

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

REORGANIZATION MINUTES

Thursday, January 7, 2021 Reorganization Meeting

7:00PM



A. CALL TO ORDER

Mr. Herzer, Board Secretary called the meeting to order at 7:01 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.

Due to the public health emergency in the State of New Jersey, as declared in Executive Order 103, the Board will be suspending its normal meeting procedures this evening and conducting a virtual meeting. Directions for BOE members for accessing the virtual public meeting were emailed. Members of the public are invited to attend virtually.

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. EXECUTIVE ORDER 103

BE IT RESOLVED, that the Blairstown Township Board of Education hereby approves the suspension of its normal meeting procedures pursuant to By-Law 131, and authorized this meeting to be conducted as a virtual meeting, as described in the Statement of Public Notice, due to the public health emergency declared in Executive Order 103.

Voice Vote:

Motion by Ms. Klein, second by Mrs. McElroy

Against: None

Abstained: None

Absent: Mrs. Hambos

F. ADMINISTRATION OF OATH OF OFFICE TO NEW BOARD MEMBERS

Swear in Bradford Van Valkenburg, Mr. Jeremy Cook and Mrs. Jennifer McElroy, newly elected/appointed board members for a term January 1, 2021 until December 31, 2023.

Swear in Sotie Hambos, newly elected/appointed board member for term January 1, 2021 until December 31, 2021. – To be done when criminal background check results are returned.

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

Present: Mr. Cook, Mrs. Gerhardt, Mrs. Inscho, Ms. Klein, Mrs. McElroy, Mrs. Rolph, Mrs. Sikkes and Mr. Van Valkenburg

Absent: Mrs. Hambos

H. NOMINATION AND ELECTION OF OFFICERS

Nominations for Board President: Jeremy Cook

Motion by Mrs. Sikkes, second by Mrs. Gerhardt

Roll Call: by Matthew P. Herzer, Business Administrator

Against: Mrs. Inscho

Abstained: None

Absent: Mrs. Hambos

Nominations for Board Vice President: Jennifer McElroy

Motion by Mr. Cook, second by Mrs. Rolph

Roll Call: by Matthew P. Herzer, Business Administrator

Against: None

Abstained: None

Absent: Mrs. Hambos

I. 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	Lisa Benzaia
School Business Administrator/Board Secretary	Matthew P. Herzer
Public Agency Compliance Officers, Custodian of Records, Right-to-Know Compliance Officer, Affirmative Action Officer	Matthew P. Herzer
Substance Abuse Coordinator	Michele Andrews
Attendance Officer, Affirmative Action Officer, 504 Officer, Safety & Health Designee, School Safety Specialist, and ADA Officer	Dr. Patrick Ketch
Homeless Liaison	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. Boris Freyman
Psychological Examiner	Wendy Keefer

Appointment of Board Attorney was pulled for further discussion at the request of Mrs. Inscho.

Motion by Ms. Klein, second by Mrs. McElroy

Roll Call: by Matthew P. Herzer, Business Administrator

Against: None

Abstained: None

Absent: Mrs. Hambos

The board held a brief discussion about the appointment for Board Attorney. The Board would like to see an alternating schedule with another attorney within the firm for a fresh perspective on any issues that may come up.

J. APPOINT ADAMS, GUTIERREZ & LATTIBOUDRE, LLC AS BOARD ATTORNEY

Motion by Mrs. Gerhardt, second by Ms. Klein

Roll Call: by Matthew P. Herzer, Business Administrator

Against: None

Abstained: None

Absent: Mrs. Hambos

K. DESIGNATIONS OF THE FOLLOWING APPOINTMENTS:

Official Newspapers	NJ Herald, Express Times: Alternate – Star Ledger
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 2021.
- 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 2020-2021 Budget pursuant with local/state policies and regulations.
- e. Adopt the NJSBA Code of Ethics.

