

**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, January 29, 2020, at 7:00 p.m. in the Byram Township Intermediate All Purpose Room at 12 Mansfield Drive, Byram Township, New Jersey.

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

ABSENT: Mr. Bryan Hensz

ALSO PRESENT: Mrs. Alice Bresett, Business Administrator/Board Secretary

**PRESENTATIONS** - Mr. McElroy introduced Mrs. Tatarka and five of her students for the Slideshow/Essay Presentation. The students did an excellent job. Mr. McElroy thanked Mrs. Tatarka, the students, their parents and other teachers for coming.

**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

**APPROVE MINUTES**

Moved by Mrs. Lori Sanchez, seconded by Mrs. Kate Walsh that the Byram Township Board of Education approve the following minutes:

- Regular Meeting Minutes – December 18, 2019
- Executive Meeting Minutes – December 18, 2019
- Re-Organization Minutes- January 8, 2020
- Special Meeting Minutes – January 15, 2020
- Executive Meeting Minutes – January 15, 2020

Motion passed unanimously by voice vote.

**COMMUNICATIONS** - None

**SUPERINTENDENT'S REPORT** – Mr. Hensz not able to attend due to illness.

**BUSINESS ADMINISTRATOR'S REPORT** – Mrs. Bresett reported on the following:

- Reviewed with Board the Corrective Action Plan from the Department of Education, Office of Fiscal Accountability and Compliance Audit. Documents will be posted on our website.
- Have been working on transition with new Business Administrator, Joanne Black..

**COMMITTEE REPORTS**

Shared Services – Mary Ann Risley – No Meeting.

Sussex County Ed Services – Mary Ann Risley – Committee met. Held budget discussions; there will be 2% increase in tuition for students attending Northern Hills/ESC programs.

Technology Committee – Andrew McElroy – No Meeting – Tech meeting will be held in February.

Negotiations Committee –Lori Sanchez - Contract with administrators on agenda for approval; teachers negotiation will be starting in February

Personnel Committee – Kate Walsh – No Meeting.

Curriculum Committee – Kristy McFarlane – No Meeting.

Policy Committee – Charles Kranz – No Meeting.

Finance Committee – Kelley Dilley – Committee met and reviewed Agenda items; Governor's address slated for February 25 with State Aid to follow two days later; this is Mrs. Bresett's last meeting. We want to thank her for professionalism and efforts on behalf of the district.

**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/STEP	LOCATION	DATE EFFECTIVE	DATE TERMINATED	DISCUSSION
B0000606	Medical Leave of Absence	MS0000070			BIS	May 7, 2020	June 5, 2020	
B0000606	FMLA	MS0000070			BIS	June 5, 2020	June 30, 2020	
B0000576	Medical Leave of Absence	Revised: ES0000081			BLES	January 14, 2020	February 10, 2020	Paid Sick Days
B0000576	FMLA	ES0000081			BLES	February 10, 2020	March 2, 2020	Unpaid FMLA
Indzhihan Sedkali	Para Professional		(\$15.00 per hour 5.75 hours per day) \$15,371 pro-rated		BLES	February 3, 2020	June 30, 2020	
Michelle Bongiorno	Para Professional		(\$15.00 per hour 5.75 hours per day) \$15,371 pro-rated		BLES	February 3, 2020	June 30, 2020	
Amy Stevens	Mentor for Carmelina Stolzenberg	MS0000043	\$1,000 mentoring fee		BIS	February 1, 2020	June 30, 2020	Funds to be paid to district by Carmelina Stolzenberg

