

# **BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

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

## **SUPERINTENDENT'S AGENDA**

**Thursday, March 16, 2023 Meeting**

**7:00PM**



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

### **B. FLAG SALUTE**

### **C. ROLL CALL** by Matthew P. Herzer, 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**

RtI Presentation

**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**

February 9, 2023 – Regular Meeting Minutes

February 9, 2023 – First Session Executive Session Minutes

February 9, 2023 – Second Session Executive Session Minutes

**Voice Vote:**

Motion by \_\_\_\_\_, second by \_\_\_\_\_

**K. FINANCE**

*Resolutions R23-128 through R23-133 will be moved in one roll call vote*

**R23-128 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 10, 2023 and March 16, 2023.

<b>Fund 10 – Current Expense</b>	<b>\$1,329,563.08</b>
<b>Fund 20 – Special Revenue</b>	<b>\$10,276.82</b>
<b>Fund 60 – Food Service</b>	<b>\$22,653.35</b>
<b>Grand Total</b>	<b>\$1,362,493.25</b>

**R23-129 Approve Tentative Proposed 2023-2024 School District Budget**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approve the Tentative Proposed 2023-2024 School District Budget in the amount of \$9,816,024 to be submitted to 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 NJ 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 Blirstown Township Board of Education approves the Tentative Proposed 2023-2024 budget in the amount of \$9,816,024 as follows:

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

**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

**R23-130 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.

**R23-131 Approve Withdrawal from the Capital Reserve Account**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the School Business Administrator, to approve the withdrawal of \$266,000.00 from the Capital Reserve Account for the 2023-2024 budget for the purpose of the abatement of asbestos in the boiler room in the amount of \$40,000.00 and the restoration of the gymnasium roof in the amount of \$226,000.00.

**R23-132 Approve Withdrawal from the Maintenance Reserve Account**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the School Business Administrator, to approve the withdrawal of \$250,000.00 from the Maintenance Reserve Account for the 2023-2024 budget for the purpose of increased maintenance costs of the building.

**R23-133 Accept the ACFR and AMR for the Year Ending June 30, 2022**

**WHEREAS**, the Blairstown Township Board of Education in accordance with NJSA18A:23-1 must have a certified External Audit of the district’s account and finance transactions; and

**WHEREAS**, the Blirstown Township Board of Education received the audit performed by Ardito and Company, LLC and discussed said audit at its public meeting held on March 16, 2023; now

**BE IT RESOLVED**, that the Blirstown Township Board of Education accepts the audit for the 2021-2022 School Year, Fiscal Year ending June 30, 2022. It is noted there are no ACFR and AMR Findings.

Motion by \_\_\_\_\_, second by \_\_\_\_\_  
**Roll Call:** by Matthew P. Herzer, Business Administrator

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

**L. PERSONNEL**

*Resolutions R23-134 through R23-140 will be moved in one roll call vote*

**R23-134 Approve Substitute Teacher**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approve Timothy Ferguson as a substitute teacher pending the results of a criminal background check.

**R23-135 Approve Substitute Paraprofessional**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approve Paulina Dobrowolska as a substitute paraprofessional pending the results of a criminal background check.

**R23-136 Approve Substitute Paraprofessional**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approve Hayleigh Nigra as a substitute paraprofessional pending the results of a criminal background check.

**R23-137 Approve Resignation**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approve the resignation of Karnawee (Ying) Timsawatidkul, paraprofessional, effective March 15, 2023.

**R23-138 Approve Resignation**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approve the resignation of Debra Kittle, paraprofessional, effective June 30, 2023 for the purpose of retirement.

**R23-139 Approve Leave of Absence**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, to approve an indefinite leave absence for Debra Kittle, starting February 21, 2023, utilizing available sick days.

**R23-140 Approve Hiring of Paraprofessional**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, to approve Daria Hill as a paraprofessional at \$14.13 per hour pending the results of a criminal background check.

Motion by \_\_\_\_\_, second by \_\_\_\_\_

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

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

**M. FACILITIES**

*Resolution R23-141 will be moved in one roll call vote*

**R23-141 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 pending the availability of facilities and custodial staff:

<b>Name</b>	<b>Organization</b>	<b>Room</b>	<b>Requested Date</b>
Paul Adamsky	Blairstown Youth Softball	Gymnasium	Fridays 5:00 pm to 7: pm and Sundays 12:00 pm to 5:00 pm from 2/24/2023 to 3/26/2023
Elisa Diego	PTG	Gymnasium	4/27/2023 at 6:30 pm and 4/28/2023 at 6:45 am to 9:00 am
Elisa Diego	PTG	Library	3/22/2023 from 5:30 pm to 7:00 pm
Allison Swift	Blairstown Youth Basketball	Cafeteria	3/16/2023 to 3/23/2023 from 6:00 pm to 8:30 pm
Rich McGuiness	North Warren Bomberz	Gymnasium	3/12/2023 to 6/23/2023, Mondays, Tuesdays, Thursdays and Fridays from 6:00 pm to 8:00 pm

Motion by \_\_\_\_\_, second by \_\_\_\_\_  
**Roll Call:** by Matthew P. Herzer, Business Administrator

<b>Board Member</b>	<b>Vote</b>	<b>Board Member</b>	<b>Vote</b>
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, 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.

## **Q. 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 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



**R. RECONVENE PUBLIC SESSION**

**Voice Vote:**

Motion by \_\_\_\_\_, second by \_\_\_\_\_ to leave executive session at \_\_\_\_\_ PM

**S. ADJOURNMENT**

**Voice Vote:**

Motion by \_\_\_\_\_, second by \_\_\_\_\_ to leave the meeting at \_\_\_\_\_ PM