Motion by Mrs. Gerhardt, second by Mrs. McElroy

Roll Call: by Matthew P. Herzer, Business Administrator

Against: None Abstained: None Absent: Mrs. Hambos

L. BANK SIGNATORIES

Designate the following signatures on each bank account for 2021:

General	President, Treasurer, Secretary (Bank requires two of the three signatures)
Payroll	Treasurer
Agency	Treasurer (Secretary as a Backup)
SUI	Treasurer (Secretary as a Backup)
Cafeteria	Treasurer (Secretary as a Backup)

Motion by Mrs. McElroy, second by Ms. Klein

Roll Call: by Matthew P. Herzer, Business Administrator

Against: None Abstained: None Absent: Mrs. Hambos

M. BOARD MEMBER APPOINTMENTS:

The new Board President will appoint committee members at the February meeting.

N. 2020 BOARD MEETING SCHEDULE

Approve the schedule of 2021 Board meetings

February 4, 2021	August 5, 2021
March 4, 2021	September 2, 2021
April 1, 2021	October 7, 2021
May 6, 2021	November 18, 2021
June 3, 2021	December 2, 2021
July 1, 2021 (If needed)	January 6, 2022 (Reorganization Meeting)

Motion by Mrs. Sikkes, second by Mrs. Inscho

Roll Call: by Matthew P. Herzer, Business Administrator

Against: None Abstained: None Absent: Mrs. Hambos

REGULAR MEETING MINUTES

A. SUPERINTENDENT'S UPDATE

See the Superintendent's attached report.

B. COMMITTEE REPORTS

None.

C. PRESENTATIONS

None.

D. 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. As a virtual meeting, the public will be able to observe and participate in the meeting by attending virtually online.

Joanne Van Valkenburg congratulated the new members of the Board of Education and stated the town needs more people to become volunteers.

E. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

November 7, 2020 – Special Meeting Minutes
November 10, 2020 – Special Meeting Minutes
November 11, 2020 – Special Meeting Minutes
November 12, 2020 – Special Meeting Minutes
November 17, 2020 – Special Meeting Minutes
November 18, 2020 – Special Meeting Minutes
November 19, 2020 – Regular Meeting Minutes
December 3, 2020 – Regular Meeting Minutes

Voice Vote:

Motion by Mrs. Sikkes, second by Mrs. Gerhardt

Against: None

Abstained: None

Absent: Mrs. Hambos

F. FINANCE

Resolutions R21-75 through R21-78 will be moved in one roll call vote

R21-75 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 4, 2020 and January 7, 2021.

Fund 10 – Current Expense	\$796,079.18
Fund 20 – Special Revenue	\$28,483.65
Fund 60 – Food Service	\$0.00
Grand Total	\$824,562.83

R21-76 Approve Line Item Transfers (Attached)

BE IT RESOLVED, that the Board of Education, upon recommendation by the School Business Administrator, approves the budget line item transfers for December 2020.

R21-77 Report of the Treasurer and Board Secretary for October and November 2020 (Attached)

BE IT RESOLVED, that the Treasurer and Board Secretary’s Financial Reports are in agreement for the month of October and November 2020, approved by the Board as recommended by the School Business Administrator.

R21-78 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 December 30, 2020, after review of the Secretary’s monthly financial reports for October and November 2020 (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.

Motion by Mrs. Sikkes, second by Mrs. Rolph

Roll Call: by Matthew P. Herzer, Business Administrator

Against: None

Abstained: None

Absent: Mrs. Hambos

G. PERSONNEL

Resolutions R21-79 through R21-81, R21-83 through R21-84 will be moved in one roll call vote

R21-79 Approve Teacher Contract Amounts and Retroactive Pay

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent approve the following teacher contract amounts to be paid retroactively to July 1, 2020 for the 2020-2021 School Year.

