

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

August 22, 2019 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, August 22, 2019.
Mr. Cook, Board President, called the meeting to order at 7:00PM.

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

SUNSHINE LAW Mr. Cook read the Notice of Meeting and Mission Statement

MISSION STATEMENT

ROLL CALL The following board members were present: Mr. Cook, Mrs. Inscho, Mr. Karolchyk, Mrs. McElroy, Mrs. Rolph, and Mrs. Sikkes
Absent: Mrs. Krauss

Tardy: Mrs. Shaffer arrived at 7:05PM, and Mrs. Gerhardt arrived at 7:12PM

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Dr. Elias, Principal; Adam Herman, Esquire; and approximately six staff members

APPROVE REGULAR MINUTES - A motion was made by Mrs. Sikkes, seconded by Mrs. Inscho, and carried unanimously to approve the minutes as submitted for June 6, 2019.

NEW BUSINESS

1. **Superintendent's Report** – Mr. Saalfield reported on the following items: Opening enrollment of 457 students, a grant application submitted by Mrs. Holyoak, the Lobby Guard system, QSAC results which named us a “high-performing school”, his service on the State’s Special Education committee, the gym floor refinishing work, inspection of the gym and playground equipment, technical services, Strategic Plan update, kitchen project, audit, and his building tour four BES alumni. He noted that Mr. Leal sends his greetings to the Board members. Dr. Elias expanded on the Lobby Guard system, and Mrs. Welsh reviewed highlights of our summer programs.
2. **Principal's Report** – Dr. Elias referred to her written report and discussed the new BES “app”.
3. **November BOE Candidates** – Mrs. Petty reported that the following candidates have submitted their petitions for the November BOE election: Michelle Gerhardt and John Karolchyk (incumbents); Karen Klein and Thomas Palmieri.
4. **BOE Retreat** – Mr. Saalfield noted that the BOE Retreat has been scheduled and advertised for Saturday, September 28th, 9AM-Noon.

5. Comprehensive Equity Plan – A motion was made by Mrs. Shaffer, seconded by Mrs. Sikkes, and carried unanimously to conduct a Needs Assessment for the development of the 2019-20 Comprehensive Equity Plan and to authorize Dr. Elias to submit the Comprehensive Equity Plan to the New Jersey Department of Education.
6. Thomas C. Gross Resolution – A motion was made by Mr. Cook, seconded by Mrs. McElroy, and carried unanimously to adopt the following resolution to officially dedicate and name with honor and deep appreciation, the Blairstown Elementary School Gymnasium as the “Thomas C. Gross Gymnasium”.

**Resolution Dedication
Thomas C. Gross**

WHEREAS, the Blairstown Township Board of Education recognizes that Thomas C. Gross has provided the Blairstown Township School District with dedication, devotion, caring, and sincere effort, and

WHEREAS, Thomas C. Gross spent thirty-seven years serving as an educator and Principal and the last thirteen years of his career as a beloved Superintendent of the Blairstown Township School District, and

WHEREAS, Thomas C. Gross, throughout his tenure, diligently provided for all the children and staff of the Blairstown Township School District, maintaining high standards, doing more than others expected, doing his best in everything and in every way, and

WHEREAS, additionally, Thomas C. Gross was a leader in the community serving on numerous committees, boards, and organizations all for the betterment of Blairstown and its citizens and children;

NOW THEREFORE BE IT RESOLVED THAT we wish to officially dedicate and name with honor and deep appreciation, the Blairstown Elementary School Gymnasium as the “Thomas C. Gross Gymnasium” and

BE IT FURTHER RESOLVED THAT we record in our minutes this commendation, that all now and in the future may know and appreciate the devotion of this fine man and the esteem in which he is held, and

BE THIS RESOLVED, by the Blairstown Elementary School Board of Education, on this 22ndth day of August, 2019.

**Molly Petty
School Business Administrator**

**Jeremy Cook
Board President**

**Mark Saalfeld
Superintendent**



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 FINANCIAL REPORTS - A motion was made by Mrs. McElroy, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to approve the attached list of transfers for the month of May in the amount of \$21,255, and June in the amount of \$114,813 and the May and June Board Secretary's reports, in agreement with the Treasurer's Reports, in the amount of \$1,109,110.56 and \$648,769.21, respectively, in Total Government Funds; and to certify that as of June 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. McElroy, seconded by Mrs. Shaffer, and carried unanimously by roll call vote to approve payment of the June 30th Bills & Claims List for the General Fund in the amount of \$811,614.53, the July and August List in the amount of \$ 671,628.97 and for the June/July Food Service Fund in the amount of \$23,566.40.

