

**BYRAM TOWNSHIP BOARD OF EDUCATION**

**MARCH 18, 2020**

**REGULAR MEETING**

The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance notice and to attend meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this act, the Byram Township Board of Education has caused advance notice of this meeting to be published by having the date, time and place thereof posted at the municipal building and by informing the newspapers.

The regular meeting of the Byram Township Board of Education was called to order by the board president, Mr. Andrew McElroy, on Wednesday, March 18, 2020, at 7:00 p.m. in the Byram Township Intermediate All Purpose Room at 12 Mansfield Drive, Byram Township, New Jersey.

PRESENT: Mr. Andrew McElroy, Mrs. Kristy McFarlane, Mrs. MaryAnn Risley, Mrs. Lori Sanchez and Mrs. Kate Walsh, Mrs. Kelley Dilley

ABSENT: Mr. Charles Kranz

ALSO PRESENT: Mrs. Joanne Black, Business Administrator/Board Secretary, Mr. Bryan Hensz, Superintendent

**PRESENTATIONS-** Adoption of tentative budget 2020-2021  
Mr. Hensz and Mrs. Black reviewed the tentative budget for 2020-2021

**DISTRICT GOALS** – District Goal #1: Enhance academic achievement and the social and emotional wellbeing of the students.  
District Goal #2: Enhance the district through climate and culture.  
District Goal #3: Continue to implement and enhance safety and security measures within the school district.  
District Goal #4 : Explore avenues for additional revenue for the district

**PUBLIC PARTICIPATION-**none

**APPROVE MINUTES**

Resolved that the Byram Township Board of Education approve the following minutes:

Regular Meeting Minutes – February 26, 2020  
Executive Meeting Minutes – February 26, 2020

Motion made by Mrs. Kate Walsh seconded by Mrs. Kelley Dilley.

Motion passed unanimously by voice vote.

**COMMUNICATIONS** - None

**SUPERINTENDENT’S REPORT** – Mr. Hensz reported on the following:

- Corona Virus – Staff doing a fantastic job with distance learning and working virtually.
- Superintendents Roundtable meeting is next month.

**BUSINESS ADMINISTRATOR’S REPORT**-no additional updates

**COMMITTEE REPORTS**

Shared Services – MaryAnn Risley

Sussex County Ed Services – MaryAnn Risley-- Ed Services has been preparing and reviewing their budget.

Technology Committee – Andrew McElroy – Technology meeting held and moving forward with updating plan.

Negotiations Committee –Lori Sanchez –negotiations committee met.

Personnel Committee – Kate Walsh –met and reviewed items on the agenda.

Curriculum Committee – Kristy McFarlane – met and reviewed curriculum updates & QSAC.Policy

Committee – Charles Kranz(absent) – Lori Sanchez gave update – met and reviewed policy items.

Finance Committee – Kelley Dilley – met and discussed budget, update on technology and items on the agenda.

**CONSENT AGENDA - RECOMMENDED ITEMS FOR BOARD ACTION**

**A. Negotiations**

**B. Personnel**

**1. INSTRUCTIONAL:**

Resolved, that the Byram Township Board of Education approve the following personnel:

| NAME             | NATURE OF ACTION                                    | POSITION CONTROL NUMBER | SALARY | DEG/S TEP | LOCATION | DATE EFFECTIVE   | DATE TERMINATED | DISCUSSION |
|------------------|---|-------------------------|--------|-----------|----------|------------------|-----------------|------------|
| B0100221         | Retirement  | DO0000001               |        |           | District | October 31, 2020 |                 |            |
| B0000136         | Retirement  | MS0000005               |        |           | District | July 1, 2020     |                 |            |
| Kelly Walsh      | Resignation   | ES0000011               |        |           | BLES     | March 17, 2020   |                 |            |
| Speech Therapist | J&B Contracted Therapist 3 days/week Treatment      |                         |        |           | BIS      | February 3, 2020 | April 30, 2020  |            |
| Speech Therapist | J&B Contracted Therapist 1-2 days/per week. Testing |                         |        |           | BIS      | February 3, 2020 | April 30, 2020  |            |
| Speech Therapist | Sussex County Ed Services 2 Days/Wk Treatment       |                         |        |           | BIS      | March 3, 2020    | April 30, 2020  |            |