Employee Name	Guide/Step	Salary	Longevity	Total Salary
Tara Anderson	BA/22	\$88,000.00	\$1,200.00	\$89,200.00
Michele A Andrews	MA/22	\$72,560.00	\$960.00	\$73,520.00
Jennifer M Apostolou	BA15/12	\$62,965.00	\$200.00	\$63,165.00
Patricia C Ashbey	MA15/19	\$80,470.00	\$800.00	\$81,270.00
Kaitlin Baker	MA30/8	\$62,135.00		\$62,135.00
Linette Benes	MA/10	\$52,316.00		\$52,316.00
Lisa S Besser	BA/23+	\$88,650.00	\$1,400.00	\$90,050.00
Denise L Bracuti	BA/23+	\$88,650.00	\$2,100.00	\$90,750.00
Sheri-Ann Brady	MA/19	\$79,930.00	\$900.00	\$80,830.00
Sharon L Bunce	MA/23+	\$91,350.00	\$1,500.00	\$92,850.00
Jillian Cardoso	BA/6	\$55,855.00		\$55,855.00
Barbara E Celentano	BA/5	\$37,912.05		\$37,912.05
Jennifer K Crisman	BA/20	\$80,910.00	\$1,000.00	\$81,910.00
Leslie Dell	MA45/23+	\$92,970.00	\$800.00	\$93,770.00
Kerry Erickson	MA/11	\$63,800.00	\$100.00	\$63,900.00
Jessica M Farley-Lynch	MA60/PhD/8	\$63,215.00		\$63,215.00
Claire Fleming	BA15/13	\$65,350.00	\$300.00	\$65,650.00
Juliana Goncalves	BA/4	\$54,945.00		\$54,945.00
Alissa Hicok	MA/12	\$65,125.00		\$65,125.00
Ashley K Hiline	MA30/10	\$64,800.00		\$64,800.00
Shannon K Huston	BA15/19	\$77,770.00	\$900.00	\$78,670.00
Courtney Jackes-Constantine	BA/11	\$61,100.00	\$100.00	\$61,200.00

Wendy L Keefer	MA30/23+	\$92,430.00	\$800.00	\$93,230.00
Katie Kline	MA30/8	\$62,135.00		\$62,135.00
Christine M Kovacs	MA/18	\$76,750.00	\$800.00	\$77,550.00
Patricia M Makarevich-Tirone	BA/21	\$84,965.00	\$1,100.00	\$86,065.00
Anjanette May	MA30/16	\$74,700.00	\$200.00	\$74,900.00
Abbey McDonald	BA/8	\$58,355.00		\$58,355.00
Joy E Menzel	MA15/21	\$88,205.00	\$1,100.00	\$89,305.00
Tammy L Messina	MA/11	\$63,800.00	\$100.00	\$63,900.00
Dana D Mosca	MA15/16	\$74,160.00	\$600.00	\$74,760.00
Danielle M Muessig	MA/5	\$57,645.00		\$57,645.00
Barbara G O'Connell	BA/23+	\$88,650.00	\$2,000.00	\$90,650.00
Catherine B Pasculli	BA/13	\$64,810.00	\$300.00	\$65,110.00
Joan E Pelosi	MA30/22	\$91,780.00	\$1,200.00	\$92,980.00
Carissa Peterson	MA/15	\$70,540.00	\$500.00	\$71,040.00
Karen L Pfeiffer	MA/23+	\$91,350.00	\$2,000.00	\$93,350.00
Jennifer Pillion	BA/18	\$74,050.00	\$800.00	\$74,850.00
Valerie C Reynolds	MA30/23+	\$92,430.00	\$1,500.00	\$93,930.00
Joan Ricker	MA30/23+	\$92,430.00		\$92,430.00
Clorimar Rios-Holyoak	MA45/8	\$62,675.00		\$62,675.00
Crista L Robinson	BA15/11	\$46,230.00		\$46,230.00
Kelly L Robinson	BA/18	\$74,050.00	\$700.00	\$74,750.00
Jennifer Roof	BA15/4	\$55,485.00		\$55,485.00
Carissa Sambolec	MA/8	\$61,055.00		\$61,055.00
Mary F Smith	BA15/12	\$62,965.00	\$200.00	\$63,165.00
Heather A Sutton	MA45/15	\$54,120.00	\$350.00	\$54,470.00
Kimberly A Truelove	BA/21	\$84,965.00	\$1,100.00	\$86,065.00
Aimee Voss	BA15/18	\$74,590.00	\$400.00	\$74,990.00
Kristina K Wohlers	BA/9	\$59,775.00		\$59,775.00
Kelly A Zaleski	MA30/16	\$74,700.00	\$600.00	\$75,300.00

