

# BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

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

## ANNUAL REORGANIZATION MEETING

Thursday, January 5, 2017 Meeting – 7:00PM

Mrs. Petty called the meeting to order at 7:00PM.

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

**Absent:** None.

**Tardy:** Mrs. Hadden arrived at 8:08PM

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

**ADMINISTRATION OF OATH OF OFFICE TO NEW BOARD MEMBERS** – Mrs. Petty swore in the following new/re-elected Board Members: Mrs. Gerhardt, Mrs. Krauss, and Mr. Karolchyk.

### **CALL FOR NOMINATIONS FOR PRESIDENT**

Mr. Herrmann was nominated by Mrs. Glory. No other nominations were heard.

A motion was made by Mr. Karolchyk, seconded by Mrs. Mantegna, and carried unanimously to close the nominations for BOE President and cast the ballot for Mr. Dirk Herrmann as President of the Board of Education for 2017.

At this point Mrs. Petty turned the meeting over to Mr. Herrmann.

### **CALL FOR NOMINATIONS FOR VICE-PRESIDENT**

Mr. Cook was nominated by Mr. Herrmann. Mrs. Glory was nominated by Mrs. Mantegna. No other nominations were heard.

A motion was made by Mrs. Mantegna, seconded by Mrs. Glory, and carried unanimously to close the nominations for Vice-President.

**Blairstown Township BOE**  
**January 5, 2017 Reorganization Minutes**  
**Page 2**

A motion was made by Mr. Herrmann, seconded by Mrs. Mantegna, and failed to cast the ballot for Mr. Cook as Vice-President of the Board of Education for 2017.

A motion was made by Mrs. Mantegna, seconded by Mrs. Wood-Rosso, and carried to cast the ballot for Mrs. Glory as Vice-President of the Board of Education for 2017.

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Glory, and carried unanimously by roll call vote to appoint the following personnel and/or firms for 2017:

**PERSONNEL AND/OR FIRMS APPOINTMENTS FOR 2017**

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

**DESIGNATIONS OF THE FOLLOWING APPOINTMENTS:**

- Official Newspaper: Express Times; Alternate – Star Ledger
- Bank Depositories: First Hope Bank, PNC Bank, and 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 2017: Math, Science, English, Social Studies, Health, Physical Education, Technology, Fine & Performing Arts, World Language, Language Arts Literacy, and 21<sup>st</sup> 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 2017-2018 Budget pursuant with local/state policies and regulations.
- Adopt the NJSBA Code of Ethics

**BANK SIGNATORIES:**

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Mantegna, and carried unanimously by roll call vote to designate the following signatures on each bank account for 2017:

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

**BOARD MEMBER APPOINTMENTS:**

Mr. Herrmann distributed a proposed committee list and asked the Board to let him know of any requests for changes in committee membership.

**2017 BOARD MEETING SCHEDULE** – A motion was made by Mrs. Wood-Rosso, seconded by Mr. Cook, and carried unanimously to approve the attached schedule of 2017 Board meetings.

# **SUPERINTENDENT’S AGENDA**

**APPROVE REGULAR MINUTES** - A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Glory, and carried unanimously (Mrs. Gerhardt and Mrs. Krauss abstained) to approve the minutes as submitted for December 8, 2016.

**NEW BUSINESS**

1. **Superintendent’s Update** – Mr. Saalfield distributed packets of proposed policies to the Policy Committee. He noted that January is BOE Appreciation Month, and cake has been provided for the members. There is a communication survey on the school’s website. Student artwork has been displayed at Town Hall, new venting is in place for the art room kiln, and BOE ethics training will be on the February agenda. Ski club starts this week, and the Reading Academies start next month.
2. **Principal’s Report** – Mr. Leal spoke about the BES student awards held on December 23 and the Shakespeare program for sixth graders. He noted that he is attending a two-day Best Practices Security Workshop this week.
3. **Negotiations Workshop Available: “Bargaining at the Table”** – Saturday, January 21, 9AM-4PM, in West Trenton. Board members were asked to let Mrs. Petty know if they want her to register them for this workshop.