**2. NON-INSTRUCTIONAL/ SUBSTITUTE/OTHER**

Resolved, that the Byram Township Board of Education approve the following:

| NAME                          | NATURE OF ACTION                            | POSITION/CONTROL NUMBER | SALARY                             | DEG/STEP | LOCATION       | DATE EFFECTIVE    | DATE TERMINATED | DISCUSSION |
|-------------------------------|---|-------------------------|------------------------------------|----------|----------------|-------------------|-----------------|------------|
| Jill Rafferty /Barbara Scholl | CPR Training for staff                      |                         | \$40 per person x 15 staff members |          | BLES STEM ROOM | April 21, 2020    |                 |            |
| Jill Rafferty/ Barbara Scholl | CPR Training for staff                      |                         | \$40 per person x 13 staff members |          | BLES STEM ROOM | April 28, 2020    |                 |            |
| James Clayton                 | Chaperone for 7 & 8 grade February Informal | MS0000040               | \$55.00                            |          | BIS            | February 14, 2020 |                 |            |
| Omar Mendez                   | Chaperone for 7 & 8 grade February Informal | MS0000037               | \$55.00                            |          | BIS            | February 14, 2020 |                 |            |
| Sam Morales                   | Chaperone for 7 & 8 grade February Informal | MS0000034               | \$55.00                            |          | BIS            | February 14, 2020 |                 |            |
| Jill Rafferty                 | Chaperone for 7 & 8 grade February Informal | MS0000017               | \$55.00                            |          | BIS            | February 14, 2020 |                 |            |
| Patty Trentanelli             | Chaperone for 7 & 8 grade February Informal | MS0000020               | \$55.00                            |          | BIS            | February 14, 2020 |                 |            |

**C. CURRICULUM/INSTRUCTION**

1. Resolved, that the Byram Township Board of Education approve the following field trips and programs:

| Event / Field Trip  | Dates   | Staff Member              | Destination  |
|---|---|---------------------------|--|
| Frost Valley  | September 30, 2020<br>October 1 & 2, 2020   | Deb Hooker                | Frost Valley , Claryville, NY  |
| Millennium International Textile INC Clothing Bin for fundraising for 6th Grade Frost Valley Trip | Ongoing collection start date pending board approval and submission of all necessary documentation. | Deb Hooker                | Subsidize the trip to Frost Valley & cover cost of evening activities.   |
| 2020 April/May Track Schedule   | Meets: 4/21, 4/30, 5/5, 5/6 , 5/7, 5/12, 5/13, 5/14, 5/18, 5/19, 5/20 county rain dates             | James Clayton/Pete Morris | Sparta, Newton,Green, Newton Relays, Kittatinny, Hardyston /Wallkill Valley, Sussex Christian @High Point, Counties at Wallkill Valley |

2. Resolved that the Byram Township Board of Education approve the following professional development and associated costs:

| Professional Development Employee/Board Member Name | Conference | Dates | Registration | Hotel | Meals & Inc. Exp | Mileage, Tolls and Parking | Total |
|---|------------|-------|--------------|-------|------------------|----------------------------|-------|
| N/A   |            |       |              |       |                  |                            |       |

**D. FINANCE & FACILITIES:**

Resolved, that the Byram Township Board of Education approve the following:

1. Resolved, that the Board of Education accept the financial reports for all funds for the month of February 2020 from the Board Secretary and the Treasurer of School Monies, both in agreement at \$6,188,174.07.
2. Resolved, that the Board of Education accept the Board Secretary’s certification pursuant to N.J.A.C.6:23-16.10(c)3 that as of February 2020 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Board of Education pursuant to N.J.A.C.6:23-16.10(c)4.
3. Resolved, that the Board of Education certify, that after review of the Secretary’s financial report for the month of February 2020 consultation with the appropriate district officials, no major account has been over expended and that sufficient funds are available to meet the district’s financial obligation for the remainder of the fiscal year.
4. Resolved, that the Board of Education approve the transfer of funds for February 2020 as approve by the Chief School Administrator in accordance with the provisions of N.J.S.A. 18A.22-8.1 and Board Policy #3160.
5. Resolved, that the Byram Township Board of Education approve the list of bills for all funds for March 2020 in the amount of \$ 2,203,116.64.
6. Resolved, that the Byram Township Board of Education approve the following use of facilities:

| NAME | NATURE OF ACTION | ACTIVITY | LOCATION | DATE EFFECTIVE | COMMENTS |
|------|------------------|----------|----------|----------------|----------|
| N/A  |                  |          |          |                |          |

7. Resolved, that the Byram Township Board of Education approve the following tuition contracts for the 2019 - 2020 school year:

| Student Number | Classification | Placement | Cost |
|----------------|----------------|-----------|------|
|                |                |           |      |
|                |                |           |      |

6. Resolved, that the Byram Township amend the previously approved motion on February 26, 2020 for the Special Education Tuition Contract with Lake Drive School in the amount of \$22,388.88 to \$21,303.00.

7. Resolved, that the Byram Township Board of Education approve the quote from Nick Restoration for the removal and disposal of asbestos containing floor tiles from Room 116-840 SF in the Intermediate School, in the amount of \$5,200.00.
8. Resolved, that the Byram Township Board of Education approve Fairfield Maintenance to replace the spill containment manhole on the 10K #2 fuel oil fill riser, Proposal #19543 in the amount of \$6,987.00.
9. Resolved, that the Byram Township Board of Education approve the contract with PenTeleData for Internet and Bandwidth (750Mbps) services in the amount of \$1,388.00 monthly for the period July 1, 2020 through June 30, 2023.
10. Resolved, that the Byram Township Board of Education approve the amended January 2020 list of bills in the amount \$1,407,176.05

**E. ADMINISTRATION:**

1. Emergency Drill Report: Byram Township Public Schools Monthly Certification of Emergency Drill Implementation 2019-2020

**Intermediate School**

| MONTH     | DATE      | DRILL            | MONTH     | DATE      | DRILL                 |
|-----------|-----------|------------------|-----------|-----------|-----------------------|
| September | 9/13/19   | Fire Drill       | September | 9/30/19   | Bomb Threat Procedure |
| October   | 10/30/19  | Fire Drill       | October   | 10/31/19  | Shelter in Place      |
| November  | 11/15/19  | Fire Drill       | November  | 11/27/19  | Lock Down             |
| December  | 12/10/19  | Fire Drill       | December  | 12/20/19  | Shelter in Place      |
| January   | 1/14/2020 | Shelter In Place | January   | 1/15/2020 | Fire Drill            |
| February  | 2/24/20   | Fire Drill       | February  | 2/28/20   | Shelter in Place      |
| March     |           |                  |           |           |                       |

**Lakes School**

| MONTH     | DATE     | DRILL            | MONTH     | DATE     | DRILL                       |
|-----------|----------|------------------|-----------|----------|-----------------------------|
| September | 9/3/19   | Lockdown         | September | 9/24/19  | Fire Drill                  |
| October   | 10/8/19  | Active Shooter   | October   | 10/24/19 | Fire Drill                  |
| November  | 11/18/19 | Shelter in Place | November  | 11/26/19 | Fire Drill                  |
| December  | 12/4/19  | Fire Drill       | December  | 12/12/19 | Lockdown                    |
| January   | 1/5/20   | Fire Drill       | January   | 1/29/20  | Bomb Threat Drill           |
| February  | 2/19/20  | Lock Down        | February  | 2/21/20  | Fire Drill/ 2nd Stage Drill |
| March     |          |                  |           |          |                             |

2. Resolved, that the Byram Township Board of Education affirm the Superintendent’s findings on HIB BLES #3

**3. AUTISM AWARENESS MONTH**

**A RESOLUTION** designating the month of April of each year as “Autism Awareness Month” in the Byram Township School District.

**WHEREAS, A:** Autism is a pervasive developmental disorder affecting the social, communication and behavioral skills of those affected by it. Autism

New Jersey is spearheading an awareness effort in order to educate parents, professionals and the general public about autism and its effects.

