

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

REORGANIZATION MINUTES

Thursday, January 5, 2023 Reorganization Meeting

7:00PM



A. CALL TO ORDER

Mr. Herzer, Board Secretary called the meeting to order at 7:00 pm.

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

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

Present: Mr. Cook (Arrived at 7:12 pm), Mr. Doell, Mrs Hambos, Mrs. Hawkswell, Ms. Klein, Mrs. McEloroy, Mrs. Sikkes, and Mr. Van Valkenburg

Absent: None.

G. NOMINATION AND ELECTION OF OFFICERS

Nominations for Board President: Jeremy Cook

Motion by Mrs. Sikkes, second by Mrs. McElory

Roll Call: by Matthew P. Herzer, Business Administrator

Against: None Abstained: None Absent: Mr. Cook

Nominations for Board Vice President: Mrs. Sikkes

Motion by Mrs. Hambos, second by Mrs. McElroy

Roll Call: by Matthew P. Herzer, Business Administrator

Against: None Abstained: None Absent: Mr. Cook

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 Mrs. McElroy, second by Mr. Van Valkenburg

Roll Call: by Matthew P. Herzer, Business Administrator

Against: None Abstained: None Absent: Mr. Cook

I. DESIGNATIONS OF THE FOLLOWING APPOINTMENTS:

Official Newspapers	NJ Herald, Express Times: Alternate – Star Ledger and Ridgeview Echo
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 Mrs. Hambos, second by Mrs. McElroy

Roll Call: by Matthew P. Herzer, Business Administrator

Against: None Abstained: None Absent: Mr. Cook

J. BANK SIGNATORIES

Designate the following signatures on each bank account for 2023:

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 Ms. Klein, second by Mrs. McElroy

Roll Call: by Matthew P. Herzer, Business Administrator

Against: None Abstained: None Absent: None

K. BOARD MEMBER APPOINTMENTS:

To be announced in February 2023.

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
Against: None Abstained: None Absent: None

SUPERINTENDENT’S AGENDA

A. SUPERINTENDENT’S UPDATE

None.

B. PRINCIPALS’ UPDATE

None.

C. COMMITTEE REPORTS

None.

D. PRESENTATIONS

None.

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 Mrs. Hambos, second by Mr. Van Valkenburg

Roll Call: by Matthew P. Herzer, Business Administrator

Against: None

Abstained: None

Absent: None

G. PERSONELL

Resolutions R23-114 will be moved in one roll call vote

R23-114 Approve Part-Time Assistant to the Business Administrator

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent to approve Nicole Magretto as a part-time Assistant to the Business Administrator at \$20.00 per hour, pending the results of a criminal background check.

Motion by Mrs. Sikkes, second by Mrs. McElroy

Roll Call: by Matthew P. Herzer, Business Administrator

Against: None

Abstained: None

Absent: None

H. CORRESPONDENCE

None.

I. NEW BUSINESS

None.

J. OLD BUSINESS

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

K. PUBLIC HEARING & PETITION

Mr. Coronato stated that he will see the superintendent later to address his concerns.

L. LEGISLATIVE UPDATE

Ms. Klein presented the following update:

On December 22, Governor Murphy signed A4796/S3214, a new gun safety law that strengthens the State's handgun carrying standards by creating additional disqualifiers for those eligible for a carry permit. This expands the list of sensitive places where individuals cannot carry firearms like nurse schools, sporting events, government buildings, entertainment venues, etc.

The NJ DOE has announced that it has approved a \$29.65 million in funding to help 42 school districts that are experiencing a reduction in state aid or otherwise facing a budgetary imbalance. Applications are prioritized based on various district needs.

The US DOE invites K-12 school districts to apply for \$80 million in Department of Energy grants for the first round of Renew America's Schools. This encourages energy upgrades to lower facility costs and foster healthier learning environments.

NJ minimum wages increase by \$1.13 to \$14.13 per hour for most employees effective January 1, 2023.

Our last meeting included a last minute update which included December 20 legislative sessions at our December 21 meeting. Other than the Joint Budget Oversight Meeting on December 30, the next sessions begin on January 10.

M. 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:

Student Matters

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 Ms. Klein, second by Mrs. Sikkes to go into executive session at 7:29 pm.

Against: None

Abstained: None

Absent: None

N. RECONVENE PUBLIC SESSION

Voice Vote:

Motion by Mrs. Hambos, second by Mrs. Sikkes to leave executive session at 8:34 pm.

Against: None Abstained: None Absent: None

O. ADJOURNMENT

Voice Vote:

Motion by Ms. Klein, second by Mrs. McElroy to leave the meeting at 8:35 pm.

Against: None Abstained: None Absent: None

Respectfully submitted,

Matthew P. Herzer
School Business Administrator