## 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/S TEP	LOCATION	DATE EFFECTIVE	DATE TERMINATED	DISCUSSION
Educational Instructional Services Immediate Care, Parsippany NJ	ID #20110075		2 hours per day, Monday - Friday @ \$59.00 per hour		BIS	January 9, 2020		
Charles Webber	Substitute Teacher		Substitute Teacher Pay		District	January 29, 2020	June 30, 2020	
Magic Touch DJ	DJ for the 7 & 8th Grade Graduation Dance		\$500.00		BIS APR	June 12, 2020		
5 Chaperones for the 7th & 8th Grade Graduation Dance	Chaperones	To Be Determined	\$55.00 per Chaperone		BIS APR	June 12, 2020		
Barbara Scholl	Staff for Kindergarten Orientation	ES0000022	\$40.00 per hour for 2 hours 7:00 pm - 9:00PM		BLES	March 24, 2020		
MaryLee Plate	Staff for Kindergarten Orientation	ES0000093	\$40.00 per hour for 2 hours 7:00 pm - 9:00PM		BLES	March 24, 2020		
Kerri Koch	Staff for Kindergarten Orientation	ES0000025	\$40.00 per hour for 2 hours 7:00 pm - 9:00PM		BLES	March 24, 2020		
Kayla Rafferty	Staff for Kindergarten Orientation	ES0000027	\$40.00 per hour for 2 hours 7:00 pm - 9:00PM		BLES	March 24, 2020		
Rachel Carter	Staff for Kindergarten Orientation	ES0000055	\$40.00 per hour for 2 hours 7:00 pm - 9:00PM		BLES	March 24, 2020		
Rylan Pangborn	Clinical II Placement from Kean University		5 Days per week. Whole Class Instruction. Mentor Linda Vasquez		BLES	January 30, 2020	March 31, 2020	No cost to district
Ashley Bongiorno	Substitute Teacher		Substitute Teacher Pay		District	January 30, 2020	June 30, 2020	Pending Sub Cert
Meagan Rafferty	Centenary University		4 Observation Hours 2 at BLES 2at INT School		District	February 1, 2020		No cost to district

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
Kindergarten Parent Orientation	March 24, 2020 7:00 pm - 9:00pm	MaryLee Plate, Kerri Koch, Kayla Rafferty, Rachel Carter, Barbara Scholl	BLES Cafeteria
STEM Day	February 21, 2020	Dawn Boyer	Sussex County Community College 9:00 - 1:00
STEM Day Solar Sprints	May 21, 2020	Dawn Boyer	Picatinny Arsenal 8:30-1:30
8th Grade LVHS Shadow Day	March 9, 2020	Amy Stevens	Lenape Valley High School
7&8th Grade Graduation Dance (\$10.00 admission per student)	June 12, 2020	Bonnie Spring	BIS All Purpose Room
Volleyball Schedule Ex Curr	Feb 11-March 25, 2020 TNT Game March 31, 2020	Jill Rafferty	BIS Gym 3:40-4:45
4th Grade Field Trip	April 22, 2020	Bonnie Sturm, Steven Tironi	Waterloo Village
Valentines Grams Fundraiser	\$1, \$2, & \$3 dollars	Bonnie Spring	Feb 5, 6, 7, 2020
Sussex County Teen Arts Festival 9:00am-3:30 pm	March 17, 2020 / Snow Date March 18, 2020	Catherine Porter/Cynthia Hamilton	Sussex County Community College

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
Dawn Boyer	Maximizing your Effectiveness as an Instructional Coach	March 19 & 20, 2020	\$545.00			\$42.14	\$587.14
Carrie Zelizo	Seeing Stars Online Workshop	March 31, April 1, 2 2020	\$895.00				\$895.00
Paul Campbell	NJMEA Conference	February 20, 21, 22, 2020	\$180.00	\$192.00	\$165.00	\$171.20	\$708.20
Ed Abato	TECHSPO 20	January 29-January 31, 2020	\$475.00	Hotel, Meals, Inc. Exp \$397.00		\$109.20 mileage	\$981.20

**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 December 2019 from the Board Secretary and the Treasurer of School Monies, both in agreement at \$5,847,352.31.
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 December 2019 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 December 2019 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 January 2020 as approved 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 January 2020 in the amount of \$1,407,353.71

