

# BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

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

## Thursday, June 8, 2017 Meeting Minutes

Mr. Herrmann called the meeting to order at 7:00PM.

**BOARD MEMBERS:** Mr. Jeremy Cook, Mrs. Michelle Gerhardt, Mrs. Lauren Glory, Mrs. Kelly Hadden, Mr. Dirk Herrmann, Mr. John Karolchyk, Mrs. Donna Krauss, Mrs. Shelly Mantegna, and Mrs. Jessica Wood-Rosso

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

**SUNSHINE LAW** Mr. Herrmann read the Notice of Meeting and Mission Statement

### **MISSION STATEMENT**

**ROLL CALL** The following board members were present: Mr. Cook, Mrs. Gerhardt, Mrs. Glory, Mrs. Hadden, Mr. Herrmann, Mrs. Krauss, Mrs. Mantegna, and Mrs. Wood-Rosso

**Absent:** Mr. Karolchyk

**Tardy:** None.

**Also Present:** Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; and Mr. Leal, Principal; Mr. Andrew Brown, Attorney; and several members of the staff

**APPROVE REGULAR MINUTES** - A motion was made by Mrs. Mantegna, seconded by Mrs. Glory, and carried unanimously to approve the minutes as submitted for May 18, 2017.

### **NEW BUSINESS**

1. **Superintendent's Update** – Mr. Saalfield informed the Board about the Warren County Library's visit, the Emoji summer reading program, plant donations for the butterfly garden, the replacement of five SMART Boards still under warranty, the May 23 Integrated Pest Management Monitoring, an upcoming meeting with Mashio's to upgrade the quality of the food, the donation of four pottery wheels from Blair Academy, and the removal of a snapping turtle from the playground. He mentioned the suggestion of removing the three pine trees in the very front of the building and asked the Board for their feedback.
2. **Principal's Report** – Mr. Leal reviewed his written report.
3. **BOE Expiring Terms** – Mrs. Petty announced that in December three terms are expiring on the Board of Education: Mr. Cook, Mr. Herrmann, and Mrs. Wood-Rosso. Nominating petitions are available in the BOE office or from the Warren County Clerk's office in Belvidere and are due to the County Clerk on July 31<sup>st</sup>.
4. **BOE Self-Evaluation Process** – Mrs. Petty referred to her memo on this subject and noted that she had reached out to the NJSBA rep to present the summarized results at one of our fall meetings.

**PUBLIC HEARING & PETITION** – Mrs. Anderson thanked the BOE for the new copier in the Schaare wing.

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**APPROVE TRANSFER & FINANCIAL REPORTS** - A motion was made by Mrs. Mantegna, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve April Transfers in the amount of \$8,900.00 and the April Board Secretary's reports in the amount of \$996,904.19 in Total Government Funds; and to certify that as of April 30, 2017, 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. Krauss, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve payment of the Bills & Claims Lists for the General Fund in the amount of \$451,339.41 and the Food Service Fund in the amount of \$12,242.31.

**MOTION ITEMS**

**A. PERSONNEL**

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

1. Hire Summer Program Staff– To accept the Superintendent's recommendation to hire the attached list of summer program staff, with aides at their hourly rates and teachers at \$40/hour.
2. Approve Summer Curriculum Writing Staff – To approve Mrs. Bunce, Mrs. Dachisen, Miss Pasculli, and Mrs. Truelove for summer curriculum writing at \$40/hour, per the terms of the BEA contract.
3. Hire Summer Custodian – To accept the Superintendent's recommendation to hire Mark Bryant as a part-time summer custodian at the hourly rate of \$11.75.
4. Hire Teacher for New Special Education Class – To accept the Superintendent's recommendation to increase Miss Cardoso's employment contract to full-time for the 2017-18 School Year.
5. Move Across Guide – To approve Mrs. Pelosi's request to move across the BEA Salary Guide to the Master's + 30 credits column, which will be effective 9/1/17, per the terms of the BEA agreement.
6. Hire Aide – To approve Mr. Saalfield's recommendation to hire Rebecca Symons as an aide at \$10/hour for the 2017-18 School Year.

