

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

SUPERINTENDENT'S AGENDA

Thursday, June 22, 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

May 25, 2023 – Regular and Executive Session Meeting Minutes

Voice Vote:

Motion by _____, second by _____

K. FINANCE

Finance Resolutions 1 through 13 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 May 26, 2023-June 22, 2023:

Fund 10 – Current Expense	\$977,963.22
Fund 20 – Special Revenue	\$16,560.00
Fund 60 – Food Service	\$14,708.74
Grand Total	1,009,231.90

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 May 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 month of May 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 May 31, 2023, after review of the Secretary’s monthly financial reports for May (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. Approval of 2023-2024 Revised Tax Requisition Hardwick (Attached)

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

6. Accept 2023-2024 Climate Grant Funds

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent retroactively accept the Climate Grant Funds in the amount of \$6,660.

7. Approve 2023-2024 ESEA Grant Application

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the submission of the ESEA Grant Applications for the 2023-2024 School Year.

8. **Approve 2023-2024 IDEA Grant Application**

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the submission of the IDEA Grant for the 2023-2024 School Year.

9. **Approve Deposit to Maintenance Reserve Account**

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the deposit of anticipated current year revenue and unexpended appropriations into the Maintenance reserve account.

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Maintenance Reserve account at year end, and

WHEREAS, the Board of Education has determined that (an amount not to exceed) \$56,450 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

10. **Approve Deposit to Capital Reserve Account**

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the deposit of anticipated current year revenue and unexpended appropriations into the Capital Reserve Account.

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the Board of Education has determined that (an amount not to exceed) \$2,000,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

11. Approve Year-End Close-Out

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve payment of late June as well as July invoices, with the Board President’s review and signature before release of checks, and any as needed year-end line item transfers to close out the 2022-2023 School Year.

12. Approve Chapter 47 Report of Awarded Contracts-Informational (attachment)

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve Chapter 47 Report. Pursuant to PL 2015, Chapter 47 the Blairstown Township Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200 as per attached list.

13. Approve Student Accident Renewal Policy

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve student accident renewal policy with Monarch Management Corp. in the amount of \$4,116.00 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 14 will be moved in one roll call vote.

1. 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 Juliana Goncalves, commencing on October 16, 2023 to March 15, 2024, utilizing 20 sick days followed by 12 weeks of FMLA/NJFLA.

2. **Accept Resignation**
BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent, accept the resignation for Richard Greenemeir, Bus Driver, effective June 30, 2023. (He will remain as a substitute bus driver).

3. **Accept Resignation**
BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent, accept the resignation for Ann Greenemeir, Bus Aide, effective June 30, 2023.

4. **Approve Business Administrator/Board Secretary**
BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent to approve Donna Williams as Business Administrator/Board Secretary from July 1, 2023-June 20, 2024 at an annual salary of \$95,000, pending the results of a criminal background check.

5. **Approve July Board Office Services**
BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve René Metzgar to provide Business Office Services at a rate of \$65.00/hour total not to exceed 25 hours in July.

6. **Approve Sick Day Payout**
BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the sick day payout for Debra Kittle for 5.5 days at \$50.00 per day in the amount of \$275.00.

7. **Approve Revised Summer 2023 Custodial Staff Rate**
BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent approve hourly rate change to \$15.00/hour for Brian Collins for summer custodial work.

8. **Approve Hiring of Paraprofessional**
BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent approve Victoria Matter as a paraprofessional for the 2023-2024 school year at an hourly rate of \$14.13 for 5.92 hours per day, pending criminal history and background check.

9. **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	Rate
Victoria Matter	Paraprofessional	\$14.13/hour
Ashley Larena	Teacher	\$42/hour (pending negotiations)
Taylor Quimby	Paraprofessional	\$14.13/hour
Anna VanWettering	Paraprofessional	\$15.54 (pending negotiations)
Barbara Warnkin	Teacher	\$42/hour (pending negotiations)

10. Approve Shared CST Services Contract

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the shared CST Services Contract with the Frelinghuysen Township Board of Education to provide Child Study Team Services one day per week in the amount of \$70,593.59 (pending negotiations) for the 2023-2024 School Year.

11. Approve Shared ESY Aide and Speech Services Contract

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the shared ESY Aide & Speech Services Contract with the Frelinghuysen Township Board of Education at a total cost of \$638.11 for student #2390989841. Blirstown will be the LEA.

12. Resolution Appointing Fund Commissioner to the School Health Insurance Fund

BE IT RESOLVED by the Blirstown Board of Education that Donna Williams, School Business Administrator/Board Secretary, is hereby appointed as Fund Commissioner to the School Health Insurance Fund, effective July 1, 2023 to represent the Blirstown Board of Education.

