

# BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

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

## SUPERINTENDENT'S AGENDA

Thursday, May 6, 2021 Meeting

7:00PM



### A. CALL TO ORDER

### B. FLAG SALUTE

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

Mr. Jeremy Cook

Mrs. Michelle Gerhardt

Mrs. Sotie Hambos

Mrs. Rosette Inscho

Ms. Karen Klein

Mrs. Jennifer McElroy

Mrs. Nicole Rolph

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.

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.

## **E. 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.

## **F. 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 \_\_\_\_\_, second by \_\_\_\_\_

## **G. SUPERINTENDENT'S UPDATE**

## **H. PRINCIPAL'S UPDATE**

## **I. COMMITTEE REPORTS**

## **J. PRESENTATIONS**

2021-2022 Budget Presentation

## **K. 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.

**L. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

April 1, 2021 – Regular Meeting Minutes

**Voice Vote:**

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

**M. FINANCE**

*Resolutions R21-126 through R21-132 will be moved in one roll call vote*

**R21-126 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 April 2, 2021 and May 6, 2021.

|                                  |                     |
|----------------------------------|---------------------|
| <b>Fund 10 – Current Expense</b> | <b>\$776,153.62</b> |
| <b>Fund 20 – Special Revenue</b> | <b>\$7,733.75</b>   |
| <b>Fund 60 – Food Service</b>    | <b>\$5,726.86</b>   |
| <b>Grand Total</b>               | <b>\$789,614.23</b> |

**R21-127 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 April 2021.

**R21-128 Report of the Treasurer and Board Secretary for March 2021 (Attached)**

**BE IT RESOLVED**, that the Treasurer and Board Secretary’s Financial Reports are in agreement for the month of March 2021, approved by the Board as recommended by the School Business Administrator.

**R21-129 Amendment to CARES/Emergency Relief Grant Application**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the School Business Administrator to amend the CARE/Emergency Relief Grant Application to include the additional funds awarded in the amount of \$1,875.

**R21-130 Approve 2021-2022 School District Budget**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approve the 2021-2022 School District Budget in the amount of \$9,031,608 as approved by the Warren County Office of the Department of Education for approval as follows:

**WHEREAS**, the 2021-2022 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 Core Curriculum State Standards;

**WHEREAS**, the 2021-2022 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 \$158,000 banked cap to be included in the 2021-2022 budget to increase the tax levy due to the loss of 2021-2022 state aide. The need for the use of this banked cap will be completed by the end of the 2021-2022 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 2021-2022 budget in the amount of \$9,031,608 as follows:

| <b>Fund</b>                      | <b>Tax Levy</b> | <b>Total</b>   |
|----------------------------------|-----------------|----------------|
| <b>General Fund (10)</b>         | \$7,196,000.00  | \$8,867,608.00 |
| <b>Special Revenue Fund (20)</b> |                 | \$164,000.00   |
| <b>Total</b>                     | \$7,196,000.00  | \$9,031,608.00 |

**R21-131 Set Maximum Travel Expense Limit for the 2021-2022 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.

**R21-132 Approve Food Service Management Contract Renewal**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the School Business Administrator to approve the 2021-2022 contract with Maschio’s Food Service, Inc. for management of the food service operations, with a management fee of \$7,645.39 and a break-even guarantee.

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            |             | Mrs. McElroy        |             |
| Mrs. Gerhardt       |             | Mrs. Rolph          |             |
| Mrs. Hambos         |             | Mrs. Sikkes         |             |
| Mrs. Inscho         |             | Mr. Van Valkenburg  |             |
| Ms. Klein           |             |                     |             |

**N. PERSONNEL**

*Resolutions R21-133 through R21-141 will be moved in one roll call vote*

**R21-133 Accept Resignation for Retirement**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to accept the retirement of Barbara Celentano, Special Education Teacher effective June 30, 2021.

**R21-134 Approve Principal Appointments**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approve Colleen Silvestri for the following appointments:

- Affirmative Action Officer
- Attendance Officer
- 504 Officer
- Safety and Health Designee
- School Safety Specialist
- ADA Officer

**R21-135 Approve Hiring of Part Time Paraprofessional**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the Hiring of Julia Dieffenbach, part time paraprofessional effective May 7, 2021 or upon the receipt of finger print clearances at \$12 per hour.

**R21-136 Approve Revised Maternity Leave**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to accept the maternity leave of Katie Untamo beginning May 10, 2021, utilizing 25 accumulated sick days for the remainder of the 2020-2021 School Year and utilizing New Jersey Family Leave Act for the 2021-2022 School Year with a return date of November 24, 2021.