**PUBLIC HEARING & PETITION** – Ms. Pfeiffer invited the Board to hear a survivor of the Holocaust speak on January 20<sup>th</sup>.

**APPROVE FINANCIAL REPORTS** - A motion was made by Mrs. Mantegna, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve a November Transfer in the amount of \$40,000 from 11-190-100-610 to 11-000-270-514 for Special Education Transportation and the Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$1,271,510.26 in Total Government Funds and to certify that as of November 30, 2016, 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. Wood-Rosso, seconded by Mrs. Herrmann, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims list in the amount of \$773,662.45 and a Food Service check for Mashio's Food Service, Inc. in the amount of \$9,366.83.

## **MOTION ITEMS**

### **A. PERSONNEL**

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve the following four 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 name of Ellen Garzon to the substitute nurse list, and Agnes Hatziorfanos and Rick Walters to the substitute bus driver list for the remainder of the 2016-17 School Year.
3. Hire Aide – To accept the Superintendent's recommendation to hire Malena Groff, pending criminal history review, as a part-time aide at \$10/hour, effective January 6, 2017, and Marilyn Maring as a part-time bus aide @ \$10/hour, effective January 6, 2017, for the 2016-17 School Year.
4. Increase Contract for C. Conover – To increase the time in Catherine Conover's contract from four hours per day (as the bus aide) to 5.75 hours per day (to work as a Personal Care Aide in the afternoon preschool class), effective January 6, 2017.

### **B. FINANCE**

1. Approve Tuition Contract – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Mantegna, and carried unanimously by roll call vote to approve a special education tuition contract for one student at the Stillwater Township Board of Education in the amount of \$20,000 for the 2016-17 School Year.

**C. EDUCATIONAL**

1. ESEA Accountability Action Plan – 2016 Secondary Measures and Assurances – A motion was made by Mr. Herrmann, seconded by Mrs. Glory, and carried unanimously to approve the ESEA Accountability Action Plan – 2016 Secondary Measures and Assurances. (Mr. Cook left the meeting during this discussion at 7:46PM.)
2. 2017-18 Preliminary School Calendar – The Board had a lengthy discussion about next year’s calendar. No action was taken, as Mr. Brown needs to look into holding an in-service during the NJEA Convention.

**D. TRANSPORTATION**

1. Ski Club Bus - A motion was made by Mrs. Mantegna, seconded by Mr. Herrmann, and carried unanimously to approve use of the school’s mini-bus to transport ski club students during January and February 2017. One of our substitute drivers will drive, and the cost will be paid by students in the ski club. Mr. Karolchyk asked some questions related to student cost as well as insurance liability.

\*Mrs. Hadden arrived at 8:08PM, and Mrs. Wood-Rosso left the meeting at 8:20PM.

- E. POLICY** – A motion was made by Mrs. Mantegna, seconded by Mr. Herrmann, and carried unanimously to approve the second reading and final adoption of Policy 2463.

**OLD BUSINESS** – None.

**CORRESPONDENCE** – None.

**PUBLIC HEARING & PETITION** – Mrs. O’Connell commented on the school calendar and attendance at the NJEA convention. Ms. Pfeiffer remarked about the changes in the NJEA convention workshop structure.

**LEGISLATIVE UPDATE** – J. Karolchyk noted that there is a reduction in teacher evaluation times, the proposed salary changes for superintendents, the Marlborough BOE case, running for a second public office, and a policy needed for transgender students.

**EXECUTIVE SESSION** – A motion was made by Mrs. Mantegna, seconded by Mrs. Glory, and carried unanimously by roll call vote at 8:55PM to convene to Executive Session to discuss matters of Personnel (2017-18 staffing), 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 9:25PM.

**ADJOURNMENT**

A motion to adjourn the meeting at 9:25 PM was made by Mrs. Mantegna, seconded by Mrs. Glory, and carried unanimously.

Respectfully submitted,

Molly Petty  
School Business Administrator