13. Designation of the Following Appointments

Motion to appoint Donna Williams, School Business Administrator/Board Secretary, as the Board Secretary, Public Agency Compliance Officer, Custodian of School Records, and Right-to-Know Compliance Officer for the 2023-2024 school year.

14. Designate Bank Signatory

Motion to approve Donna Williams, School Business Administrator/Board Secretary, 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			

M. EDUCATION

Education Resolutions 1 through 7 will be moved in one roll call vote

- Approve Out of District Contract with P.G. Chambers**
BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the tuition contract with P.G. Chambers for student #9137293213 in the amount of \$98,828.10 from July 10, 2023-June 30, 2024 (210 days).
- Approve Affiliation Agreement Renewal with East Stroudsburg University**
BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the Affiliation Agreement with East Stroudsburg University for 5 years to serve as an internship facility.
- Approve the Renewal of Transportation Routes and Contract**
BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the following transportation routes and contract with Stocker Bus Company, in the amount of \$338,977.72 for the 2023-2024 School Year:

Route	Cost
1 (Mouse)	\$40,025.94
3 (Apple)	\$32,444.40
4 (Duck)	\$34,765.54

5 (Tree)	\$26,936.15
7 (Book)	\$31,271.32
8 (Bluebird)	\$27,929.74
ST123 (Bee, Kite, Ice cream)	\$130,357.11
RVCS	\$15,247.52

4. **Accept Tuition Student for ESY Program**

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to accept the following students from the Frelinghuysen Township School for the Summer 2023 ESY program for \$500.00 per student:

6965080227	8779794365
7758586989	2390989841
1229467432	

5. **Approve the District Return to Virtual Learning Plan (attachment)**

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent approve the district return to virtual learning plan for the 2023-2024 School Year.

6. **Approve Agreement with Sussex County Educational Services Commission**

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve agreement with Sussex County Educational Services Commission for ancillary educational services as needed for the 2023-2024 school year.

7. **Accept Donation to Library**

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to accept the donation of \$100 from the Petti Family for the library.

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. 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:

Name	Organization	Room	Requested Date
Anjanette May	Bomberz Basketball Club	Gymnasium	June 19, 2023-August 18, 2023 Monday-Friday 9am-11am
Kristy Caraballo	North Warren Bomberz	Gymnasium	June 19, 2023-August 31, 2023 Monday-Friday 12:00 pm-2:30 pm
Allison Swift	Blairstown Youth Basketball	Gymnasium & Gym Lobby	September 5, 2023-October 19, 2023 Tuesdays & Saturdays 8:30am-5:00 pm
Allison Swift	Blairstown Youth Basketball-Draft Team Formation	Cafeteria	October 24 & 26, 2023 5:00 pm-9:30 pm
Taylor Casey	Wrestling-Parent Meeting	Cafeteria	October 25, 2023 6:00 pm-8:00 pm
Allison Swift	Blairstown Youth Basketball Practices	Gymnasium	Saturdays: November 4, 11, 18, 25, 2023 December 2, 9, 16, 23, 2023 January 6, 13, 20, 27, 2024 February 3, 10, 17, 24, 2024 March 2, 9, 16, 23, 2024 8:30 am- 5:00 pm
Taylor Casey	Wrestling Matches & Practices	Gymnasium	November 27, 2023-March 24, 2024

			Tuesdays, Wednesdays, Fridays 6:00pm -8:00 pm
Taylor Casey	Wrestling Matches	Gymnasium	Sundays 8am-3pm December 3, 10, 17, 2023 January 7, 14, 21, 28, 2024 February 4, 11, 18, 25, 2024 March 3, 10, 17, 24, 2024
Allison Swift	Blairstown Youth Basketball	Gymnasium	November 1, 2023- March 31, 2024 Monday-Friday 3:15pm-4:30 pm Mondays 5pm-10 pm Tuesdays 5pm-6pm Wednesdays 5pm-6pm Thursday 5pm-10 pm November & December Fridays 5:00-6:00pm & 8:00 pm-10:00pm. January-March Fridays 8:00 pm-10:00 pm
Allison Swift	Blairstown Youth Basketball-Picture Day	Music Room & Gym Lobby	January 6, 2024 8:30 am-5:00 pm

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

None.

P. NEW BUSINESS

Q. OLD BUSINESS

1. Cluster board services ad-hoc committee
2. Additional Security Measures
3. School Board Petitions Due Monday, July 31, 2023 by 4:00 PM
4. NJSBA Convention- October 23-26, 2023

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:

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. MOTION AFTER EXECUTIVE SESSION

1. Approval of Settlement Agreement

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve settlement agreement between T.M. and D.M and Blairstown School District.

2. Approve Contract with Search Learning Group

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve contract with Search Learning Group at a rate of \$680 per day for student #84128552490.

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			

W. ADJOURNMENT

Voice Vote:

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