

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

SUPERINTENDENT'S AGENDA

Thursday, May 25, 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

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 31, 2023- Executive Session Minutes

March 31, 2023-Revised Meeting Minutes

April 27, 2023 – Regular and Executive Session Meeting Minutes

Voice Vote:

Motion by _____, second by _____

K. FINANCE

Finance Resolutions 1 through 12 will be moved in one roll call vote

1. 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 April 28, 2023 and May 25, 2023.

Fund 10 – Current Expense	\$891,744.54
Fund 20 – Special Revenue	\$9,055.72
Fund 60 – Food Service	\$10,498.18
Grand Total	\$911,298.44

2. 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 April 2023.

3. 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 months of February 2023, March 2023, and April 2023, approved by the Board as recommended by the Part-Time School Business Administrator.

4. 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 February 28, 2023, after review of the Secretary’s monthly financial reports for February (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.

5. 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 March 31, 2023, after review of the Secretary’s monthly financial reports for March (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.

6. 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 April 30, 2023, after review of the Secretary's monthly financial reports for April (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.

7. Establish Extended School Year (ESY) Tuition Rate

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to establish the Extended School Year tuition rate of \$500 per student for the 2023 ESY program.

8. Approve Cafeteria Menu Prices (attached)

BE IT RESOLVED, that the Board of Education, approve the cafeteria menu prices for the 2023-2024 school year.

9. Approve IDEA Basic Grant Amendment

BE IT RESOLVED, that the Board of Education, approve the submission of the IDEA-B grant amendment for the 2022-2023 school year.

10. Approve 2023-2024 Food Services Contract

BE IT RESOLVED, that the Board of Education, approve 1st year contract renewal with Maschio's Food Service Inc. as the cafeteria food service vendor for the 2023-2024 school year. The management fee will be \$8,872.48 with no guarantee from July 1, 2023 through June 30, 2024, at a total cost of the contract at \$137,518.22 as stated on Form 23.

11. Approval to Withdraw Funds from Capital Reserve

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to authorize the Part-Time Business Administrator to withdraw \$258,800 from the Capital Reserve Account to fund the construction services for the repair and replacement of the Schaare Wing elevator.

12. Approval of 2023-2024 Tax Requisitions for Blairstown and Hardwick (Attached)

BE IT RESOLVED, that the Board of Education, approve the attached requisition for taxes for the Blairstown Township and Hardwick Township for the 2023-2024 school year.

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

Personnel Resolutions 1 through 19 will be moved in one roll call vote.

1. **Approve Teaching Staff Renewals (attachment)**
BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the attached list of teaching staff renewals for the 2023-2024 school year, to be approved at their 2022-2023 salary and step, pending negotiations.

2. **Approve Paraprofessional/Bus Aide/Bus Driver Staff Renewals (attachment)**
BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the attached list of paraprofessional, Bus Aide, and Bus Driver staff renewals for the 2023-2024 school year, at their current 2022-2023 rate, pending negotiations.

3. **Approve Custodial Staff Renewals (attachment)**
BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the attached list of custodial staff renewals for the 2023-2024 school year, at their current 2022-2023 salary, pending negotiations.

4. **Approve Secretarial Staff Renewals (attachment)**
BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the attached list of secretarial staff renewals for the 2023-2024 school year, at their current 2022-2023 salary, pending negotiations.

5. **Approve Administrative Staff Renewals (attachment)**

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the attached list of administrative staff renewals for the 2023-2024 school year, at their current 2022-2023 salary, pending negotiations, unless otherwise noted.

6. **Approve Maternity and FMLA/NJFLA Leave**

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the maternity leave of absence for Katie Kline-Untamo, commencing on August 30, 2023 to December 21, 2023, utilizing 22 sick days followed by 12 weeks of FMLA/NJFLA.

7. **Approve April Business Administrator Services**

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to retroactively approve Matthew Herzer to provide Business Administrator Services from April 11, 2023-April 21, 2023 to affirm the payment at his previously approved rate. Furthermore, to affirm the payment of 21.5 unused vacation days at a daily rate of \$346.49/day.

8. **Approve Summer 2023 Custodial Staff**

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent approve the attached list of summer custodial staff.

9. **Approve Hiring of Substitute Custodian**

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent approve Brian Collins as a substitute custodian for the remainder of the 2022-2023 school year, pending criminal history and background check.

10. **Approve Teachers for Summer Curriculum Writing**

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the following teachers for summer 2023 curriculum writing at \$42.00 per hour, pending negotiations:

Name	Subject	Hours
Kelly Zaleski	ELA	150
Tammy Messina	ELA	5
Ashley Hine	ELA	5
Lisa Besser	ELA	5
Jen Pillion	ELA	20

11. Approve ESY Teaching Staff

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the following teachers for the summer 2023 ESY program paid at \$42.00 per hour (pending negotiations) for 4 hours per day:

Isabelle Becker	Alissa Hicok
Barbara O’Connell	Ali Wolfskehl

12. Approve ESY Nursing Staff

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the following nurses for the summer 2023 ESY program paid at \$42.00 per hour (pending negotiations) for 4 hours per day:

Jennifer Roof

13. Approve ESY Paraprofessional Staff

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the following paraprofessionals for the summer 2023 ESY program paid an hourly rate (approved at 22-23 rate, pending negotiations) for 3 hours per day:

Name	Hourly Rate
Loren Arvary	\$14.13/hr
Sarah Blanchard	\$14.13/hr
Annemarie Cain	\$19.00/hr
Daria Hill	\$14.13/hr
Brooke Moore	\$14.13/hr
Vanessa Neice	\$14.13/hr
Bernadine Pagano	\$14.13/hr
Tammy Quick	\$18.88/hr
Jeanne Socha	\$22.83 /hr

14. Approve ESY Bus Aides

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the following bus aides for the summer 2023 ESY program paid an hourly rate (approved at 22-23 rate, pending negotiations) for 2 hours per day:

Name	Hourly Rate
Annemarie Cain	\$19.00/hr
Bernadine Pagano	\$14.13/hr

15. Approve ESY Bus Driving Staff

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the following bus drivers for the summer 2023 ESY program paid at an hourly rate (approved at 22-23 rate, pending negotiations) for 2.50 hours per day:

Name	Hourly Rate
Tammy Quick	\$18.88/hr
Jeanne Socha	\$22.83/hr

16. Approve ESY Substitutes

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the following substitutes for the summer 2023 ESY program:

Name	Position	Daily Rate
Taylor Quimby	Teacher	\$125
Christine Rodesiler	Nurse	\$200
Michelle Wood	Nurse	\$200

17. Approve Teachers to Attend IEP Meetings

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the following teachers to attend IEP meetings as needed at \$42.00 per hour (pending negotiations):

Name	Position
Lisa Besser	Regular Education Teacher
Clorimar Holyoak	Regular Education Teacher
Claire Fleming	Regular Education Teacher
Anjanette May	Special Education Teacher
Barbara O’Connell	Regular & Special Education Teacher
Jen Pillion	Regular Education Teacher
Heather Sutton	Regular & Special Education Teacher
Ali Wolfskehl	Special Education Teacher

18. Approve Child Study Team Members for Summer Meetings and Evaluations

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the following child study team members for 2023 summer meetings and evaluations to be paid at their 2023-2024 hourly rate (pending negotiations). Any additional hours would be subject to pre-approval by the Supervisor of Special Services.

Name	Number of Hours
Sheri Brady	Up to 30 hours
Wendy Keefer	Up to 30 hours
Nick Moustakas	Up to 30 hours

19. Approve ESY Substitute Bus Drivers

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the following substitute bus drivers for the summer 2023 ESY program:

Name	Hourly Rate
Richard Greenemeir	\$14.13/hour
Gerald LaBar	\$14.13/hour

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. EDUCATION

Education Resolutions 1 through 11 will be moved in one roll call vote

1. Approve Attached HIB Report (attachment)

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

2. Approve Out of District Contract with Warren Glen Academy

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the tuition contract with Warren Glen Academy for student #3953263588 in the amount of \$9,889.10 from April 27, 2023-June 30, 2023.

3. **Approve Out of District Contract with Warren Glen Academy**
BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the ESY tuition contract with Warren Glen Academy for student #3953263588 in the amount of \$9,427.80 from July 5, 2023-August 15, 2023.
4. **Approve Out of District Contract with Warren Glen Academy**
BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the tuition contract with Warren Glen Academy for student #3953263588 in the amount of \$56,566.80 from September 6, 2023-June 30, 2024.
5. **Approve 2021-2022 HIB Grades (attachment)**
BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent, to approve the 2021-2022 HIB Grades.
6. **Approve Contract with KMD Therapy for OT Services**
BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the contract with KMD Therapy for Occupational Therapy Services in the amount of \$80 per hour for the 2023 ESY and 2023-2024 School Year.
7. **Approve Contract with Allison Peck for PT Services**
BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the contract with Allison Peck for Physical Therapy Services in the amount of \$89 per hour for the 2023 ESY & 2023-2024 School Year.
8. **Approve Contract with Maxim Healthcare Staffing Services 2022-2023**
BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to retroactively approve the contract with Maxim Healthcare Staffing Services from May 4, 2023-June 30, 2023 for Speech Services at a rate of \$130/hour.
9. **Approve Contract with Social Strides for VB-MAPP 2022-2023**
BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to retroactively approve the contract with Social Strides for VB-MAPP Services in the amount of \$145 per hour from May 1, 2023-June 30, 2023.
10. **Approve Contract with Miriam Skydell and Associates for Summer ESY Speech Services**
BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the contract with Miriam Skydell and Associates for summer ESY Speech Services in the amount of \$115 per hour, up to 16 hours per week, and \$450 per evaluation for 2023 ESY Program.

11. Transportation with Allamuchy Board of Education

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve Allamuchy Board of Education to provide transportation on June 2, 2023 and June 5, 2023 for a cost of \$200/day.

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. FACILITIES

Facilities Resolution 1 will be moved in one roll call vote.

1. Contract Approval for Elevator Repair/Construction

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent as per NJSA 18A:18A-7, approve contract with Schindler in the amount of \$258,800 for the construction of the Schaare Wing elevator.

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			

O. POLICY

Policy Resolution 1 will be moved in one roll call vote.

1. Approve Second and Final Reading of Policies

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the second and final 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			

P. NEW BUSINESS

Q. OLD BUSINESS

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

R. 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.

S. LEGISLATIVE UPDATE

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:

Student Privacy
Superintendent Evaluation

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

U. RECONVENE PUBLIC SESSION

Voice Vote:

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

V. ADJOURNMENT

Voice Vote:

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