**WHEREAS, U:** Usually a psychologist or neurodevelopmental pediatrician diagnoses Autism. Ideally, a child should be evaluated by an interdisciplinary team (which may include a neurologist or other medical doctor, psychologist, speech/language pathologist,

learning consultant, social worker or other professional). The cause of autism is unknown. Current research suggests that autism is a genetic disorder that is possibly triggered by environmental factors.

**WHEREAS, T:** There is no cure for autism. Research has shown that if individuals with autism receive treatment early in their lives, it often is possible for those individuals to lead significantly improved lives. As more health professionals become proficient in diagnosing autism, more children are being diagnosed on the autism spectrum, resulting in rates as high as 1 in 88 children nationally and 1 in 49 in New Jersey.

**WHEREAS, I:** Individuals with autism often require a lifetime of specialized and community support services to ensure their health and safety and to support families' resilience as they manage the psychological and financial burdens autism presents.

**WHEREAS, S:** Symptoms of Autism can be some of the following, but are unique combinations to each individual.

§ Little or no eye contact

§ Acts as though deaf

§ Uneven development of skills

§ Resistance to changes in routine

§ Marked physical hyperactivity and/or extreme passivity

§ Lack of demonstration of typical signs of affection

§ Little or no apparent fear of real dangers

§ Unusual responses to sensations, including a high tolerance for pain

§ Inappropriate laughing or crying

§ Inappropriate attachments to objects

§ Eating, sleeping, and toileting difficulties

§ Aggressive or self-injurious behavior

§ Savant abilities (present in less than 2% of individuals diagnosed with autism)

**WHEREAS, M:** Many individuals with autism learn differently than their peers. Early diagnosis and appropriate intervention are vital to the future development of a child with autism. Research indicates that individuals with autism respond well to highly structured, specialized education programs. Teaching must be tailored to the specific needs of the individual and must be delivered in a consistent, comprehensive, and coordinated manner. Programs using well-researched intervention methods, such as applied behavior analysis (ABA), are known to be effective in helping children and adults learn new skills and reach their full potential.

**NOW THEREFORE BE IT RESOLVED** that the Byram Township Board of Education does hereby proclaim April as NATIONAL AUTISM AWARENESS MONTH in the Byram Township School District, and urge all employees and residents to participate in our district's National Autism Awareness Month activities, in order to become better educated on the subject of autism spectrum disorders

**F. POLICY:**

Resolved, that the Byram Township Board of Education approve the following

Policies for first reading:

| <b>POLICY #</b>     | <b>1st READING</b> | <b>POLICY NAME</b>   |
|---------------------|--------------------|--|
| P0152               | 3/18/2020          | Board Officers (Revised)                                       |
| P1581               | 3/18/2020          | Domestic Violence (M) (Revised)                                |
| P2422               | 3/18/2020          | Health and Physical Education (M) (Revised)                    |
| P3421.13            | 3/18/2020          | Postnatal Accommodations (New)                                 |
| P4421.13            | 3/18/2020          | Postnatal Accommodations (New)                                 |
| P5330               | 3/18/2020          | Administration of Medication (M) (Revised)                     |
| P7242               | 3/18/2020          | Supervision of Construction (M) (Revised)                      |
| P8210               | 3/18/2020          | School Year (Revised)  |
| P8220               | 3/18/2020          | School Day (M) (Revised)                                       |
| P8462               | 3/18/2020          | Reporting Potentially Missing or Abused Children (M) (Revised) |
| <b>REGULATION #</b> | <b>1st READING</b> | <b>REGULATION NAME</b>   |

|       |           |  |
|-------|-----------|--|
| R151  | 3/18/2020 | Domestic Violence (M) (New)                |
| R5330 | 3/18/2020 | Administration of Medication (M) (Revised) |
| R8220 | 3/18/2020 | School Closings (Revised)                  |

Motion made by Mrs. Kate Walsh and seconded by Mrs. Kelley Dilley.

Motion carried unanimously on a roll call vote.

