

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

June 7, 2018 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, June 7, 2018.

Mrs. Glory, Board President, called the meeting to order at 7:02PM.

FLAG SALUTE Everyone present was requested to rise and repeat the Pledge of Allegiance.

SUNSHINE LAW Mrs. Glory read the Notice of Meeting and Mission Statement

MISSION STATEMENT

ROLL CALL The following board members were present: Mrs. Gerhardt, Mrs. Glory, Mr. Karolchyk, Mrs. Krauss, Mrs. Mantegna, Mrs. McElroy and Mrs. Shaffer

Absent: Mr. Cook

Tardy: Mrs. Hadden arrived at 7:18PM

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; Andrew Brown, Esquire; and approximately 12 staff members and public.

APPROVE REGULAR MINUTES – A motion was made by Mrs. Mantegna, seconded by Mrs. Shaffer, and carried to approve the minutes as submitted for April 26, 2018.

NEW BUSINESS

1. **Superintendent's Report** – Mr. Saalfield discussing creating a stipend position for school publicity, expansion of the pre-K program, QSAC monitoring, damage to the generator/using more of its capacity, summer building projects and temporarily moving the main entrance to the Schaare wing, sharing a nurse with the other cluster schools for summer programs, adding two days to the school calendar, rescheduling the November BOE meeting to November 29, and a small leak with a recent fuel oil delivery.
2. **Recognition of Kathleen Dolan, School Bus Driver** – Mr. Saalfield presented a framed proclamation to Kathleen Dolan, expressing the Board's recognition and appreciation of her actions on May 21, 2018, when the bus she was driving caught on fire. A motion was made by Mrs. Hadden, seconded by Mrs. Mantegna, and carried unanimously to adopt the Board's resolution of Proclamation for School Bus Driver Heroism.
3. **Principal's Report** – Mr. Leal spoke about the Third & Fourth Grade Battle of the Books, BES Talent Show, Emergency Management Presentation for EMS Week and the Sixth Grade Music and Art shows held at Blair Academy.
4. **November/December Board Meeting Date Change** – A motion was made by Mrs. Krauss, seconded by Mrs. Mantegna, and carried (Mr. Karolchyk opposed) to change the November 15 meeting date to November 29, to cancel the December 6 meeting, and to schedule the 2019 Reorganization meeting for Thursday, January 3, 2019 at 7:00PM.

PUBLIC HEARING & PETITION – Ms. Debra Weissing expressed concern about the students being evacuated to Blair Academy and walking through town without permission slips.

APPROVE FINANCIAL REPORTS - A motion was made by Mrs. Mantegna, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve the attached list of transfers for the months of March and April in the amount of \$12,204.40 and the March and April Board Secretary’s reports, in agreement with the Treasurer’s Reports, in the amounts of \$1,405,187.67 and \$1,323,761.54 respectively, in Total Government Funds; and to certify that as of April 30, 2018, after review of the Secretary and Treasurer’s monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation with N.J.A.C.6A:23A-16.10(c)4 and that sufficient funds are available to meet the district’s financial obligation for the fiscal year.

APPROVE PAYMENT OF BILLS - A motion was made by Mrs. Shaffer, seconded by Mrs. McElroy, and carried unanimously by roll call vote to approve payment of the Bills & Claims Lists for the General Fund in the amount of \$758,231.32 (May 17) and \$583,718.67 (June 7) and for the Food Service Fund in the amount of \$10,482.76 (May 17) and \$12,247.54 (June).

