

# BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

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

## SUPERINTENDENT'S AGENDA

Thursday, June 6, 2019 Meeting

7:00PM

### BOARD MEMBERS:

Mr. Jeremy Cook, President  
Mrs. Michelle Gerhardt, Vice-President  
Mrs. Rosette Inscho, John Karolchyk, Mrs. Donna Krauss,  
Mrs. Jennifer McElroy, Mrs. Nicole Rolph, Mrs. Jamie Shaffer,  
and Mrs. Shanna Sikkes

### CALL TO ORDER

### FLAG SALUTE

### NOTICE OF MEETING

Adequate notice of this meeting was given in accordance with the Open Public Meetings Act by publishing in the Express Times on January 9, 2019 and by posting a copy of the meeting schedule by the front door of the school and at the Blairstown Municipal Building.

### READING OF MISSION STATEMENT

In partnership with home and community, Blairstown Elementary School is dedicated to the mission of providing an engaging, comprehensive education.

A passion for learning is ignited through an enriched learning environment. While celebrating individuality, our students develop confidence, competence and character.

All students have the opportunity to achieve their highest potential on a quest of lifelong learning to succeed in a global, 21st century.

### ROLL CALL

APPROVE REGULAR MINUTES\* - Motion to approve the minutes as submitted for April 18 and as amended on Page 4 for May 2, 2019.

### NEW BUSINESS

1. Superintendent's Update
2. Principal's Report\*
3. BOE November 5<sup>th</sup> Election – We will have three Board of Education seats available (M. Gerhardt, J. Karolchyk, and K. Krauss's terms are expiring December 31, 2019). Nominating petitions are available online through the Blairstown Township BOE office or the Warren County Clerk's office. The County Clerk's election website is: [www.warrencountyvotes.com](http://www.warrencountyvotes.com). The Nominating petition is under the "Candidates" tab, then under the "Petitions for Candidacy" tab, then under the "November School Election Nominating Petition" selection. Nominating petitions are due to the County Clerk's office in Belvidere by 4:00PM on Monday, July 29, 2019.

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#### **PUBLIC HEARING & PETITION**

The Blairstown Township Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. We ask that you wait to be recognized by the BOE President, and then state your name and address and any group affiliation you may have. All comments must be directed to the BOE President.

In the interest of fairness, we ask that you be brief and limit your comments to no more than five minutes.

The Board always has and will continue to give serious consideration to every issue that comes before it. Nothing that is said by the public is disregarded, and when necessary and appropriate, may be acted upon.

**APPROVE TRANSFERS & FINANCIAL REPORTS** \* (RCV) - Motion to approve the list of April 2019 Transfers in the amount of \$9,500.00, and the April Board Secretary's reports, in agreement with the Treasurer's Reports, in the amounts of \$739,630.43 in Total Government Funds; and to certify that as of April 30, 2019, 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**\* (RCV) - Motion to approve payment of the Bills & Claims Lists for the General Fund in the amount of \$726,108.73 and for the Food Service Fund in the amount of \$ 9,841,74.

#### **MOTION ITEMS**

##### **A. PERSONNEL**

Motion to approve the following seven Personnel items (RCV):

1. Approve Unpaid Leave of Absence—To approve Mrs. Huston's unpaid leave of absence through June \_\_, 2019.
2. Hire Jenna Sagan – To accept Mr. Saalfield's recommendation to hire Jenna Sagan as the part-time Assistant to the School Business Administrator, at \$15/hour, for up to fifteen hours/week, effective June 17 through September 30, 2019, and up to six hours/week as of October 1, 2019 through June 30, 2020.
3. Extend Aide's 2018-19 Employment Contract – To approve an additional one hour per day for Karnrawee Timsawatdikul, effective May 20, 2019, through June 30, 2019 (to help transition a student to Kindergarten).
4. Extend Aides' 2018-19 Employment Contracts – To approve an additional twenty minutes per day for Brooke Moore and Tammy Quick, effective May 21, 2019, through June 30, 2019 (for transportation of a new special education student).
5. Approve SBA 2019-2020 Contract – To approve Molly Petty's 2019-20 contract, as reviewed and approved by the Executive County Superintendent, at 2.65% above the salary in her 2018-19 contract. (No other changes are being requested).

