

# **BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

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

## **SUPERINTENDENT'S AGENDA**

**Thursday, September 22, 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**

Presentation by the Blairstown Elementary mini bus drivers.

**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**

- August 18, 2022 – Regular Meeting Minutes
- August 18, 2022 – Executive Session Minutes
- September 1, 2022 – Special Meeting

**Voice Vote:**

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

**K. FINANCE**

*Resolutions R23-48 through R23-51 will be moved in one roll call vote*

**R23-48 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 August 19, 2022 and September 22, 2022.

|                                  |                     |
|----------------------------------|---------------------|
| <b>Fund 10 – Current Expense</b> | <b>\$934,414.82</b> |
| <b>Fund 20 – Special Revenue</b> | <b>\$64,387.21</b>  |
| <b>Fund 60 – Food Service</b>    | <b>\$0.00</b>       |
| <b>Grand Total</b>               | <b>\$998,802.03</b> |

**R23-49 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 July and August 2022.

**R23-50 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 months of July and August 2022, approved by the Board as recommended by the School Business Administrator.

**R23-51 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 July 31, 2022 and August 31, 2022, after review of the Secretary’s monthly financial reports for July and August 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.

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 R23-52 through R23-58 will be moved in one roll call vote***

**R23-52 Approve Climate and Culture Stipend Position**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approve the Climate and Culture Stipend Position for up to 40 hours at \$42.00 per hour for the 2022-2023 School Year.

**R23-53 Approve Hiring of Paraprofessional**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent to approve Kristi Dickison as a Paraprofessional for the 2022-2023 School Year at \$13.00 per hour, pending the results of a criminal background check.

**R23-54 Approve Professional Development Requests**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the following professional development requests:

| <b>Name</b>                   | <b>Date(s)</b> | <b>PD Event</b>   | <b>Fee</b> | <b>Location</b> |
|-------------------------------|----------------|---|------------|-----------------|
| Nick Moustakas                | 10/21/2022     | NJ Association of Learning Consultants Learning Symposium   | \$145.00   | Virtual         |
| Sherri Brady and Wendy Keefer | 10/4/2022      | Center for Prevention and Counseling – Revisions to the Law | \$40.00    | Virtual         |

**R23-55 Approve List of Substitute Teachers and Aides**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the following list of returning substitute teacher and aides for the 2022-2023 School Year at \$90.00 per diem for Aides and \$125.00 per diem for Teachers.

| <b>Last Name</b> | <b>First Name</b> | <b>Position</b>    |
|------------------|-------------------|--------------------|
| Russo            | Corey             | Substitute Teacher |
| Lynch            | Diane             | Substitute Teacher |

**R23-56 Approve Stipend Positions**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approve the following stipend positions for the 2022-2023 School Year:

| <b>Name</b>   | <b>Position</b>     | <b>Amount</b>                   |
|---------------|---------------------|---------------------------------|
| Tammy Messina | Climate and Culture | Up to 40 hours at \$42 per hour |

**R23-57 Approve Maternity and FMLA Leave**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the maternity leave of absence for Carissa Sambolec, commencing on January 3, 2023 to March 3, 2023, utilizing 42 sick days and March 6, 2023 to June 2, 2023 utilizing the NJ Family Leave act.

**R23-58 Authorize Superintendent to Conduct Search for Resource Officer**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to authorize the Superintendent to conduct a search for a School Resource Officer for the 2022-2023 School Year.

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 R23-59 through R23-62 will be moved in one roll call vote*

**R23-59 Approve the District Return to Virtual Learning Plan**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approve the district return to virtual learning plan for the 2022-2023 School Year.

**R23-60 Approve Curricula for 2022-2023**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent to approve the Social Studies (Grades K-6), Health (Grades K-6), Music (Grades 4-6), STEM (Grades 4-6) and Spanish (Grades 4-6) curricula.

**R23-61 Approve Itinerant Services Contract with Mountain Lakes Board of Education**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent to approve the itinerant services contract with Mountain Lakes Board of Education for Student State ID# 2054452008 from July 1, 2022 through June 30, 2023 in the amount of \$3,400.00 for the 2022-2023 School Year.