**B. FINANCE** - A motion was made by Mrs. Glory, seconded by Mrs. Gerhardt, and carried by roll call vote (Mrs. Glory and Mrs. Mantegna voted against Item #4) to approve the following thirteen Finance items:

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1. Approve Legal Counsel Contract – To approve a contract for Board Counsel with Schwartz Simon Edelstein & Celso LLC, at the hourly rates of \$160 for partners, \$150 for associates, and \$100 for law clerks and paralegals, for the 2017-18 School Year, effective July 1st. (Same rates as 2016-17).
2. Approve Substitute Nurse Services Contract – To approve a contract for substitute nurse services with Bayada Pediatrics in the amount of \$60/hour for RN services and \$50/hour for LPS services for the 2017-18 School Year, effective July 1<sup>st</sup>.
3. Approve Contract for Updated Fixed Asset Report – To approve a contract for an updated fixed asset report and property insurance appraisal for the 2016-17 school year with Duff & Phelps in the amount of \$1,100.00
4. Approve PT Contract- To approve a contract for physical therapy services for students with disabilities with Allison M. Peck, P.T., in the amount of \$84.00 per hour (a \$1.00/hour increase over 16-17) for the 2017-18 School Year.
5. Approve OT Contract – To approve a contract for occupational therapy services for students with disabilities with Kathleen DiFebo, OTR/L in the amount of \$72.00 per hour (no increase over 16-17) for the 2017-18 School Year.
6. Approve 2017-18 Lunch Prices – To approve a \$0.10 increase in student lunch prices to \$2.85 and an increase in adult lunch prices to \$3.85 for the 2017-18 School Year.
7. Approve Food Service Management Company – To approve a contract with Maschio’s Food Services, Inc. for the management of food service operations for the 2017-18 School Year, with the management fee of \$7,230.00, and with a break-even guarantee.
8. Transportation Contract Renewals - To approve the following 2017-18 transportation contracts with Stocker Bus Company in the total amount of \$304,801.18 (with a 0.3% cost increase over 2016-17):

Route 1	\$32,389.32	Route 4	\$30,258.00	Route 8	\$24,308.49
Route 2	\$23,826.69	Route 5	\$23,443.73	Route ST123	\$101,849.69
Route 3	\$28,237.82	Route 7	\$27,216.85	Route RVCS	\$13,270.59
9. Approve Transfer to Capital Reserve Account – To approve a transfer to the Capital Reserve Account from estimated year-end surplus in an amount up to \$500,000.
10. Year-end Fiscal Close-Out – To approve payment of late June as well as July invoices, with Mr. Herrmann’s review and signature before release of checks, and any needed year-end line-item transfers to close out the 2016-17 School Year.

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- 11. Approve Workshops and Mileage – To approve the attached list of workshops and mileage reimbursement requests (revised to add a workshop for Mrs. Celentano on August 2 and 3 at the cost of \$419 <"Just Words" Introductory Workshop> and \$35.34 for mileage reimbursement).
- 12. Accept Donation – To accept Blair Academy’s donation of four pottery wheels for our art program.
- 13. Approve Water Treatment Contract – To approve a contract with Butler Water Corrections in the amount of \$2,300 (\$200 increase over 16/17) for the 2017-18 School Year
- 14. 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.

**2016-17 ANTICIPATED CONTRACTS FOR RENEWAL OR EXPIRATION (E)**

	<u>Service</u>	<u>Vendor</u>	<u>Cost</u>
	Physical Therapy Contract	Allison Peck	\$83/Hour
	Occupational Therapy Contract	Kathleen DiFebo	\$78/Hour
	Board Counsel	Schwartz Simon Edelstein	\$160/150/100/Hour
	Tuition Contract - Sending	Celebrate the Children	\$69,431 – 180 Days
E	Tuition Contract - Sending	Knowlton Township BOE	\$40,000 – 180 Days
	Tuition Contract – Sending	Stillwater Township BOE	\$20,000
E	Tuition Contract – Sending	Great Meadows BOE	\$20,443
	Tuition Contract – Sending	WCSSSD	\$37,550
	Transportation Contract	Parent	\$50/ day – 180 Days
E	Food Service Management	Maschio’s Food Service Inc.	\$7,213 - Mgmt Fee
	Joint Transportation Contract	North Warren Regional	\$5,030 – 13 RVCS stu.
	Joint Transportation Contract	NWR	\$8,961 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
	Annual Reappointment of Professionals:		
	Board Attorney	Schwartz Simon Edelstein & Celso	
	Board Auditors	Ardito & Co.	
	Board Engineer	Suburban Consulting Engineers	
	Insurance Agents	Brown & Brown	
	Health Insurance Brokers	Integrity Consulting Group	
	School Doctor	Dr. Boris Freyman	
	Eagle Ridge Services	Prep of NCLB Grant Appl.	\$4,200

**C. FACILITIES**

1. Approve Facilities' Use Request - A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Krauss, and carried unanimously to approve a facilities' use request from the Blairstown Firemen to use the gymnasium for one evening over the summer (for a training exercise).
2. Award Contracts for Flooring Removal – A motion was made by Mrs. Mantegna, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to accept the attached list of quotes and to award a contract to VMC for the base bid in the amount of \$22,000 for the June 2017 removal of tile flooring in the 4<sup>th</sup> grade wing, to be paid for in the 2016-17 School Year;  
and to accept the attached list of quotes and to award a contract to VMC for the alternate bid in the amount of \$9,900 for the July removal of tile flooring in Rooms 29 and 40, to be paid for in the 2017-18 School Year.