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6. Hire Aide – To accept the Superintendent’s recommendation to hire Ms. Loren Fecher as a part-time aide at the hourly rate of \$10, effective June 10, through June 30, 2019.
7. Hire Summer Custodian Staff & ESY Staff - To accept Mr. Saalfield’s recommendation to re-hire for summer work and as substitute custodians: Maddie LoMonaco, Nick Scialla, Chris Sciarrino, and Theresa Tausendfreund at the hourly rate of \$12.25, and to hire new summer workers Brian Collins and Jillian Cardosa at the hourly rate of \$11.00; and to accept Mr. Saalfield’s recommendation to hire the attached list of staff for the 2019 summer program (teachers to be paid at \$40/hour, and aides to be paid at their hourly rates).

#### **B. FACILITIES**

1. Approve Facilities’ Use Requests – Motion to approve the attached list of Facilities’ Use Requests.
2. Information Update on Referendum for Roof, Generator and Boiler Projects – Mrs. Petty and Mr. Saalfield will provide updated information.
3. Award Contracts for Flooring Removal – To accept the attached list of quotes and to award a contract to National Flooring Removal, L.L.C. in the amount of \$4,337.75 (classroom) and \$\$4,750 (kitchen) for the summer removal of flooring.
4. 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 \$\_\_\_\_\_ for the installation of flooring in the Kitchen and Classroom #10.

#### **C. FINANCE**

Motion to approve the following 15 Finance items (RCV):

1. Workshop/Mileage Requests – To approve the attached list of workshop/mileage reimbursement requests.
2. CST Services Contract – To approve a contract with Frelinghuysen Township BOE to provide them with our Child Study Team Services one day per week in the amount of \$59,707 for the 2019-20 School Year.
3. Approve Four Frelinghuysen Students for ESY Program – To approve four Frelinghuysen Township BOE students to attend our Extended School Year Program in the amount of \$500 each, for a total of \$2,000 in revenue.
4. Accept Kendryx Foundation Donation – To accept a donation from the Kendryx Foundation in the amount of \$27,725.00, to be used toward the cost of the Responsive Classroom program and training, Wilson Reading Program training, and the dedication of the gym.

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- 5. Approve OT Contract with J&B Therapy – To approve a contract with J&B Therapy for Occupational Therapy services in the amount of \$87/hour for the 2019-20 School Year.
- 6. Approve PT Contract with Allison M. Peck, P.T – To approve a contract with Allison M. Peck, P.T. for Physical Therapy services in the amount of \$86/hour for the 2019-20 School Year.
- 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.

**2018-19 ANTICIPATED CONTRACTS FOR RENEWAL OR EXPIRATION (E)**

	<u>Service</u>	<u>Vendor</u>	<u>Cost</u>
	Physical Therapy Contract	Allison Peck	\$84/Hour
E	Occupational Therapy Contract	Kathleen DiFebo	\$72/Hour
	Tuition Contract - Sending	Celebrate the Children	\$68,310
E	Tuition Contract – Sending	Stanhope BOE	\$47,071
	Tuition Contract – Sending	Stepping Stone School	\$33,322
	Transportation Contract	Parent	\$50/ day – 180 Days
	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	
	Substitute Nursing Services	Bayada	\$60/hour

- 8. Approve PaySchools Contract – To approve a contract with PaySchools to provide a secure online payment system for school lunches, with costs of \$1.95 to parents for ACH transactions and for Credit/Debit Card transactions under \$50. Credit/Debit card transactions over \$50 will be charged to parents at 4%.

