

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

SUPERINTENDENT'S AGENDA

Thursday, April 28, 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. PTG Presentation on Playground by Elisa Diego
2. 2022-2023 Budget Presentation by Matthew Herzer, Business Administrator

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 24, 2022 – Regular and Executive Session Meeting Minutes

Voice Vote:

Motion by _____, second by _____

K. FINANCE

Resolutions R22-139 through R22-144 will be moved in one roll call vote

R22-139 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 March 125 2022 and April 28, 2022.

Fund 10 – Current Expense	\$839,930.40
Fund 20 – Special Revenue	\$17,761.65
Fund 60 – Food Service	\$0.00
Grand Total	\$857,692.05

R22-140 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 March 2022.

R22-141 Approve 2022-2023 School District Budget

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the 2022-2023 School District Budget in the amount of \$9,338,484 as approved by 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 New Jersey Student Learning Standards;

WHEREAS, the 2022-2023 budget is in compliance with the requirements set forth in N.J.S.A. 18A and N.J.A.C. Title 6 and 6A;

WHEREAS, the Blairstown Township Board of Education requests the use of \$267,840 enrollment adjustment to be included in the 2022-2023 budget to increase the tax levy due to the loss of 2022-2023 state aide and rise in enrollment. The need for the use of this enrollment adjustment will be completed by the end of the 2022-2023 budget year and will not be deferred or incrementally completed over future budgeted years.

THEREFORE, BE IT RESOLVED, the Blairstown Township Board of Education approves the 2022-2023 budget in the amount of \$9,338,484 as follows:

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

R22-142 Set Maximum Travel Expense Limit for the 2022-2023 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.

R22-143 Approve Withdrawal from Capital Reserve Account

BE IT RESOLVED, that the Board of Education, upon recommendation by the School Business Administrator, to approve the withdrawal of \$105,000.00 from the Capital Reserve Account for the 2022-2023 budget for the purpose of installing new wheelchair lifts in the amount of \$75,000.00 and engineering services related to the front parking lot project in the amount of \$30,000.00.

R21-144 Approve NJSIG Grant Application

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a school board insurance group authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the Blirstown Township Board of Education, hereinafter referred to as the “Educational Institution,” is a member of NJSIG; and,

WHEREAS, in accordance with NJSIG Policy 3710, the goal of the safety grant program is to provide members the necessary resources to complete risk reduction projects and improve the safety of the population NJSIG members serve.

NOW THEREFORE, BE IT RESOLVED that:

- 1) The Educational Institution applies for a safety grant through the NJSIG safety grant program for the 2022-2023 fiscal year in the amount of \$5,000.00 for the purposes set forth in their safety grant application, which is attached hereto; and,
- 2) The Business Administrator or their designee is hereby authorized to take all action necessary to apply for and receive a safety grant award.

Motion by _____, second by _____
Roll Call: by Matthew P. Herzer, Business Administrator

Board Member	Vote	Board Member	Vote
Mr. Cook		Ms. Klein	
Mrs. Fredericks		Mrs. McElroy	
Mrs. Gerhardt		Mrs. Sikkes	
Mrs. Hambos		Mr. Van Valkenburg	
Mrs. Hawkswell			

L. PERSONNEL

Resolution R22-145 through R22-151 will be moved in one roll call vote

R22-145 Accept Resignation for Purpose of Retirement

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent accept the resignation of Jan Mondello, Paraprofessional effective June 30, 2022.

R22-146 Accept Resignation

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent accept the resignation for Hannah Winebarger, Paraprofessional effective April 8, 2022.

R22-147 Approve Unpaid Leave of Absence

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent an unpaid leave of absence for Rola Lahoud, Paraprofessional effective April 1, 2022 through the remainder of the 2021-2022 School Year.

R22-148 Approve Min-Bus Driver

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent to approve Richard Greenemeier as a mini-bus driver for the 2021-2022 School Year at \$13.00 per hour, up to 4 hours per day, pending the results of a criminal background check.

R22-149 Approve Mini-Bus Driver

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent to approve Krystal Christine-Kise as a mini-bus driver for the 2021-2022 School Year at \$13.00 per hour, up to 4 hours per day, pending the results of a criminal background check.

