

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

Monday, January 8, 2018 Meeting Minutes

Mrs. Petty, School Business Administrator/Board Secretary, called the meeting to order at 7:01PM.

BOARD MEMBERS: Mr. Jeremy Cook, Mrs. Michelle Gerhardt, Mrs. Lauren Glory, Mrs. Kelly Hadden, Mr. John Karolchyk, Mrs. Donna Krauss, Mrs. Shelly Mantegna, Mrs. McElroy, and Mrs. Jamie Shaffer

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

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

MISSION STATEMENT

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

Absent: Mrs. Mantegna

Tardy: Mrs. Hadden arrived at 7:05PM

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; Mr. Stephen Bacigalupo, Attorney; as well as a staff member and a few members of the public

ADMINISTRATION OF OATH OF OFFICE TO NEW BOARD MEMBERS –

Mrs. Petty administered the oath of office to the newly-elected Board members: Mr. Cook, Mrs. McElroy, and Mrs. Shaffer

CALL FOR NOMINATIONS FOR PRESIDENT

Mrs. Petty called for nominations for BOE President for 2018.

Mr. Cook nominated Lauren Glory. No other nominations were made.

A motion was made by Mrs. Krauss, seconded by Mrs. Gerhardt, and carried unanimously to close the nominations for BOE President and cast the ballot for Mrs. Lauren Glory as President of the 2018 Board of Education.

ELECTED PRESIDENT PRESIDES OVER REMAINDER OF MEETING

Mrs. Petty turned over the gavel to Mrs. Glory to preside over the remainder of the meeting.

CALL FOR NOMINATIONS FOR VICE-PRESIDENT

Mrs. Glory called for nominations for BOE Vice-President for 2018.

Mrs. Krauss nominated Mr. Cook. No other nominations were made.

A motion was made by Mrs. Hadden, seconded by Mrs. Gerhardt, and carried unanimously to close the nominations for Vice-President and cast the ballot for Mr. Jeremy Cook as Vice-President of the 2018 Board of Education.

PERSONNEL AND/OR FIRMS APPOINTMENTS FOR 2018

A motion was made by Mrs. Hadden, seconded by Mrs. Krauss, and carried unanimously by roll call vote to appoint the following personnel and/or firms as well as the following appointments and signatories for 2018:

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| a. Board Engineers | Suburban Consulting Engineers and RKO&E |
| b. Board Auditors (See System Review Report)* | Ardito & Co. |
| c. Treasurers | Georgette Range & Joanne Ashton |
| d. School Business Administrator/Board Secretary | Molly Petty |
| e. Public Agency Compliance Officer, Custodian of Records,
Right-to-Know Compliance Officer, Affirmative Action Officer | Molly Petty |
| f. Substance Abuse Coordinator | Michele Andrews |
| g. Attendance Officer, Affirmative Action Officer,
504 Officer, Safety & Health Designee, and ADA Officer | Bruce Leal |
| h. Homeless Liaison | Sheri Brady |
| i. AHERA Coordinator, Chemical Hygiene Officer,
Integrated Pest Management Coordinator, Asbestos
Management and PEOSHA Officer/Coordinator, & Indoor Air Quality Designee | Thomas Amalfitano |
| j. Insurance Agents | Brown & Brown |
| k. Health Insurance Brokers | Integrity Consulting Group |
| l. School Doctor | Dr. Boris Freyman |
| m. Psychological Examiner | Wendy Keefer |

DESIGNATIONS OF THE FOLLOWING APPOINTMENTS:

- Official Newspaper: Express Times; Alternate – Star Ledger
- Bank Depositories: First Hope Bank, PNC Bank, Valley National Bank
- Designate Board Secretary as the person responsible for investments.
- Authorize Superintendent and Board Secretary to make line item transfers, to be approved at the next meeting.
- Adopt all existing policies, textbooks, and the following curriculum of the Blairstown Twp. Board of Education for 2018: Math, Science, English, Social Studies, Health, Physical Education, Technology, Fine & Performing Arts, World Language, Language Arts Literacy, and 21st Century Skills.
- Adopt the Danielson Teacher Evaluation Model and the Multidimensional Principal Performance Rubric Administrator Model.
- Designate Superintendent's secretary and CST secretary as the people responsible for each respective petty cash fund.
- Designate Superintendent and Board Secretary/SBA to implement 2018-2019 Budget pursuant with local/state policies and regulations.
- Adopt the NJSBA Code of Ethics*

BANK SIGNATORIES:

- | | |
|---|-----------------------|
| General - President, Treasurer, Secretary | |
| Payroll - Treasurer | SUI - Treasurer |
| Agency - Treasurer | Cafeteria - Treasurer |

BOARD MEMBER APPOINTMENTS:

Mrs. Glory will appoint committee members after receiving their requests.

2018 BOARD MEETING SCHEDULE – A motion was made by Mrs. Hadden, seconded by Mrs. Gerkhardt, and carried unanimously to approve the attached schedule of 2018 Board meetings.

SUPERINTENDENT’S AGENDA

APPROVE REGULAR MINUTES - A motion was made by Mrs. Gerkhardt, seconded by Mrs. Hadden, and carried (Mrs. Krauss, Mrs. McElroy, and Mrs. Shaffer abstained) to approve the minutes as submitted for December 7, 2017.

NEW BUSINESS

1. Superintendent’s Update – Mr. Saalfeld noted that January is Board of Education Recognition month. He thanked Board members for their time and dedication to the Board of Education. He also noted a study on pension/health care reform, DOE approval of our Bilingual/ESL plan, DOE approval of our gym lobby lavatory project, the January 18th Strategic Planning meeting, a preliminary conversation with the Frelinghuysen Superintendent about utilizing our CST services, and math articulation with NWR cluster. He also noted that 22 of the 41 NWR National Honor Society inductees were Blairstown Elementary School graduates.
2. Principal’s Report – Mr. Leal summarized his written report.