MOTION ITEMS

A. PERSONNEL

A motion was made by Mrs. Gerhardt, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve the following 16 Personnel items:

1. **Grant Salaries** – To approve the following salaries partially paid through our 2017-18 NCLB & IDEA grants:

<u>Staff Member</u>	<u>Grant</u>	<u>Full Salary</u>	<u>Salary Paid with Grant</u>
Ann Cain	IDEA Preschool	\$ 15,425.49	\$ 11,718
Donna Reade	NCLB – Title I	\$ 91,600.00	\$ 48,985

2. **Appoint Substitute Teachers** – To accept Mr. Saalfield’s recommendation to add the names of Kelly Moore-Finley and Reannon Lilly to the substitute teacher list for the remainder of the 2017-18 School Year.
3. **Accept Resignation** – To accept the resignation of Taj Bridygham, paraprofessional, effective May 3.
4. **Appoint Sally Smigel as CST Secretary** – To accept Mr. Saalfield’s recommendation to appoint Sally Smigel as the full-time CST Secretary, effective July 1, 2018, at the annual salary of \$34,000 for the 2018-19 School Year.
5. **Hire Summer BOE Assistant** – To accept Mr. Saalfield’s recommendation to hire Jenna Sagan as Mrs. Petty’s part-time (up to 15 hours/week average) Summer Assistant at the hourly rate of \$15.00, starting June 18 through September 30, 2018.

Blairstown Township Board of Education

June 7, 2018 Meeting Minutes

Page 3

6. Hire Aide – To accept Mr. Saalfield’s recommendation to hire Lisa Edmunds at the hourly rate of \$10 as a part-time paraprofessional for the remainder of 2017-18, effective upon receipt of fingerprinting report.
7. Hire Summer Program Staff – To accept Mr. Saalfield’s recommendation to hire the attached list of staff for the 2018 summer program (teachers to be paid at \$40/hour, and aides to be paid at their hourly rates).
8. Approve Maternity/FMLA Leave of Absence – To approve Mrs. Scalise’s May 15th request for a maternity leave (October 26 – December 14, 2018) and FMLA (December 17, 2018 – March 15, 2019).
9. Summer Curriculum Writing Staff – To accept Mr. Saalfield’s recommendation to appoint the attached list of staff for summer curriculum writing, to be paid at \$40/hour.
10. Summer & Substitute Custodial Staff – To accept Mr. Saalfield’s recommendation to re-hire for summer work and as substitute custodians: Mark Bryant, Grace Castellano, Maddie LoMonaco, Nick Scialla, and Chris Sciarrino at the hourly rate of \$12.00, and to hire new summer workers John O’Hara and Theresa Tausendfreund at the hourly rate of \$11.00.
11. Staff Renewals – To accept Mr. Saalfield’s recommendation to rehire Thomas Amalfitano as the full-time Head Custodian for the 2018-19 School Year, at a salary increase of 2.65% over 2017-18; and
 - a) the following list of custodians for the 2018-19 School Year, at salary increases of 2.65% over 2017-18:
 - Kris DeWitt, Part-time
 - Terry Gochmonosky, Part-time
 - Agnes Hatziorfanos, Full-time
 - Richard Walters, Full-time; and
 - b) the following list of full-time secretaries at salary increases of 2.65% over 2017-18:
 - Sotie Hambos, Receptionist
 - Colomba Kampfe, Superintendent’s Secretary
 - Margaret Scialla, Principal’s Secretary; and
 - c) Jeanne Socha as the bus driver with an hourly rate increase of 2.65% over 2017-18 (contract time will be contingent upon driving schedule established over the summer).
12. Hire Ms. Alissa Hicok – To accept Mr. Saalfield’s recommendation to hire Ms. Alissa Hicok as a full-time teacher on MA Step 10 for the 2018-19 School Year.
13. Hire Mrs. Juliana Goncalves – To accept Mr. Saalfield’s recommendation to hire Mrs. Juliana Goncalves as a full-time teacher on BA Step 2 for the 2018-19 School Year.

