

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

SUPERINTENDENT'S AGENDA

Thursday, April 27, 2023 Meeting

7:00PM



A. CALL TO ORDER

B. FLAG SALUTE

C. ROLL CALL by René Metzgar, Part-Time Business Administrator

Mrs. Erinn Allison

Mr. Jeremy Cook

Mr. Kevin Doell

Mrs. Sotie Hambos

Mrs. Kathryn Hawkswell

Ms. Karen Klein

Mrs. Jennifer McElroy

Mrs. Shanna Sikkes

Mr. Bradford Van Valkenburg

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. 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

F. PRINCIPAL'S UPDATE

G. COMMITTEE REPORTS

H. PRESENTATIONS

Budget Hearing Presentation by Dr. Patrick Ketch & Mrs. René Metzgar

Ethics Presentation by Kathy Helewa

I. 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.

J. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

March 16, 2023 – Regular Meeting Minutes

March 31, 2023 – Special Meeting Minutes

Voice Vote:

Motion by _____, second by _____

K. FINANCE

Resolutions R23-145 through R23-154 will be moved in one roll call vote

R23-145 Authorization for Payment of Bills (Attached)

BE IT RESOLVED, that the Board of Education, upon recommendation by the Part-Time School Business Administrator, to approve the bills list as submitted for the dates between March 17, 2023 and April 27, 2023.

Fund 10 – Current Expense	\$892,506.76
Fund 20 – Special Revenue	\$32,332.85
Fund 60 – Food Service	\$30,912.46
Grand Total	\$955,752.07

R23-146 Approve Line Item Transfers (Attached)

BE IT RESOLVED, that the Board of Education, upon recommendation by the Part-Time School Business Administrator, to approve the budget line item transfers for February and March 2023.

R23-147 Reports of the Treasurer and Board Secretary (Attached)

BE IT RESOLVED, that the Treasurer and Board Secretary’s Financial Reports are in agreement for the month of January 2023, approved by the Board as recommended by the Part-Time School Business Administrator.

R23-148 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, 2023, after review of the Secretary’s monthly financial reports for January (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.

R23-149 Approve 2023-2024 School District Budget

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the 2023-2024 School District Budget in the amount of \$9,816,024 as approved by the Warren County Office of the Department of Education for approval as follows:

WHEREAS, the 2023-2024 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 2023-2024 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 2023-2024 budget in the amount of \$9,816,024 as follows:

Fund	Tax Levy	Total
General Fund (10)	\$7,759,915.00	\$9,647,024.00
Special Revenue Fund (20)	\$0	\$169,000.00
Total	\$7,759,915.00	\$9,816,024.00

R23-150 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 2023-2024 fiscal year in the amount of \$2,300.00 for the purposes set forth in their safety grant application, which is attached hereto; and,
- 2) The Part-Time Business Administrator or their designee is hereby authorized to take all action necessary to apply for and receive a safety grant award.

R23-151 Set Maximum Travel Expense Limit for the 2023-2024 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.

R23-152 Accept Security Grant Funds Award

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to accept the Security Grant Fund Award in the amount of \$23,356.00 (\$4,101.00 for Alyssa’s Law Compliance Reimbursement and \$19,255.00 for upgrades and replacements for surveillance server and security cameras).

R23-153 Approve Supplemental Stabilization Grant Application and Award

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the submission of the Supplemental Stabilization Aid Grant Application and Award in the amount of \$47,583.00 for the 2023-2024 School Year.

R23-154 Designate Bank Signatory

Motion to approve René Metzgar, Part-Time School Business Administrator, as bank signer on the following Blirstown Board of Education Bank Accounts with First Hope Bank to replace prior Business Administrator: Current Expense Fund, Cafeteria Account, Payroll Account, Payroll Agency Account, Flexible Spending Account, Summer Pay Account, ECA Account, SUI Trust Account.

Motion by _____, second by _____

Roll Call: by René Metzgar, Part-Time School 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			

L. PERSONNEL

Resolutions R23-155 through R23-159 will be moved in one roll call vote

R23-155 Approve Resignation

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the resignation of Thomas Amalfitano, Head Custodian, effective June 30, 2023 for the purpose of retirement.

R23-156 Approve Resignation

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the resignation of Rola Lahoud, Paraprofessional, effective immediately.

R23-157 Approve Part-Time School Business Administrator/Board Secretary Contract

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the contract for René Metzgar, Part-Time School Business Administrator/Board Secretary effective April 24, 2023 to June 30, 2023 at an hourly rate of \$65.00, pending the contract approval of the County Superintendent.

R23-158 Resolution Appointing Fund Commissioner to the School Health Insurance Fund

BE IT RESOLVED by the Blirstown Board of Education that René Metzgar, Part-Time School Business Administrator, is hereby appointed as Fund Commissioner to the School Health Insurance Fund, effective April 25, 2023 to represent the Blirstown Board of Education.

R23-159 Designation of the Following Appointments

Motion to appoint René Metzgar, Part-Time School Business Administrator, as the Board Secretary, Public Agency Compliance Officer, Custodian of School Records, and Right-to-Know Compliance Officer from April 24, 2023-June 30, 2023.

Motion by _____, second by _____

Roll Call: by René Metzgar, Part-Time School 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			

M. POLICY

Resolution R23-160 will be moved in one roll call vote.

R23-160 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 2423 – Bilingual and ESL Education
- P 2425 – Emergency Virtual or Remote Instruction Program
- P 5200 – Attendance
- P 8140 – Student Enrollments
- P 8330 – Student Records
- P 8821 – Outdoor Recess

Motion by _____, second by _____

Roll Call: by René Metzgar, Part-Time School 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			

N. NEW BUSINESS

O. OLD BUSINESS

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

P. 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, state 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 finish 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.

Q. LEGISLATIVE UPDATE

R. 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:

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 an 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

S. RECONVENE PUBLIC SESSION

Voice Vote:

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

T. ADJOURNMENT

Voice Vote:

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