PUBLIC HEARING & PETITION – None at this time.

APPROVE TRANSFERS & FINANCIAL REPORTS – A motion was made by Mrs. Hadden, seconded by Mrs. Gerkhardt, and carried unanimously by roll call vote to approve the list of November 2017 Transfers in the amount of \$930.00 and the Board Secretary’s Reports, in agreement with the Treasurer’s Reports, in the amount of \$1,457,447.00 in Total Government Funds and to certify that as of November 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. Glory, seconded by Mr. Cook, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims list in the amount of \$685,858.71 and the Food Service Fund in the amount of \$10,221.98.

MOTION ITEMS

A. PERSONNEL

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

1. Workshop and Mileage Reimbursement Requests – To approve the attached list of workshop and mileage reimbursement requests.
2. Hire Substitutes – To accept the Superintendent’s recommendation to add the names of Carolyn Collins, Malena Groff, and Christine Zmigrodski to the substitute teacher list for the 2017-18 School Year.
3. Hire Aide – To accept the Superintendent’s recommendation to hire Andrea Walsh as a part-time aide at \$10/hour, effective January 8, 2018 for the 2017-18 School Year.
4. Hire Teacher – To accept the Superintendent’s recommendation to hire Mrs. Juliana Goncalves as a teacher (to replace Ms. Kelley, who retires on February 1st) on Bachelor’s Step 1, effective February 1, 2018 until June 30, 2018.
5. Approve Musical Theatre Assistant – To accept the Superintendent’s recommendation to approve Mrs. Barbara Warnkin as the Musical Theatre Assistant, with a stipend of \$720, per the terms of the BTA contract.
6. Appoint Reading Academy Staff – To accept the Superintendent’s recommendation to appoint the attached list of staff for the Reading Academies.
7. Appoint Colomba Kampfe as Chess Club Advisor – To accept the Superintendent’s recommendation to appoint Mrs. Kampfe as a Chess Club Advisor, with a stipend of \$320, for the 2017-18 School Year.
8. Approve Medical Leave of Absence Request – To approve Mrs. Truelove’s FMLA Leave of Absence Request, dated January 8, 2018.
9. Accept Resignation – To accept Mrs. Peck’s resignation, dated January 8, 2018, effective February 9, 2018.

B. FINANCE

A motion was made by Mrs. Gerhardt, seconded by Mrs. Hadden, and carried unanimously to approve the following two Finance items:

1. Approve Tuition Contract – To approve a special education tuition contract for one student at the Stepping Stone School, effective November 30, 2017, in the amount of \$48,371.40 for the 2017-18 School Year.

2. Dissolution of Skylands Foundation – To adopt the attached resolution in support of the dissolution of the Skylands Foundation. Mrs. Petty explained the origins as well as the recent dormancy of the Skylands Foundation.

C. EDUCATIONAL

1. Field Trip – A motion was made by Mrs. Gerhardt, seconded by Mrs. Hadden, and carried unanimously to approve the Sixth Grade Multiple Disabilities Class Trip request to go to North Warren on January 10th to meet with the Child Study Team and to familiarize themselves with the school.

D. FACILITIES

A motion was made by Mrs. Glory, seconded by Mr. Cook, and carried unanimously by roll call vote to approve the following two Facilities motions:

1. Facilities' Use Request – To approve the attached list of Facilities' Use Requests.
2. Approve Bid Specifications and Bid Advertisement for Exterior Building Maintenance – To approve the Bid Specifications and Advertisement, as prepared by Suburban Consulting Engineers, for the exterior building maintenance project, to be done over the summer months.

E. TRANSPORTATION

1. Ski Club Bus – A motion was made by Mrs. Hadden, seconded by Mrs. Gerhardt, and carried unanimously to approve use of the school's mini-bus to transport ski club students during January and February 2018. One of our substitute drivers will drive, and the cost will be paid by students in the ski club.

OLD BUSINESS – Due to conflicts with BOE regular meetings dates, a motion was made by Mrs. Gerhardt, seconded by Mr. Cook, and carried unanimously to amend the Strategic Planning meeting dates to be February 20 and March 20. Mrs. Petty will advertise these date changes.

CORRESPONDENCE – Letter received from DOE, approving Gym Lobby Lavatory Renovation Project
Letter received from State of NJ, Dept of Transportation, re Bridge over Paulins Kill

PUBLIC HEARING & PETITION – None at this time.

LEGISLATIVE UPDATE – J. Karolchuk commented that things will be quiet until the new governor's inauguration.

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EXECUTIVE SESSION – A motion was made by Mrs. Krauss, seconded by Mrs. Gerhardt, and carried unanimously to convene to Executive Session at 8:05PM to review prior minutes and to discuss matters of Personnel (BOE office staffing), Appointment of Legal Counsel, and Negotiations, the results of which will be released to the public once the need for confidentiality no longer exists.

The meeting re-opened to the public at 9:02PM and continued with the following action items:

A motion was made by Mrs. Glory, seconded by Mrs. Hadden, and carried unanimously to approve the December Executive Session minutes.

A motion was made by Mrs. Hadden, seconded by Mrs. Gerhardt, and carried by roll call vote (Mrs. Glory, Mrs. McElroy, and Mrs. Shaffer abstained) to appoint Schwartz Edelstein as legal counsel for the remainder of the 2017-18 School Year.

ADJOURNMENT

A motion was made by Mrs. Hadden, seconded by Mrs. Shaffer, and carried unanimously to adjourn the meeting at 9:05PM.

Respectfully submitted,

Molly Petty
School Business Administrator