R21-80 Approve Virtual Teacher Workshop

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent approve Cate Pasculli to attend the “Case Study: Making a Virtual Musical” presented by Broadway Teachers Workshop in the amount of \$125.00 on January 17, 2021.

R21-81 Approve Unused Sick and Vacation Day Payout for Retirement

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent approve the unused sick and vacation day payout for Mark Saalfeld in the amount of \$14,250.00 for 237.50 sick days at \$60.00 per day and \$7,101.96 for 12 vacation days at \$591.83 per day.

R21-83 Approve Hire of Paraprofessional

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent approve the hiring of Margaret Saalfield as a paraprofessional at \$12 per hour, pending the results of a criminal background check.

R21-84 Approve Principal Waiver Form

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent approve the principal waiver form to be submitted to the County for the 2020-2021 School Year.

Motion by Mrs. Gerkhardt, second by Mrs. McElroy

Roll Call: by Matthew P. Herzer, Business Administrator

Against: None Abstained: Mr. Van Valkenburg from R21-79 only Absent: Mrs. Hambos

H. EDUCATION

Resolution R21-74 will be moved in one roll call vote

R21-74 Approve Book for Student Curriculum

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent approve the book “The Wish Tree” for student curriculum for the 2020-2021 School Year.

Motion by Ms. Klein, second by Mrs. McElroy

Roll Call: by Matthew P. Herzer, Business Administrator

Against: Mrs. Sikkes Abstained: None Absent: Mrs. Hambos

I. CORRESPONDENCE

None.

J. NEW BUSINESS

None.

K. OLD BUSINESS

1. Teacher Empowerment Training – Administrative review in January 2021
2. Ad hoc Survey Committee Report – Survey to begin after Negotiations is completed

3. Cluster board services ad-hoc committee

L. PUBLIC HEARING & PETITION

None.

M. LEGISLATIVE UPDATE

None.

N. 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:

Security, Sale of Real Estate

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. Gerhardt to go into executive session at 7:57 pm.

O. RECONVENE PUBLIC SESSION

Voice Vote:

Motion by Mrs. McElory, second by Ms. Klein to leave executive session at 10:00 pm.

P. BUILDINGS AND GROUNDS

Resolution R21-85 will be moved in one roll call vote

R21-85 Approve Request to Extend the Timeline to Purchase Lambert Road Property

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent approve the request for the Township of Blairstown to extend the timeline to purchase the Lambert Road Property no later than June 30, 2021 with bi-monthly updates.

Motion by Mrs. Gerhardt, second by Mrs. Sikkes

Roll Call: by Matthew P. Herzer, Business Administrator

Against: None Abstained: Ms. Klein, Mrs. Sikkes and Mr. Van Valkenburg Absent: Mrs. Hambos

Q. SECURITY

Resolutions R21-82 will be moved in one roll call vote

R21-82 Approve Allocation of Funds for a School Resource Officer

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent approve the allocation of funds in the amount of \$50,000.00 for a School Resource Officer for the 2021-2022 School Year Budget if the budget allows.

Motion by Mrs. McElroy, second by Mrs. Inscho

Roll Call: by Matthew P. Herzer, Business Administrator

Against: None Abstained: Mrs. Sikkes & Mr. Van Valkenburg Absent: Mrs. Hambos

R. ADJOURNMENT

Voice Vote:

Motion by Ms. Klein, second by Mrs. Inscho to leave the meeting at 10:09 pm.

Respectfully submitted,

Matthew P. Herzer
School Business Administrator