Blairstown Township Board of Education

June 7, 2018 Meeting Minutes

Page 4

- 14. Hire Preschool Aides – To accept Mr. Saalfield’s recommendation to hire Brooke Moore and Andrea Walsh as part-time preschool aides at the hourly rate of \$10 (B. Moore) and \$10.27 (A. Walsh) for the 2018-19 School Year.
- 15. Hire Mrs. Danielle Muessig as a Replacement Teacher – To accept Mr. Saalfield’s recommendation to hire Mrs. Danielle Muessig as a Replacement Teacher for Mrs. McDonald’s maternity/family leave on Master’s Step 1 from September 1, 2018 – February 1, 2019.
- 16. Hire Ms. Jamie Oatley as a Replacement Teacher – To accept Mr. Saalfield’s recommendation to hire Ms. Jamie Oatley as a Replacement Teacher for Mrs. Scalise’s maternity/family leave on Bachelor’s Step 1 from October 26, 2018 – March 15, 2019.

B. FINANCE

A motion was made by Mrs. Krauss, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to approve the following 15 Finance items:

- 1. Approve Workshop and Travel Reimbursement Requests – To approve the attached list of workshop and travel mileage reimbursement requests.
- 2. Approve NJSIG ERIC West Safety Grant Application – To approve the 2018-19 NJSIG ERIC West Safety Grant Application in the amount of \$5,500, to be used toward the cost of installing a new door in the receptionist’s office.
- 3. Rental of Classroom and Shared Nursing Services for Summer Program – To approve the rental of one of our classrooms and shared nursing services for the Frelinghuysen Township BOE in the amount of \$400 for the summer program July 2 – August 2, 2018.
- 4. Approve 2018-19 Transportation Contracts - To approve the following 2018-19 transportation contracts with Stocker Bus Company in the total amount of \$270,379.59 (with a 1.51% cost increase over 2017-18): (The Ice Cream bus route has been eliminated for next year, due to decreasing enrollment, and the savings is \$38,500).

Route 1	\$32,878.40	Route 4	\$30,714.90	Route 8	\$24,675.55
Route 2	\$24,186.47	Route 5	\$23,797.73	Route ST123	\$64,363.53
Route 3	\$28,664.21	Route 7	\$27,627.82	Route RVCS	\$13,470.98
- 5. Year-end Fiscal Close-Out – To approve payment of late June as well as July invoices, with Mrs. Glory’s review and signature before release of checks, and any needed year-end line-item transfers to close out the 2017-18 School Year.
- 6. Approve Food Service Management Company – To approve a contract with Maschio’s Food Services, Inc. for the management of food service operations for the 2018-19 School Year, with the management fee of \$7,429 and with a break-even guarantee.

Blairstown Township Board of Education

June 7, 2018 Meeting Minutes

Page 5

7. Chapter 47 Report – Informational: Pursuant to PL 2015, Chapter 47, the Blairstown Township Board of Education intends to renew, award, or permit to expire the following list of contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, NJ 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200.

2017-18 ANTICIPATED CONTRACTS FOR RENEWAL OR EXPIRATION (E)

	<u>Service</u>	<u>Vendor</u>	<u>Cost</u>
	Physical Therapy Contract	Allison Peck	\$84/Hour
	Occupational Therapy Contract	Kathleen DiFebo	\$72/Hour
	Tuition Contract - Sending	Celebrate the Children	\$68,310
E	Tuition Contract – Sending	Hackettstown BOE	\$27,500
	Tuition Contract – Sending	Stanhope BOE	\$47,071
	Tuition Contract – Sending	Stepping Stone School	\$33,322
E	Tuition Contract – Sending	Stillwater Township BOE	\$20,000
	Transportation Contract	Parent	\$50/ day – 180 Days
E	Food Service Management	Maschio’s Food Service Inc.	\$7,230 - Mgmt Fee
E	Joint Transportation Contract	North Warren Regional	\$3317.65 – RVCS stu.
E	Joint Transportation Contract	NWR	\$2,592 for non-public
	Coordinated Transportation Contract	WCSSSD	4% Admin Fee
	Coordinated Transportation Contract	SCRTC	4% Admin Fee
E	Snow Plowing Services	JB’s Landscaping	\$95/hour
	Lawn Care	Constantine	\$650/month
	Annual Reappointment of Professionals:		
	Board Architect	FKA Architects	
	Board Auditors	Ardito & Co.	
	Board Engineer	Suburban Consulting Engineers	
	Insurance Agents	Brown & Brown	
	Health Insurance Brokers	Integrity Consulting Group	
	School Doctor	Dr. Boris Freyman	
E	Eagle Ridge Services	Prep of NCLB Grant Appl.	\$4,200
	Substitute Nursing Services	Bayada	\$60/hour

