

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

January 3, 2019 Meeting Minutes

ANNUAL REORGANIZATION MEETING

BOARD MEMBERS: Mr. Jeremy Cook, Mrs. Michelle Gerkhardt, Mrs. Rosette Inscho
Mr. John Karolchyk, Mrs. Donna Krauss, Mrs. Jennifer McElroy,
Mrs. Nicole Rolph, Mrs. Jamie Shaffer, and Mrs. Shanna Sikkes

CALL TO ORDER

Mrs. Petty, Board Secretary, called the meeting to order at 7:00PM and read the Open Public Meetings Act announcement.

NOTICE OF MEETING

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

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

READING OF MISSION STATEMENT

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

The following Board members were present: Mr. Cook, Mrs. Inscho, Mr. Karolchyk, Mrs. Krauss, Mrs. McElory, Mrs. Rolph, and Mrs. Sikkes.

Absent: None

Tardy: Mrs. Gerkhardt and Mrs. Shaffer both arrived at 7:03PM.

ADMINISTRATION OF OATH OF OFFICE TO NEW BOARD MEMBERS –

Mrs. Petty administered the oath of office to the three new Board members:

Mrs. Inscho, Mrs. Rolph, and Mrs. Sikkes

CALL FOR NOMINATIONS FOR PRESIDENT

Mrs. Petty opened the floor to nominations for BOE President for 2019.

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

A motion was made by Mrs. McElroy, seconded by Mrs. Shaffer, and carried unanimously by roll call vote to close the nominations for BOE President and cast the ballot for Mr. Jeremy Cook as President of the Board of Education for 2019. Mrs. Petty congratulated Mr. Cook and turned the meeting gavel over to him, and he presided over the remainder of the meeting.

CALL FOR NOMINATIONS FOR VICE-PRESIDENT

Mr. Cook opened the floor to nominations for BOE Vice-President for 2019.

Mrs. Gerhardt was nominated by Mrs. Shaffer. No other nominations were made.

A motion was made by Mrs. McElroy, seconded by Mrs. Krauss, and carried unanimously by roll call vote to close the nominations for Vice-President and cast the ballot for Mrs. Michelle Gerhardt as Vice-President of the Board of Education for 2019.

PERSONNEL AND/OR FIRMS APPOINTMENTS

A motion was made by Mrs. McElroy, seconded by Mrs. Shaffer, and carried unanimously by roll call vote to appoint the following personnel and/or firms for 2019:

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| a. Board Engineers | Suburban Consulting Engineers and RKO&E |
| b. Board Attorney | Adams Gutierrez & Lattiboudere, LLC |
| c. Board Auditors (See System Review Report) | Ardito & Co. |
| d. Treasurers | Georgette Range & Joanne Ashton |
| e. School Business Administrator/Board Secretary | Molly Petty |
| f. Public Agency Compliance Officer, Custodian of Records,
Right-to-Know Compliance Officer, Affirmative Action Officer | Molly Petty |
| g. Substance Abuse Coordinator | Michele Andrews |
| h. Attendance Officer, Affirmative Action Officer,
504 Officer, Safety & Health Designee,
School Safety Specialist, and ADA Officer | Bruce Leal |
| i. Homeless Liaison | Sheri Brady |
| j. AHERA Coordinator, Chemical Hygiene Officer,
Integrated Pest Management Coordinator, Asbestos
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:

A motion was made by Mrs. Gerhardt, seconded by Mrs. McElroy, and carried unanimously by roll call vote to designate the following appointments for 2019:

- a. Official Newspaper: Express Times; Alternate – Star Ledger
- b. Bank Depositories: First Hope Bank, PNC Bank, Valley National Bank
- c. Designate Board Secretary as the person responsible for investments.
- d. Authorize Superintendent and Board Secretary to make line item transfers, to be approved at the next meeting.
- e. Adopt all existing policies, School Safety Plan, textbooks, and curriculum of the Blairstown Twp. Board of Education for 2019.
- f. Adopt the Danielson Teacher Evaluation Model and the NJ Department of Education’s Administrator Model.
- g. Designate Superintendent’s secretary and CST secretary as the people responsible for each respective petty cash fund.
- h. Designate Superintendent and Board Secretary/SBA to implement 2019-2020 Budget pursuant with local/state policies and regulations.
- i. Adopt the NJSBA Code of Ethics

BANK SIGNATORIES:

A motion was made by Mrs. Shaffer, seconded by Mrs. McElroy, and carried unanimously to designate the following signatures on each bank account for 2019:

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

BOARD MEMBER APPOINTMENTS:

Mr. Cook, Board President, will appoint committee members at the February meeting.