**D. EDUCATION**

1. Approve HIB Self-Assessment Document – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously to approve the HIB Self-Assessment document to be submitted to the NJDOE in compliance with the Anti-Bullying Bill of Rights.
2. D.A.R.E. to L.E.A.D – Mr. Saalfield will meet on June 13<sup>th</sup> with others in the County to discuss the curriculum for this new program.
3. Professional Development at BES – Mr. Saalfield had included in the agenda packet a list of staff professional development this year.
4. Language Arts Cluster Articulation – Mr. Saalfield included information in the packet on a comparison of time spent on Language Arts in other districts.
5. Staff Higher Education Information – Mr. Saalfield had prepared a list of colleges attended by our professional staff.
6. New Jersey School Performance Report – The Board reviewed this information as Mr. Saalfield led them through the report, and he noted that very little useful information is contained in the report. However, it was good to see that there has been improvement in our Language Arts scores. The growth in Mathematics was very good. His report also detailed our remedial programs and interventions to help improve student achievement.
7. English Language Services Three-Year Program – A motion was made by Mrs. Mantegna, seconded by Mrs. Krauss, and carried unanimously to approve the English Language Services Three-Year Program Plan.

**E. POLICY**

The Policy Committee will meet over the summer to review these policies before their final adoption at the August meeting.

1. Approve First Reading – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the first reading of the following policies:

3126	P&R	District Mentoring Program
3221	P&R	Evaluation of Teachers
3222	P&R	Evaluation of Teaching Staff Members, excluding Teachers and Administrators
3223	P&R	Evaluation of Administrators, excluding Principals, Vice-Principals, and Ass't Principals
3224	P&R	Evaluation of Principals, Vice-Principals, and Assistant Principals
3240	P&R	Professional Development for Teachers and School Leaders
5610	P&R	Suspension
5620		Expulsion
8505		Local Wellness Policy
8550		Unpaid Meal Charges/Outstanding Food Service Charges

**OLD BUSINESS** – Superintendent's Professional Development Plan. Mr. Saalfield reviewed the first year's reporting of his Professional Development Plan, which now must be overseen by the Board of Education.

**CORRESPONDENCE** – None.

**PUBLIC HEARING & PETITION** – Mrs. O'Connell commented upon the quality of therapists.

**LEGISLATIVE UPDATE** – J. Karolchuk was not in attendance to give an update.

**EXECUTIVE SESSION** – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Glory, and carried unanimously to convene to Executive Session at 8:26PM to review previous minutes and to discuss matters of Personnel (Superintendent's Merit Goals) and Negotiations, the results of which will be released to the public once the reasons for confidentiality no longer exist.

\*Mrs. Wood-Rosso left the meeting during the Executive Session at 9:10PM.

The meeting re-opened to the public at 9:28PM and continued with the following action:

A motion was made by Mrs. Mantegna, seconded by Mrs. Gerhardt, and carried unanimously to approve the Executive Session minutes from May.

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Superintendent's Merit Goal #1 – A motion was made by Mrs. Glory, seconded by Mrs. Mantegna, and carried unanimously by roll call vote to approve Mr. Saalfield's satisfactory completion of his 2016-17 Merit Goal #1.

**EXECUTIVE SESSION** – A motion was made by Mrs. Hadden, seconded by Mrs. Krauss, and carried unanimously to convene to Executive Session at 9:31PM to discuss matters of Personnel (Superintendent's Merit Goal #2), the results of which will be released to the public once the reasons for confidentiality no longer exist.

The meeting re-opened to the public at 9:50PM and continued with the following action:

Superintendent's Merit Goal #2 – A motion was made by Mrs. Mantegna, seconded by Mr. Cook, and carried unanimously by roll call vote to approve Mr. Saalfield's satisfactory completion of his 2016-17 Merit Goal #2.

**ADJOURNMENT** – A motion was made by Mrs. Mantegna, seconded by Mr. Herrmann, and carried unanimously to adjourn the meeting at 9:52PM.

Respectfully submitted,

Molly Petty  
School Business Administrator