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9. Grant Salaries for 2018-19 - To approve the following salaries partially paid through our 2018-19 NCLB & IDEA grants:

<u>Staff Member</u>	<u>Grant</u>	<u>Full Salary</u>	<u>Salary Paid with Grant</u>
Ann Cain	IDEA Preschool	\$ 17,308	\$ 11,776
Donna Reade	NCLB – Title I	\$ 92,100	\$ 50,308

10. 2019-20 NJSIG Safety Grant Application – To approve the 2019-20 New Jersey Schools Insurance Group Safety Grant application in the amount of \$5,000, to be used for the panic button connection to the police station and strobe lights and the purchase of additional security cameras throughout the building, as needed.

11. Approve ESEA Grant Application – To approve the 2019-20 ESEA Grant application in the following amounts: \$\_\_\_\_\_.

12. Approve 2019-20 Special Education Tuition Contract – To approve a tuition contract for one student to attend P.G.Chambers School in Cedar Knolls in the amount of \$83,722.80 for 210 days for the 2019-20 School Year.

13. Approve 2019-20 Special Education Tuition Contract – To approve a tuition contract for one student to attend Stepping Stone School in Bloomsbury in the amount of \$56,630.70 for 2010 days for the 2019-20 School Year.

14. Approve 2019-20 Bayada Nurse Services Contract – To approve a contract with Bayada to provide substitute nurse services for the 2019-20 School Year.

15. Year-end Fiscal Close-Out – To approve payment of late June as well as July invoices, with Mr. Cook’s review and signature before release of checks, and any needed year-end line-item transfers to close out the 2018-19 School Year.

**D. EDUCATIONAL**

1. Strategic Plan – Action Plan Update\*

**E. TRANSPORTATION**

Motion to approve the following Transportation contracts for 2019-20, at an increase of 1.45% over 2018-19 (RCV):

Route 1	\$33,355.14	Route 5	\$24,142.80	Route RVCS	\$13,666.31
Route 3	\$29,079.84	Route 7	\$28,028.42	Route ST123	\$104,886.73
Route 4	\$31,160.27	Route 8	\$25,033.35		
Addendae:	Route 1	Extra 7 miles/day @ \$2/mile =	\$2,520		
	Route 8	Extra 17 miles/day @ \$1/mile =	\$3,060		
	Route ST1	Extra 11 miles/day @ \$2/mile =	\$3,960		
	Route ST2	Extra 5.2 miles/day @ \$2/mile =	\$1,872		

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**F. POLICY**

1. Second Reading & Adoption – Motion to approve the second reading and adoption of the following policies:

- |   |   |  |
|---|---|--|
| 2415.06 - Unsafe School Option                        | 5530-Substance Abuse  | 5756-Transgender Students  |
| 2422 - Health & PE                                    | 5537-Service Animals  | 7440-School District Security  |
| 2460.8 - Special Ed                                   | 5600-Student Discipline/CoC                                 | 8860-Memorials   |
| 2610 - Educational Program Evaluation                 | 5611-Renewal of Students for Firearms Offenses              | 8461- Reporting Violence, Vandalism, HIB, Alcohol, and other Drug Offenses |
| 4219 - Commercial D. License                          | 5612-Assaults on District BOE                               | 8561-Procurement Procedures for  |
| 5111 - Eligibility of Resident/ Non-Resident Students | 5613-Removal of Students for Assaults with Weapons Offenses | School Nutrition Programs  |

**CORRESPONDENCE**

**OLD BUSINESS** - Motion to approve the Superintendent’s Professional Development Plan annual narrative progress report.

**PUBLIC HEARING & PETITION**

**LEGISLATIVE UPDATE**

**EXECUTIVE SESSION** – Motion to convene to Executive Session to review May Executive Session minutes and discuss matters of Personnel (CSA Evaluation), the results of which will be released to the public as soon as the reasons for confidentiality no longer exist.

**ADJOURNMENT**