2019 BOARD MEETING SCHEDULE – A motion was made by Mr. Cook and seconded by Mrs. McElroy to adopt the attached schedule of 2019 Board meetings. A motion was made by Mr. Karolchuk, seconded by Mrs. McElroy, and carried by voice vote (Mrs. Krauss was opposed) to add July 18 to the meeting schedule. A motion was made by Mr. Cook, seconded by Mrs. McElroy, and carried by voice vote (Mrs. Krauss was opposed) to adopting the attached schedule of Board meetings with the added date of July 18.

SUPERINTENDENT'S AGENDA

NEW BUSINESS

1. Superintendent's Update - Mr. Saalfield spoke about the upcoming Route 94 bridge work, recent meetings he attended, the upcoming mid-year budget review with the New Jersey Department of Education, field trip policy, his evaluation process and the regionalization process.
2. Principal's Report – Mr. Leal welcomed the new Board members and noted there were lots of conferences in December and that the Bears & Cubs Awards went very well.
3. January – School Boards Recognition Month – Resolution –Mr. Saalfield read a resolution supporting Board Membership and thanked the Board for their service and time.

APPROVE REGULAR MINUTES - A motion was made by Mrs. Shaffer, seconded by Mrs. Krauss, and carried (Mrs. Inscho, Mrs. Rolph, and Mrs. Sikkes abstained) to approve the minutes as submitted for November 29, 2018.

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.

There were no questions or comments at this time.

APPROVE TRANSFERS & FINANCIAL REPORTS - A motion was made by Mrs. Krauss, seconded by Mrs. McElroy, and carried by roll call vote (8-yes; 1-abstention <Mrs. Inscho>) to approve the list of November 2018 Transfers in the amount of \$65,000 and the Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$841,429.66 in Total Government Funds and to certify that as of November 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. McElroy, seconded by Mrs. Krauss, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims list in the amount of \$1,240,664.53 and the Food Service Fund in the amount of \$10,100.90.

MOTION ITEMS

A. PERSONNEL

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

1. Workshop and Mileage Reimbursement Requests – To approve the attached list of workshop and mileage reimbursement requests.
2. Appoint Colomba Kampfe as Chess Club Advisor – To accept the Superintendent’s recommendation to appoint Mrs. Kampfe as a Chess Club Advisor for 2018-19, with a stipend of \$320 per BTA contract.
3. Appoint Reading Academy Staff – To accept the Superintendent’s recommendation to appoint the attached list of staff for the Reading Academies.
4. Approve Request to Move Across BTA Salary Guide – To approve Mrs. Bunce’s request to move to the Bachelors +15 credits column of the BTA Salary Guide, effective February 1, 2019.
5. Extend Mrs. McDonald’s FMLA Time – To approve Mrs. McDonald’s request to extend her FMLA time by one week, to return on February 11 instead of February 4.
6. Approve Substitutes – To accept Mr. Saalfield’s recommendation to add the names of Laura Durlenster and Max Edwards to the list of substitute teachers for 2018-19.

B. EDUCATIONAL

1. Strategic Plan – Mr. Saalfield briefly reviewed the second update for Board Goals.
2. Negotiations Completed – Mr. Saalfield reported that the grievance has been settled.

C. FINANCIAL

1. State Aid Update by Mrs. Petty – Mrs. Petty shared her projections for the next several years of expected cuts in state aid, which would total over \$1,100,000 by the 2024-25 budget. She discussed the possibility of the State’s permission to increase property taxes to make up some or all of the difference in the amount of each year’s cut. She also noted that a Twp Municipal body or a Board of Education can call a referendum on regionalization.

D. POLICY

1. Second Reading and Adoption of Policy 5420 – A motion was made by Mrs. McElroy, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to approve the second reading and adoption of Policy #5420 (Reporting Pupil Progress).

E. TRANSPORTATION

1. Ski Club Bus - A motion was made by Mrs. Gerhardt, seconded by Mrs. Shaffer, and carried unanimously by roll call vote to approve use of the school's mini-bus to transport ski club students during January and February 2019. One of our substitute drivers will drive, and the cost will be paid by students in the ski club.

OLD BUSINESS – None.

CORRESPONDENCE – Mrs. Petty noted that a letter was received from the DOE, approving our withdrawal of Capital Reserve Account funds and another letter from NJ Senate President Sweeney, acknowledging receipt of Mrs. Petty's letter regarding the re-opening of the application process for reinstatement of cuts in state aid.

PUBLIC HEARING & PETITION – No comments or questions at this time.

LEGISLATIVE UPDATE – J. Karolchyk discussed several pending bills.

ADJOURNMENT

A motion was made by Mrs. Gerhardt, seconded by Mrs. Krauss, and carried unanimously to adjourn the meeting at 8:29PM.

Respectfully submitted,

Molly Petty
School Business Administrator