**ITEMS FOR DISCUSSION AND BOARD ACTION**

**1. ADOPTION OF TENTATIVE 2020/2021 DISTRICT BUDGET**

BE IT RESOLVED that the tentative budget be approved for the 2020-2021 School Year using the 2020-2021 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

|                              | <b>GENERAL<br/>FUND</b> | <b>SPECIAL<br/>REVENUES</b> | <b>DEBT<br/>SERVICE</b> | <b>TOTAL</b> |
|------------------------------|-------------------------|-----------------------------|-------------------------|--------------|
| 2020-2021 Total Expenditures | \$15,018,564            | \$215,000                   | \$752,506               | \$15,986,070 |
| Less: Anticipated Revenues   | \$3,729,975             | \$215,000                   | \$66                    | \$3,945,041  |
| Taxes to be Raised           | \$11,288,589            | \$0                         | \$752,440               | \$12,041,029 |

And to advertise said tentative budget in the New Jersey Herald in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Byram Intermediate School, All Purpose Room, 12 Mansfield Drive, Stanhope, New Jersey on April 29, 2020 at 7:00 PM for the purpose of conducting a public hearing on the budget for the 2020-2021 School Year.

BE IT FURTHER RESOLVED, that included in line 600, Budgeted Withdrawal from Local Share is \$200,000 for other capital projects. The cost of the security project is \$100,000 which represents expenditures for security upgrades and the cost of the technology project is \$100,000 for technology upgrades. These projects are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey State Learning Standards, as recommended by the Superintendent of Schools.

BE IT FURTHER RESOLVED, that included in line 630, withdrawal from maintenance reserve is \$125,000 for required maintenance in accordance with N.J.A.C. 6A:23a-14.2(d), as recommended by the Superintendent of Schools.

**2. BANKED CAP:**

BE IT RESOLVED, that the Byram Township Board of Education approve the district’s Cap Banking Eligibility available for 2021-2022 in the amount of \$451,544.

**3. TRAVEL AND RELATED EXPENSE REIMBURSEMENT 2020 - 2021**

WHEREAS, the Byram Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

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, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); 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 approved 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 approved 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 \$60,000 for all staff and board members.

**4. RESOLUTION:**

WHEREAS, the outbreak of the Coronavirus has created an emergent situation resulting in the State of New Jersey directing that all schools be closed; and

WHEREAS, there is the possibility that the Byram Township Board of Education, because of the outbreak, will be unable to meet for the purpose of conducting business including but not limited to the payment of bills, personnel actions, and building needs; now therefore be it

RESOLVED, that the Byram Township Board of Education authorizes the Superintendent of Schools and School Business Administrator/Board Secretary, in consultation with the Board President and/or Board of Education, to take whatever action is necessary, including the payment of bills and employment of staff to fill an open position, should the board of education be unable to meet to conduct business; and be it further

RESOLVED, that any action taken by the Superintendent of Schools and School Business Administrator/Board Secretary, shall be retroactively approved at the next board of education meeting following authorization from the State of New Jersey to open schools.

Motion made by Mrs. Kelley Dilley and seconded by Mrs. Kate Walsh.



Motion carried unanimously on a roll call vote.

**PUBLIC PARTICIPATION - None**

**NEW BUSINESS - None**

**OLD BUSINESS - None**

**RESOLUTION FOR CLOSED SESSION- None**

WHEREAS, The Open Public Meetings Act, Chapter 231, PL 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Byram Township Board of Education is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED, by the Byram Township Board of Education County of Sussex, State of New Jersey that a closed session will be held on March 18, 2020 for the purpose discussing *legal matters, personnel, contract negotiations*.

BE IT FURTHER RESOLVED that the action of the board with regard to the above entitled subject matter shall be disclosed to the public at a later date and to the extent that the same is not prejudicial to the interest of the parties involved, and would not result in a possible invasion of their right to privacy.

**ADJOURNMENT**

Moved by Mrs. Kate Walsh, seconded by Mrs. Kristie McFarlane that the Board of Education adjourn this meeting at 7:37 p.m. Motion carried unanimously by voice vote.

Respectfully Submitted,

Joanne Black  
Board Secretary