6. Resolved, that the Byram Township Board of Education approve the following use of facilities:

NAME	NATURE OF ACTION	ACTIVITY	LOCATION	DATE EFFECTIVE	COMMENTS
Doug Stout	Kite Flyers Competition	Indoor Kite Competition : members of American Kitefliers Association AKA	BLES Cafe	Saturday, March 7, 2020 10:00 - 4:00	
Lisette Tufaro Girl Scouts of Northern NJ	Free program fundamentals of Girl Scout Discover, Connect and Take Action.	6 week program for girls K-3rd grade	BLES Art Room	Tuesdays, Feb 11,18,25 and March 3, 17, 24, 2020	
PTA Program	A’LA Art Studios	Canvas and Cooks a family painting event	BLES Cafe	February 7th 2020 6:00-9:00	
PTA Program	Parent Performance	Kamate Traders African Drum &	BLES Cafe	February 19th 2020 6:00-8:00	

		Dance			
Bill Brown/ Matt Holland	30 participates	T-Ball Practice	BIS GYM	March 10, 17, 23, 2020	Hobb Engler Little League

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
N/A			

8. Resolved, that the Byram Township Board of Education approve the disposal of the following Cafeteria items:

Description	Tag Number/Year	Cost
Hot Slide Grill Table Top	2628 / 2000	Replacement Cost \$1850.00 Sound Value \$555.00 Acquisition Cost \$1287.00 Salvage Value \$ 0 *Will be sold to Andover Regional School District for \$100.00
Flat Tops Merchandiser Pizza	3533 / 2004	Replacement Cost \$1200.00 Sound Value \$600.00 Acquisition Cost \$880.00 Salvage Value \$0

9. Resolved, that the Byram Township Board of Education approve the Strategic Planning Contract Agreement with the New Jersey School Boards Association at a cost of \$70.00 per hour for professional time or \$36.50 per hour travel time not to exceed \$4,000.00.

10. Resolved, that the Byram Township Board of Education approve the Asbestos three-year re-inspection with AERO Environmental Services, Inc. at a cost of \$200.00 (Proposal # 0109-20).

11. Resolved, that the Byram Township Board of Education approve the 2019 Hazard Communication/Right to Know Compliance Cost with AERO Environmental Services, Inc. at a cost of \$2,155.00 (Proposal #1202-19).

12. Resolved, that the Byram Township Board of Education approve the Rates for Services with the Sussex County Educational Services Commission for the period July 1, 2020 through June 30, 2021 per attached.

13. Resolved, that the Byram Township Board of Education certify that the findings of the NJDOE Office of Fiscal Accountability and Compliance review of the October 13, 2017 ASSA and DRTRS and FY 2017-2018 Extraordinary Aid were discussed at a public meeting.

14. Resolved, that the Byram Township Board of Education approve the corrective action plan as follows:

Recommendation Number	Corrective Action	Method of Implementation	Individual Responsible for Implementation	Completion Date of Implementation
1	The district maintain ASSA work papers which reconcile to every grade level, special education category and Low-Income status reported on the ASSA	Work papers will be reconciled to every grade level, special education category and Low-Income status report on the ASSA. The NJ Attendance Register will be utilized in the reconciliation process.	Joanne Black	Implementation will take place immediately.
2	The district no longer use direct certification carryover data when determining low income status.	Carryover data will not be used when determining low income status.	Joanne Black	Implementation will take place immediately.

**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

**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	TBD		

2. Resolved, that the Byram Township Board of Education affirm the Superintendent's findings on HIB BLES#2 and BIS #1A.

3. Resolved, that the Byram Township Board of Education approve the 2019-2020 Nursing Services Plan.
4. Resolved, that the Byram Township Board of Education approve the increase of minimum wage from \$10.00 per hour to \$11.00 per hour effective January 1, 2020.
5. Resolved, that the Byram Township Board of Education approve the increase for Para Professional substitute pay rate from \$10.00 per hour to \$11.00 per hour effective January 1, 2020.
6. Resolved, that the Byram Township Board of Education approve the “Statement of Assurance Regarding the Use of Paraprofessional Staff” for the January second submission reporting period.

A Motion was made by Mrs. Kate Walsh, seconded by Mrs. Lori Sanchez to approve all resolutions on the Consent Agenda, items A through E. Motion passed unanimously by roll call vote.