8. Bayada Contract for Substitute Nurses – To approve a contract with Bayada to provide substitute nursing services at \$60/hour for the 2018-19 School Year.

9. Physical Therapy Services Contract – To approve a contract with Allison M. Peck, P.T., for providing physical therapy services for students at the hourly rate of \$84 for the 2018-19 School Year (no increase over 2017-18).

Blairstown Township Board of Education

June 7, 2018 Meeting Minutes

Page 6

10. Joint Transportation Contract – To approve a joint transportation contract with the North Warren Regional Board of Education for the transportation of one of their students from their foster home to North Warren in the mornings from February 20 – May 9, 2018 in the amount of \$2,296.11. (This was a temporary situation where two siblings had to be transported from their foster home to school, and one of the students attended NWR, while the other sibling attended BES).
11. 2017-18 Stepping Stone Tuition Contract – To approve a contract with Stepping Stone School for one special education student in the amount of \$268.73/day, effective May 14, 2018 – June 30, 2018, and \$225/day for the student’s personal aide for the 2017-18 School Year, .
12. 2018-19 Stepping Stone Tuition Contract – To approve a contract with Stepping Stone School for one special education student in the amount of \$250.70/day, or \$52,647.00 for 210 days, and \$225/day for the student’s personal aide for the 2018-19 School Year.
13. Approve Contract with Duff & Phelps – To approve a contract with Duff & Phelps for property record outsourcing services in the amount of \$1,125.00 (a \$25 increase over 2017-18).
14. Approve Kathleen DiFebo for OT Services - To approve a contract with Kathleen DiFebo to provide OT services for students at hour hourly rate of \$73 in the 2018-19 School Year (\$1/hour increase over 2017-18).
15. Approve ESSA Grant Application – To approve the 2019 ESSA grant application in the amount of \$65,903 (Title 1 = 45,645, Title IIA = \$10,258, and Title IV = \$10,000).

C. EDUCATIONAL

1. HIB Report 2017-20184 - A motion was made by Mrs. McElroy, seconded by Mrs. Shaffer, and carried unanimously to approve the Superintendent’s action on HIB 2017-20184 as reported at the April 26th meeting.
2. HIB Report 2017-20185 – Mr. Saalfield reported on an incident between two third graders, which happened after school hours on the playground, and was found to be a violation of the HIB policy. The male student made negative comments about the appearance and clothing of the female student. The male student was given a detention, and both students received counseling.
3. Superintendent’s Professional Development Plan Update – Mr. Saalfield referred to the plan update sent home in the agenda packets and noted that he is required to provide an annual narrative update for the Board.

A motion was made by Mrs. Mantegna, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the following three Educational items:

4. 2017-18 School Calendar Change –To approve the end of the year 2017-18 calendar change (due to school’s closure on May 16 and 17), with the last day of school being Monday, June 25.

