, 2023	January 4, 2024 (Reorganization Meeting)
June 15, 2023	

Motion by _____, second by _____
Roll Call: by Matthew P. Herzer, Business Administrator

Board Member	Vote	Board Member	Vote
Mrs. Allison		Ms. Klein	
Mr. Cook		Mrs. McElroy	
Mr. Doell		Mrs. Sikkes	
Mrs. Hambos		Mr. Van Valkenburg	
Mrs. Hawkswell			

SUPERINTENDENT’S AGENDA

A. SUPERINTENDENT’S UPDATE

B. PRINCIPALS’ UPDATE

C. COMMITTEE REPORTS

D. PRESENTATIONS

RTi Presentation

E. 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.

F. FINANCE

Resolutions R23-111 through R23-113 will be moved in one roll call vote

R23-111 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 December 16, 2022 and January 5, 2023.

Fund 10 – Current Expense	\$600,888.39
Fund 20 – Special Revenue	\$5,747.51
Fund 60 – Food Service	\$12,349.14
Grand Total	\$618,985.04

R23-112 Approve Line Item Transfers (Attached)

BE IT RESOLVED, that the Board of Education, upon recommendation by the School Business Administrator, approve the budget line item transfers for December 2022.

R23-113 Approve Tentative Budget Calendar for the 2022-2023 Budget

BE IT RESOLVED, that the Board of Education, upon recommendation by the School Business Administrator, approve the attached tentative budget calendar for the 2023-2024 budget.

Motion by _____, second by _____
Roll Call: by Matthew P. Herzer, Business Administrator

Board Member	Vote	Board Member	Vote
Mrs. Allison		Ms. Klein	
Mr. Cook		Mrs. McElroy	
Mr. Doell		Mrs. Sikkes	
Mrs. Hambos		Mr. Van Valkenburg	
Mrs. Hawkswell			

G. CORRESPONDENCE

H. NEW BUSINESS

I. OLD BUSINESS

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

J. PUBLIC HEARING & PETITION

Pursuant to the Open Public Meetings Act, the Board has set aside two portions of this meeting for public comment. Specifically, during both the “Public Comment on Agenda Items” and the “Other Public Comments” sections noted on the agenda, this meeting will be open to members of the public who wish to speak or make comment on agenda items or a school district issue that may be of concern to the residents of the Township of Blairstown. In that respect, please limit your comments or questions during the “Public Comment on Agenda Items” to agenda items only, and save any other questions or comments that you may have for the “Other Public Comments” portion of the meeting. During both portions of the meeting, the Board requests that the following procedures be observed:

1. Any person who wishes to speak must wait until they have been recognized by the presiding Board Officer;
2. Before beginning, each speaker must state their name and address and, if speaking on behalf of an organization, the name of that organization;
3. Each speaker is limited to one (1) opportunity to speak during each of the two (2) portions that have been set aside;
4. Each speaker is limited to five (5) minutes in length so that other members of the public who wish to speak may have an opportunity to do so.
5. The presiding Board Officer will advise each speaker when the five (5) minute period has expired;
6. Out of respect for other members of the public that may wish to speak, the Board requests that each speaker cede the floor to the next member of the public as soon as they finished making their respective comment(s) and/or when their allotted time has expired; and
7. If your questions or comments pertain to litigation, student or personnel matters, the Board asks that you see the Superintendent after the meeting since the Board does not, pursuant to the Open Public Meetings Act, discuss or respond to these items in public.

K. LEGISLATIVE UPDATE

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:

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 _____, second by _____ to go into executive session at _____ PM

M. RECONVENE PUBLIC SESSION

Voice Vote:

Motion by _____, second by _____ to leave executive session at _____ PM

N. ADJOURNMENT

Voice Vote:

Motion by _____, second by _____ to leave the meeting at _____ PM