

# **BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

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

## **SUPERINTENDENT'S AGENDA**

**Thursday, March 24, 2022 Meeting**

**7:00PM**



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

### **B. FLAG SALUTE**

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

Mr. Jeremy Cook

Mrs. Stefanie Fredericks

Mrs. Michelle Gerhardt

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, 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.

### **E. SUPERINTENDENT'S UPDATE**

**F. PRINCIPAL’S UPDATE**

**G. COMMITTEE REPORTS**

**H. PRESENTATIONS**

1. Audit Synopsis by Anthony Ardito
2. School Board Annual Ethics Training by NJ School Board Association Field Representative 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**

February 10, 2022 – Reorganization and Regular Meeting Minutes

**Voice Vote:**

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

**K. FINANCE**

*Resolutions R22-120 through R22-124 will be moved in one roll call vote*

**R22-120 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 11, 2022 and March 24, 2022.

<b>Fund 10 – Current Expense</b>	<b>\$1,359,714.62</b>
<b>Fund 20 – Special Revenue</b>	<b>\$35,193.91</b>
<b>Fund 60 – Food Service</b>	<b>\$32,086.52</b>
<b>Grand Total</b>	<b>\$1,426,995.05</b>

**R22-121 Approve Line Item Transfers (Attached)**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the School Business Administrator, to approve the budget line item transfers for February 2022.

**R22-122 Reports of the Treasurer and Board Secretary for (Attached)**

**BE IT RESOLVED**, that the Treasurer and Board Secretary's Financial Reports are in agreement for the month of January and February 2022, approved by the Board as recommended by the School Business Administrator.

**R22-123 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, 2022 and February 28, 2022, after review of the Secretary's monthly financial report for January and February 2022 (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.

**R22-124 Approve Tentative Proposed 2021-2022 School District Budget**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approve the Tentative Proposed 2022-2023 School District Budget in the amount of \$9,338,484 to be submitted to the Warren County Office of the Department of Education for approval as follows:

**WHEREAS**, the 2022-2023 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 2023-2023 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 Tentative Proposed 2022-2023 budget in the amount of \$9,338,484 as follows:

<b>Fund</b>	<b>Tax Levy</b>	<b>Total</b>
<b>General Fund (10)</b>	\$7,607,760.00	\$9,155,939.00
<b>Special Revenue Fund (20)</b>		\$182,545.00
<b>Total</b>	\$7,607,760.00	\$9,338,484.00

**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

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>
Mr. Cook		Ms. Klein	
Mrs. Fredericks		Mrs. McElroy	
Mrs. Gerhardt		Mrs. Sikkes	
Mrs. Hambos		Mr. Van Valkenburg	
Mrs. Hawkswell			

**L. PERSONNEL**

*Resolution R22-125 through R22-132 will be moved in one roll call vote*

**R22-125 Accept Resignation**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent accept the resignation of Dr. Brian James, Supervisor of Special Services effective February 28, 2022.

**R22-126 Accept Resignation**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent accept the resignation for purposes of retirement for Karen Pfeiffer, Sixth Grade Teacher effective June 30, 2022.

**R22-127 Accept Resignation**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent accept the resignation for purposes of retirement for Mary Smith, Special Education Teacher effective June 30, 2022.

**R22-128 Approve Substitute Teacher**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent to approve Theresa Haberle as a substitute teacher for the 2021-2022 School Year, pending the results of a background check.

**R22-129 Approve Substitute Teacher**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent to approve Colomba Kampfe as a substitute teacher for the 2021-2022 School Year.

**R22-130 Approve Stipend for Student Support in School Play**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent to approve a stipend for Loren Arvary, paraprofessional for student support in the school play in the amount of \$1,000.00.

**R22-131 Approve Interim Supervisor of Special Services**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent to approve Gail Dewitt as Interim Supervisor of Special Services in the amount of \$365.00 per day, 3 days per week.

**R22-132 Approve Teacher Practicum and Student Teacher**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent to approve Taylor Quimby for teacher practicum with Aimee Voss in the fall of 2022 and student teacher with Aimee Voss and Kaitlin Baker in the spring of 2023.

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>
Mr. Cook		Ms. Klein	
Mrs. Fredericks		Mrs. McElroy	
Mrs. Gerhardt		Mrs. Sikkes	
Mrs. Hambos		Mr. Van Valkenburg	
Mrs. Hawkswell			

**M. EDUCATION**

*Resolutions R22-133 through R22-134 will be moved in one roll call vote*

**R22-133 Approve Three Year English Language Learners Plan**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent to approve the attached three year English Language Learners plan.

**R22-134 Approve Attached HIB Reports**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent to approve the attached HIB report for the month of March 2022.

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>
Mr. Cook		Ms. Klein	
Mrs. Fredericks		Mrs. McElroy	
Mrs. Gerhardt		Mrs. Sikkes	
Mrs. Hambos		Mr. Van Valkenburg	
Mrs. Hawkswell			

**N. FACILITIES**

*Resolution R22-135 through R22-136 will be moved in one roll call vote*

**R22-135 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:

<b>Name</b>	<b>Organization</b>	<b>Room</b>	<b>Requested Date</b>
Cassandra Uychich	PTG Tricky Tray	Entry Foyer, Cafeteria, Gym	5/20/2022, 5-9 pm 5/21/2022 10 am to 10 pm

**R22-136 Approve Disposal of Obsolete Technology Equipment**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the disposal of obsolete computers, printers, laptops and networking equipment to be recycled.

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>
Mr. Cook		Ms. Klein	
Mrs. Fredericks		Mrs. McElroy	
Mrs. Gerhardt		Mrs. Sikkes	
Mrs. Hambos		Mr. Van Valkenburg	
Mrs. Hawkswell			

**O. CORRESPONDENCE**

**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 Blirstown. 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.

## **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 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 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