**R21-137 Approve Maternity Leave**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to accept the maternity leave of Carissa Sambolec beginning September 1, 2021 to October 1, 2021, utilizing 21 accumulated sick days and utilizing the New Jersey Family Leave Act from October 4, 2021 to January 3, 2022 with a return date of January 3, 2022.

**R21-138 Approve Maternity Leave**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to accept the maternity leave of Loren Arvary beginning June 30, 2021 to October 4, 2021, utilizing the New Jersey Family Leave Act from September 1, 2021 to October 4, 2021 with a return date of October 4, 2021.

**R21-139 Approve ESY Staff**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the following staff members for the ESY Program:

|                   |                   |
|-------------------|-------------------|
| Barbara O'Connell | Preschool Teacher |
| Ann Cain          | Preschool Aide    |

|                     |                              |
|---------------------|------------------------------|
| Brooke Moore        | Preschool Personal Care Aide |
| Tammy Quick         | Preschool Personal Care Aide |
| Liz Marchese        | Preschool Personal Care Aide |
| Dana Mosca          | LLD Teacher                  |
| Jeanne Socha        | LLD Personal Care Aide       |
| Jillian Cardoso     | Resource Center Teacher      |
| Corey Russo         | Resource Center Aide         |
| Marlyn Maring       | Resource Center Aide         |
| Julia Dieffenbacher | MD Aide                      |
| Patricia Ashbey     | Speech Therapist             |
| Karin Desmit        | Occupational Therapist       |
| Allison Peck        | Physical Therapist           |
| Tammy Quick         | Bus Driver                   |
| Jeanne Socha        | Bus Driver                   |
| Ann Cain            | Bus Aide                     |
| Brooke Moore        | Bus Aide                     |
| Jennifer Roof       | School Nurse                 |
| Diane Schmidt       | Substitute                   |
| Rachel Simpson      | Substitute                   |
| Claudia Lobyecz     | Substitute                   |
| Clorimar Holyoak    | Substitute                   |
| Anajnette May       | Substitute                   |
| Lisa Besser         | Substitute                   |
| Linette Benes       | Substitute                   |
| Mary Beth Pollard   | Substitute Aide Only         |

**R21-140 Approve ESY Staff**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the following teachers who will attend IEP meetings over the summer:

|                 |                                     |
|-----------------|-------------------------------------|
| Jillian Cardoso | Special Education                   |
| Anjanette May   | Special Education                   |
| Lisa Besser     | General Education                   |
| Jen Crisman     | General Education                   |
| Linette Benes   | Special Education/General Education |
| Marilyn Maring  | General Education                   |

**R21-141 Approve Maternity Leave Replacement Teacher**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve Barbara Warnkin as Maternity Leave Replacement Teacher for Katie Untamo from May 10, 2021 to June 14, 2021 at prorated salary at BA Step 1, \$53,445.

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            |             | Mrs. McElroy        |             |
| Mrs. Gerkhardt      |             | Mrs. Rolph          |             |
| Mrs. Hambos         |             | Mrs. Sikkes         |             |
| Mrs. Inscho         |             | Mr. Van Valkenburg  |             |
| Ms. Klein           |             |                     |             |

**O. EDUCATION**

*Resolutions R21-142 through R21-143 will be moved in one roll call vote*

**R21-142 Approve Revised School Calendar for the 2021-2022 School Year**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the attached school calendar for the 2021-2022 School Year.

**R21-143 Approve Ancillary Services Agreement with the Sussex County ESC for the 2021-2022 School Year**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve Ancillary Services Agreement with the Sussex County ESC for the 2021-2022 School Year on as needed basis.

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            |             | Mrs. McElroy        |             |
| Mrs. Gerkhardt      |             | Mrs. Rolph          |             |
| Mrs. Hambos         |             | Mrs. Sikkes         |             |
| Mrs. Inscho         |             | Mr. Van Valkenburg  |             |



|           |  |  |  |
|-----------|--|--|--|
| Ms. Klein |  |  |  |
|-----------|--|--|--|

**P. CORRESPONDENCE**

**Q. NEW BUSINESS**

**R. OLD BUSINESS**

1. Teacher Empowerment Training
2. Ad hoc Survey Committee Report – Survey to begin after the 2020-2021 School Year is completed
3. Cluster board services ad-hoc committee
4. Resource Officer

**S. 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.

**T. LEGISLATIVE UPDATE**

**U. 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:

**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

**V. RECONVENE PUBLIC SESSION**

**Voice Vote:**

Motion by \_\_\_\_\_, second by \_\_\_\_\_ to leave executive session at \_\_\_\_\_ PM

**W. ADJOURNMENT**

**Voice Vote:**

Motion by \_\_\_\_\_, second by \_\_\_\_\_ to leave the meeting at \_\_\_\_\_ PM