

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

June 6, 2019 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, May 2, 2019.
Mrs. Gerkhardt, Board Vice-President, called the meeting to order at 7:08PM.

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

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

MISSION STATEMENT

ROLL CALL The following board members were present: Mrs. Gerkhardt, Mrs. Inscho, Mr. Karolchyk, Mrs. Krauss, Mrs. McElroy, Mrs. Rolph, Mrs. Shaffer, and Mrs. Sikkes
Absent: None
Tardy: Mr. Cook arrived at 8:32PM

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; Andrew Brown, Esquire; and approximately six staff members

APPROVE REGULAR MINUTES - A motion was made by Mrs. Shaffer, seconded by Mrs. Sikkes, and carried unanimously to approve the minutes as submitted for April 18 (Mr. Karolchyk abstained) and as amended on Page 4 for May 2, 2019.

NEW BUSINESS

1. **Superintendent's Report** – Mr. Saalfield reported on Mrs. Erickson's Dollar General grant application, his Professional Development Plan, his meeting with Mr. Cook to review his evaluation summary, and a bus incident on May 24. Mr. Saalfield drew the Board's attention to some of the 27 bills recently introduced by Senator Sweeney. He also noted that there were two suspensions since the last Board meeting, that the promotional exercises will be held on June 19th and that 54 students are currently registered for Kindergarten. Lastly, Mr. Saalfield advised the Board that he has received property appraisals for the Vail school and Lambert Road properties, which were prepared by Frank Anderson, who suggested that the County might want to buy the Lambert Road acreage for the Green Acres program.
2. **Principal's Report** – Mr. Leal provided end-of-year student highlights and noted that this would be his last meeting. He expressed appreciation to the Board for their support through the years.

PUBLIC HEARING & PETITION – None.

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APPROVE TRANSFERS & FINANCIAL REPORTS - A motion was made by Mrs. Shaffer, seconded by Mrs. McElroy, and carried unanimously by roll call vote 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 – A motion was made by Mrs. Krauss, seconded by Mrs. McElroy, and carried unanimously by roll call vote to approve payment of the Bills & Claims Lists for the General Fund in the amount of \$744,212.32 and for the Food Service Fund in the amount of \$ 9,841.74.

PERSONNEL

A motion was made by Mrs. Sikkes, seconded by Mrs. McElroy, and carried unanimously by roll call vote to approve the following nine motions:

1. Approve Unpaid Leave of Absence – To approve Mrs. Huston's unpaid leave of absence through June 14, 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).
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.

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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).
8. Approve Substitute Bus Driver – To add the name of Richard Walters to the substitute bus driver list, effective immediately, through June 30, 2020. (Mr. Walters is already employed as a full-time custodian).
9. Accept Resignation – To accept the resignation of Anna Weiss (aide), effective June 30, 2019.

B. FACILITIES

1. Approve Facilities' Use Requests – A motion was made by Mrs. McElroy, seconded by Mrs. Rolph, and carried unanimously 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 provided an update on the status of the DOE project application, which is being prepared by Suburban Engineering. The application should be available by the end of next week for our review.

A motion was made by Mrs. McElroy, seconded by Mrs. Gerkhardt, and carried unanimously by roll call vote to approve the following two motions:

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 \$6,000 for the removal of flooring in the Kitchen and \$5,478 in Classroom #11 over the summer.
4. Award Contract for Flooring Installation - To accept the quote from and award a contract to A.M.P. Flooring in the amount of \$11,239.00 for the installation of flooring in the Kitchen and \$4,736.65 in Classroom #11. (No other quotes were received).

C. FINANCE

A motion was made by Mrs. Sikkes, seconded by Mrs. Rolph, and carried unanimously by roll call vote to approve the following 17 Finance items:

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 accept on a tuition basis four students from the Frelinghuysen Township BOE, who will attend our Extended School Year Program in the amount of \$500 each, for a total of \$2,000 in tuition 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.

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 Attorney	Adams Guitierrez & Lattiboudere	
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%.

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 as well as the purchase of additional security cameras throughout the building, as needed.

11. Approve 2019-20 ESEA Grant Application – To approve the 2019-20 ESEA Grant application in the following amounts: \$42,655 (Title I), \$10,284 (Title IIA) and \$10,000 Title IVA.

12. Approve 2019-20 IDEA Grant Application – To approve the 2019-20 IDEA Grant application in the amounts of \$135,865 (Basic) and \$12,677 (Preschool).

13. 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.

14. 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 210 days for the 2019-20 School Year.

15. Approve 2019 ESY Special Education Tuition Contract – To approve a tuition contract for one student to attend the Extended School Year program with Sussex County Education Services in the amount of \$11,218

- 16. Approve 2019-20 Bayada Nurse Services Contract – To approve a contract with Bayada to provide substitute nurse services for the 2019-20 School Year.
- 17. 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 – Mr. Saalfield outlined the progress and noted that there will be another update at the August Board meeting.

E. TRANSPORTATION

A motion was made by Mrs. McElroy, seconded by Mrs. Inscho, and carried unanimously by roll call vote to approve the following transportation contracts with the Stocker Bus Company for 2019-20, at an increase of 1.45% over 2018-19, in the total amount of \$303,824.85 per the following individual bus routes and addenda (we are adding additional mileage to four different routes due to the elimination of one bus run):

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		
Addenda:					
	Route 1	Extra 7 miles/day @ \$2/mile =	\$2,520		
	Route ST1	Extra 11 miles/day @ \$2/mile =	\$3,960		
	Route ST2	Extra 5.2 miles/day @ \$2/mile =	\$1,872		
	Route ST3	Extra 17 miles/day @ \$2/mile =	\$6,120		

F. POLICY

Second Reading & Adoption – Mr. Saalfield noted that the Policy Committee met tonight, and that they are not ready to adopt any policies at tonight’s meeting.

CORRESPONDENCE – None.

OLD BUSINESS - A motion was made by Mrs. Gerhardt, seconded by Mrs. McElroy, and carried unanimously to approve the Superintendent’s Professional Development Plan’s annual narrative progress report.

PUBLIC HEARING & PETITION – None.

LEGISLATIVE UPDATE – Mr. Karolchyk informed the Board that he recently met with Senator Oroho, who promised that he would look at charter school funding.

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EXECUTIVE SESSION – A motion was made by Mrs. Sikkes, seconded by Mrs. Shaffer, and carried unanimously to convene to Executive Session at 8:35PM to review May Executive Session minutes and to 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.

The meeting re-opened to the public and continued with the following action.

A motion was made by Mrs. Shaffer, seconded by Mrs. Sikkes, and carried unanimously to approve the May Executive Session minutes.

ADJOURNMENT

A motion was made by Mrs. McElroy, seconded by Mrs. Gerhardt, and carried unanimously to adjourn the meeting at 9:35PM.

Respectfully submitted,

Molly Petty
School Business Administrator