Blairstown Township Board of Education

June 7, 2018 Meeting Minutes

Page 7

5. Strategic Planning Sessions Results - To approve the Three-Year Strategic Plan.
6. Approve MD Class Trip – To approve the class trip request for Mrs. May’s students to go to the North Warren Middle School on June 12.
7. 2018-19 Preschool Program

A motion was made by Mrs. Krauss, seconded by Mrs. Mantegna, and carried unanimously by roll call vote to

- a) Rescind the April 26th A motion was made by Mrs. Gerhardt, seconded by Mrs. Hadden, and carried unanimously by roll call vote to establish a Preschool Disabilities class for 2018-19, and
- b) To establish a General Education Preschool Program which will include children with special needs with supplemental supports through the use of a classroom aide or PCA’s, as appropriate, for 2018-19.

D. FACILITIES

A motion was made by Mrs. Mantegna, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the following three Facilities items:

1. Award Contracts for Flooring Removal – To accept the attached list of quotes and to award a contract to B&G Restoration, Inc. in the amount of \$13,000.00 for the July 2018 removal of flooring in the office areas (Main Office and BOE Office).
2. Award Contract for Flooring Installation*- To accept the attached list of quotes and to award a contract to A.M.P. Flooring in the amount of \$9,102.45 for the removal of carpet in the CST offices and the installation of flooring and carpeting in the office areas.
3. Facilities’ Use Requests for 2018-19* - To approve the list of 2018-19 Facilities’ Use Requests.
4. Generator Discussion – After Mr. Saalfield spoke about the recent loss of two school days due to another extended power outage, and Board was in favor of exploring costs/options to add additional lighting, computer, and security equipment onto the generator.

E. POLICY – A motion was made by Mrs. Gerhardt, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the first reading of Policy and Regulations #5661, Use of Physical Restraint and Seclusion.

F. SCHOOL SECURITY UPDATE – Mr. Saalfield noted that Mr. Leal, School Safety Specialist, will be attending a week of security training this summer. Mr. Saalfield informed the Board that we will be purchasing and installing the Lobby Guard self-service system. He is still reviewing information about Fire Door Armour.

Blairstown Township Board of Education

June 7, 2018 Meeting Minutes

Page 8

Mr. Saalfield revealed the results of the recent survey about having an armed SRO in the building, and the staff was in favor by 46% and opposed by 54%. The parents were in favor by 48% and opposed by 52%. After Board discussion, a motion was made by Mrs. Mantegna, seconded by Mrs. Hadden, and failed (3-yes; 5-no <Mrs. Gerkhardt, Mrs. Hadden, Mr. Karolchyk, Mrs. Mantegna, and Mrs. Shaffer) to authorize Mr. Saalfield to discuss options with the Town Council regarding the hiring of an armed law enforcement officer.

CORRESPONDENCE – Mr. Saalfield received a letter from the County Office, approving the elimination of our Multiple Disabilities class.

OLD BUSINESS - Reminder that BOE Nominating Petitions are due to the County Clerk's office by July 30.

PUBLIC HEARING & PETITION – Ms. Weissing asked about physical therapy services in the school and about the HIB incident reported at tonight's meeting.

LEGISLATIVE UPDATE – J. Karolchyk talked about the bill to cap the sick leave pay-out amount and a nepotism bill. He also asked about whose responsibility it is to replace corroded road signs for bus stops.

EXECUTIVE SESSION – A motion was made by Mrs. Hadden, seconded by Mrs. Mantegna, and carried unanimously by roll call vote to convene to Executive Session at 9:52PM to review March and April minutes, to discuss the BEA grievance, terms of the SBA's 2018-19 employment contract, CSA Evaluation Summary, terms of Policy #4250 and the law firm of Schwartz Edelstein, the results of which will be released to the public as soon as the reason for confidentiality no longer exists.

The meeting re-opened to the public at 12:01AM and continued with the following action:

A motion was made by Mrs. Mantegna, seconded by Mrs. Hadden, and carried unanimously to approve the March and April Executive Session minutes as submitted.

ADJOURNMENT

A motion was made by Mrs. Shaffer, seconded by Mrs. Hadden, and carried unanimously to adjourn the meeting at 12:02AM.

Respectfully submitted,

Molly Petty
School Business Administrator