Roll Call:

Dilley Yes Kranz Yes McElroy Yes McFarlane Yes Risley Yes Sanchez Yes Walsh Yes

**ITEMS FOR DISCUSSION AND BOARD ACTION**

1. Resolved, that the Byram Township Board of Education denies the grievance heard by the Board on January 15, 2020 regarding Employee #B0000006.
2. Resolved, that the Byram Township Board of Education approve the unpaid FMLA Leave for employee #B0100238, (Position Control #ES0000090) from January 6, 2020 through March 13, 2020.
3. Resolved, that the Byram Township Board of Education approve the medical leave for Employee #B0000202(Position Control #MS0000003) from January 20, 2020 to March 17, 2020.
4. Resolved, that the Byram Township Board of Education approve Nick Restoration to do asbestos abatement and repair leaking pipe in BIS kitchen in the amount of \$1,600.00.
5. Resolved, that the Byram Township Board of Education approve the collective bargaining agreement with the Principals and Supervisors Association for the period July 1, 2019 through June 30, 2022.

A Motion was made by Mrs. Kate Walsh, seconded by Mrs. Lori Sanchez to approve items 1 through 5. Motion passed unanimously by roll call vote.

ROLL CALL:

Dilley Yes Kranz Yes McElroy Yes McFarlane Yes Risley Yes Sanchez Yes Walsh Yes

**PUBLIC PARTICIPATION** - None

**NEW BUSINESS** –

- **2020-21 Budget Discussion** - Mrs. Bresett gave an overview of the loss of state aid anticipated for 2020-21 (\$404,000+); the fact that the district will be paying it’s last debt payment in March of 2021 and the potential to use banked CAP in the 2021-22 school year that will not cause an increase in the levy because it will be offset by the retirement of debt. Mr. McElroy added that the Board looks at the budget annually and takes into account all stakeholders. Always strive to



balance the needs of the students with the impact on the taxpayers. That means we may not always increase the budget by two percent just because it is allowed. The district has seen a significant drop in enrollment over the past 10 years and we need to right – size the staff while maintaining our programs. It is the Board’s priority to maintain programs for as long as possible. Budget discussions will continue next month. The preliminary budget is due to the County Office March 20.

- Meeting with our Constituent Districts – Mr. McElroy advised there has been a request from one of the other districts to hold another meeting with the Board Presidents and Administration on February 5, 2020 to discuss shared services. He asked the Board if there was consensus for Byram to meet. The Board consensus was to have Mr. McElroy and Administration attend the meeting.

**OLD BUSINESS** – Mrs. Bresett reminded the Board to complete their Financial Disclosure/Ethics form. Due date April 30, 2020.

Mrs. Bresett thanked the Board for the opportunity to work in Byram and their support. It’s been a great experience and she will miss everyone. Mrs. Bresett also thanked Mr. Hensz and the administrators as well as the rest of the staff in the district. Byram is a special place.

**RESOLUTION FOR CLOSED SESSION**

Resolution for Closed Session on January 29, 2020 at 7:40 p.m.

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 January 29, 2020 for the purpose of discussing *personnel and 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.

Motion made by Mrs. Kate Walsh, seconded by Mrs. Kristie McFarlane that the Board of Education go into closed session. Motion carried unanimously by voice vote.

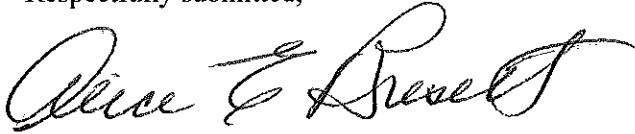
**RECONVENE**

Moved by Mrs. Kate Walsh, seconded by Mrs. MaryAnn Risley that the Board of Education reconvene this meeting at 8:29 p.m. Motion passed unanimously by voice vote.

**ADJOURNMENT**

Moved by Mrs. MaryAnn Risley, seconded by Mrs. Lori Sanchez that the Board of Education adjourn this meeting at 8:30 p.m. Motion carried unanimously by voice vote.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Alice E. Bresett". The signature is written in a cursive, flowing style with a large initial "A".

Alice E. Bresett  
Board Secretary