**R23-62 Approve Field Trips for the 2022-2023 School Year**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, to approve the following list of field trips for the 2022-2023 School Year.

| <b>Grade Level</b>             | <b>Location</b>                         | <b>Date</b> | <b>Times</b>  | <b># Buses</b>      |
|--------------------------------|---|-------------|---------------|---------------------|
| <b>Preschool</b>               | Land of Make Believe                    | 6/13/2023   | 9:30-2:15     | 1                   |
| <b>Kindergarten</b>            | The Growing State                       | 5/18/23     | 9:15 - 12:30  | 2                   |
|                                | NWRHS Barnyard Day                      | 5/5/2023    | 9:15 - 12:30  | 1 (usually 2 trips) |
| <b>1<sup>st</sup> Grade</b>    | Crayola Experience                      | 11/9/22     | 9:00 – 2:45   | 2                   |
| <b>2<sup>nd</sup> Grade</b>    | Fairview Lake YMCA                      | 11/22/22    | 9:00 – 2:45   | 2                   |
|                                | Sterling Hill Mines                     | 5/26/23     | 9:00 – 2:45   | 2                   |
| <b>3<sup>rd</sup> Grade</b>    | DaVinci Science Center                  | 11/8/22     | 8:45 – 2:30   | 2                   |
|                                | Turtle Back Zoo                         | 5/5/2023    | 8:45 – 2:30   | 2                   |
| <b>4<sup>th</sup> Grade</b>    | Waterloo Village                        | 12/1/22     | 9:30 – 2:40   | 2                   |
|                                | Liberty Science Center                  | 6/1/23      | 8:50 – 5:00   | 2                   |
| <b>5<sup>th</sup> Grade</b>    | Fairview Lake YMCA                      | 10/25/22    | 8:45 – 2:30   | 2                   |
|                                | Sandy Hook                              | 5/4/23      | 8:00 – 5:00   | 2                   |
| <b>6<sup>th</sup> Grade</b>    | Camp Mason                              | 11/7/22     | 9:00 – 2:30   | 2                   |
|                                | Museum of Jewish Heritage               | 11/30/22    | 9:00 – 4:30   | 2                   |
|                                | CCM Longo Planetarium                   | 1/5/23      | 9:00 – 3:00   | 2                   |
|                                | Centenary University                    | 3/29/23     | 9:00 – 2:30   | 2                   |
|                                | NWRHS                                   | 5/25/2023   | 9:00 - 2:30   | 2                   |
|                                | Camp Mason                              | 6/5/23      | 9:00 – 2:30   | 2                   |
| <b>6th Grade All Star Band</b> | TBD- Hackettstown HS or Phillipsburg HS | 3/1/23      | 10:30 - 12:00 | 1                   |

|                                   |   |   |              |   |
|-----------------------------------|---|---|--------------|---|
| <b>GATE- 4<sup>th</sup> Grade</b> | Location to be determined<br>WCCSE - Phabulous Physics  | TBD   | 8:45 - 12:00 | 1 |
| <b>GATE- 5<sup>th</sup> Grade</b> | Location to be determined<br>WCCSE - Strategic Thinking | TBD   | 8:45 - 2:30  | 1 |
|                                   | Location to be determined<br>WCCSE - Battle of Minds    | TBD   | 3:15 - 8:00  | 1 |
| <b>GATE- 6<sup>th</sup> Grade</b> | Fonthill Castle   | 4/27/23   | 8:45 - 4:00  | 1 |
|                                   | National Museum of Math                                 | TBD   | 7:15 - 4:00  | 1 |
|                                   | AeroFarms - Newark                                      | 5/19/23   | 9:15 - 2:00  | 1 |
| <b>Battle of Books grades 3/4</b> | Location to be determined                               | TBD   | 3:00 - 8:00  | 1 |
| <b>Battle of Books grades 5/6</b> | Location to be determined                               | TBD   | 3:00 - 8:00  | 1 |
| <b>Ski Club</b>                   | Camelback Ski Resort                                    | 1/4/2023, 1/11/2023, 1/18/2023, 1/25/2023, 2/1/2023 | 3:20-9:00    | 1 |

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 R23-63 will be moved in one roll call vote*

**R23-63 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>  |
|----------------|------------------------|---|--|
| Claire Crowder | Girl Scout Troop 98056 | Library   | 10/17/2022 to 6/12/2023,<br>Wednesdays 3:30-5:15<br>PM                                     |
| Nya Nozier     | Sussex County YMCA     | Cafeteria,<br>Gymnasium,<br>Playground and<br>Field Space | 9/1/2022 to 6/30/2023,<br>7:00 AM to start of school<br>and school dismissal to<br>6:00 PM |

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

**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.

## **R. LEGISLATIVE UPDATE**

## **S. 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

**T. RECONVENE PUBLIC SESSION**

**Voice Vote:**

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

**U. ADJOURNMENT**

**Voice Vote:**

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