R22-150 Approve Substitute Bus Driver

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent to approve Jerry LaBar as a substitute bus driver for the 2021-2022 School Year at \$13.00 per hour, pending the results of a criminal background check.

R22-151 Approve Hiring of Bus Aide

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent to approve Bernadine Pagano as a bus aide for the 2021-2022 School Year at \$13.00 per hour, 4.5 hours per day, pending the results of a criminal background check.

Motion by _____, second by _____

Roll Call: by Matthew P. Herzer, Business Administrator

Board Member	Vote	Board Member	Vote
Mr. Cook		Ms. Klein	
Mrs. Fredericks		Mrs. McElroy	
Mrs. Gerhardt		Mrs. Sikkes	
Mrs. Hambos		Mr. Van Valkenburg	
Mrs. Hawkswell			

M. EDUCATION

Resolutions R22-152 through R22-153 will be moved in one roll call vote

R22-152 Approve Attached HIB Report

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

R22-153 Approve Paraprofessional Services with the HCESC

BE IT RESOLVED, that the Board of Education upon recommendation by the Superintendent to approve the paraprofessional services with the Hunterdon County Educational Services Commission (HCESC) from April 29, 2022 through the remainder of the 2021-2022 School Year at 6.50 hours per day at \$27.75 per hour.

Motion by _____, second by _____
Roll Call: by Matthew P. Herzer, Business Administrator

Board Member	Vote	Board Member	Vote
Mr. Cook		Ms. Klein	
Mrs. Fredericks		Mrs. McElroy	
Mrs. Gerhardt		Mrs. Sikkes	
Mrs. Hambos		Mr. Van Valkenburg	
Mrs. Hawkswell			

N. FACILITIES

Resolution R22-154 will be moved in one roll call vote

R22-154 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
Karen Pfeiffer	NJEA Literacy and Stem Family Night	Cafeteria and Gym	5/18/2022, 6-7:30 pm

Motion by _____, second by _____
Roll Call: by Matthew P. Herzer, Business Administrator

Board Member	Vote	Board Member	Vote
Mr. Cook		Ms. Klein	
Mrs. Fredericks		Mrs. McElroy	
Mrs. Gerhardt		Mrs. Sikkes	
Mrs. Hambos		Mr. Van Valkenburg	
Mrs. Hawkswell			

O. POLICY

Resolution R22-155 will be moved in one roll call vote

R22-155 Approve Second Reading of Polices

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent to approve the second reading of the following polices:

- P 2467 – Surrogate Parents and Resource Family Parents
- P 5111 – Eligibility of Resident/Nonresident Students
- P 5116 Education of Homeless Children
- P & R 7432 – Eye Protection
- P 8420 Emergency and Crisis Situations
- R 8420.1 – Fire and Fire Drills
- P 8540 – School Nutrition Programs
- P 8550 - Meal Charges/Outstanding Food Service Bill
- P 8600 – Student Transportation
- P 6115.01 – Federal Awards/Funds Internal Controls – Allowability of Costs
- P 6115.02 – Federal Awards/Funds Internal Controls – Mandatory Disclosures
- P 6115.03 - Federal Awards/Funds Internal Controls – Conflict of Interest
- P 6311 – Contracts for Goods or Services Funded by Federal Grants
- P 1648.11 – The Road Forward COVID-19 – Health and Safety
- P 2415.05 – Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment
- P & R 2622 – Student Assessment
- P 3233 – Political Activities
- P 7540 – Joint Use of Facilities
- P & R 8465 – Bias Crimes and Bias-Related Acts
- P 9560 – Administration of School Surveys

Motion by _____, second by _____

Roll Call: by Matthew P. Herzer, Business Administrator

Board Member	Vote	Board Member	Vote
Mr. Cook		Ms. Klein	
Mrs. Fredericks		Mrs. McElroy	
Mrs. Gerhardt		Mrs. Sikkes	
Mrs. Hambos		Mr. Van Valkenburg	
Mrs. Hawkswell			

P. CORRESPONDENCE

Q. NEW BUSINESS

R. OLD BUSINESS

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

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.

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