MOTION ITEMS

A. PERSONNEL

A motion was made by Mrs. Rolph, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to approve the following ten Personnel items:

1. Appoint 2019-20 Substitutes – To accept Mr. Saalfield's recommendation to add the attached list of names (with the addition of G. Castellano as a substitute aide) to the appropriate substitute lists for the 2019-20 School Year.
2. Move Across BEA Salary Guide – To approve the following requests to move across the BEA Salary guide effective September 1, 2019:

C. Cappiello	Bachelor's +30 Credits	Step 7
K. Kline	Master's +30 Credits	Step 7
J. Lynch	Master's +30 Credits	Step 7
J. Roof	Bachelor's +15 Credits	Step 3
S. Bunce	Bachelor's +30 Credits	Step 22+

3. Accept Resignations – To accept Renee Moyer’s resignation as an aide, effective June 30, 2018 and to accept Kris DeWitt’s resignation as a custodian, effective September 20, 2019.
4. Hire Aides – To accept Mr. Saalfield’s recommendation to hire Loren Fecher and Crystal Sullivan as part-time aides at the hourly rate of \$11.00 for the 2019-20 School Year.
5. Principal’s Appointments – To appoint Dr. Susan Elias as the Affirmative Action Officer, Attendance Officer, 504 Officer, Safety & Health Designee, School Safety Specialist, and ADA Officer.
6. Approve Stipend List – To approve the attached stipend list for 2019-20.
7. Approve Maternity Leave/FMLA – To approve Mrs. Hinline’s maternity leave/FMLA request.
8. Appoint Traffic Guard – To approve Joan Pelosi as the Traffic Guard, at a stipend amount of \$2,400 for the 2019-20 School Year.
9. Accept Resignation – To accept Mrs. Sotiria Hambos’s resignation as Receptionist, effective September 20, 2019.
10. Approve Job Description – To approve a Job Description for Classroom Paraprofessionals.

B. FINANCE

A motion was made by Mrs. Shaffer, seconded by Mrs. McElroy, and carried unanimously by roll call vote to approve the following ten Finance items (RCV):

1. Approve Parent Transportation Contract – To approve a parent transportation contract in the amount of \$50/day for the 2019-20 School Year.
2. Approve ABA Clinic Contract – To approve a contract with The ABA Clinic, LLC to provide Applied Behavior Analysis services to students with special needs at the hourly rate of \$108 for the 2019-20 School Year. (The anticipated need is up to four hours/month).
3. Approve Saint Clare’s Contract for Student Evaluations – To approve a contract with Saint Clare’s in Denville for the “provision of certain behavioral health services to students that are referred to Saint Clare’s by our Child Study Team members” in the amount of \$222.00 for each CER evaluation for the 2019-20 School Year.
4. Approve Mountain Lakes Board of Education Contracts – To approve three tuition contracts (for itinerant services provided for students with hearing difficulties by their Lake Drive program) with the Mountain Lakes Board of Education in the amounts of \$3,200, \$1,600, and \$6,080 for the 2019-20 School Year.

5. Approve Contract with the NJ Commission for the Blind – To approve a contract with the State of New Jersey Commission for the Blind and Visually Impaired to provide educational services for one student in the amount of \$1,900 for the 2019-20 School Year.
6. Approve Celebrate the Children Tuition Contract – To approve a tuition contract with Celebrate the Children for one student in the amount of \$73,190 and for one aide in the amount of \$27,000 for 180 days for the 2019-20 School Year.
7. Approve Lunch Price Increases- To approve a price increase of ten cents for student and staff lunches for the 2019-20 School Year.
8. Approve USA Hoist Contract – To approve a contract with USA Hoist Co., Inc. for maintenance of the elevator and chairlift, at the cost of \$245/hour for the 2019-20 School Year.
9. Approve Substitute Pay Increase – To increase the daily substitute rate for teachers and aides to from \$75 to \$80 for the 2019-20 School Year.
10. Approve Contract with Northern Hills Academy – To approve a tuition contract with Northern Hills Academy for one student in the amount of \$57,161 for the 2019-20 School Year.

C. EDUCATIONAL

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

1. Approve Danielson Model – To approve the Danielson Model for Teacher Evaluations and the NJDOE Principal’s Evaluation model for the Principal.
2. Approve Curriculum – To approve all current curriculum for the 2019-20 School Year.
3. DOE Anti-Bullying Self-Assessment Report – Mr. Saalfield reported that we received a score of 77 out of 78.
4. Library Collection Report – Mrs. Erickson’s report showed that students are actively borrowing library books. She continues to update the books offered.
5. HIB Report 18192 – There was a report made in June about sixth grade boys, which was not found to be a bullying incident.
6. QSAC Results – We were classified as a “High-Performing School”.

D. FACILITIES

A motion was made by Mrs. Inscho, seconded by Mrs. McElroy, and carried unanimously by roll call vote to approve the following five Facilities items:

1. Approve DOE Project Application – To approve Suburban Consulting Engineers to submit the DOE Project Application and request for State Aid (Debt Service) for the fall referendum projects, including roof replacement, boiler replacement, generator upgrades and the installation of 2 new chair lifts in the 1929 wing. A letter dated June 26th was received from the NJ DOE Office of School Facilities Planning, approving the major amendment to the Long Range Facilities Plan
2. Approve Facilities' Use Requests – To approve the attached list of Facilities' Use Requests.
3. Approve Donnelly Energy Proposal – To approve a proposal from Donnelly Energy to replace lighting and 3 AC Split Systems through the Direct Install Program, at the cost of \$17,709.82. The work will be done after hours. The projected energy savings will pay for the project within one year's time.
4. Disposition of Property – Per Policy 7300, to approve the disposition of one Vulcan Double Oven and one Southbend range, selling them to Chef's Corner for \$200 (for the Southbend Range), and Chef's Corner will remove from the property and dispose of the Vulcan double oven.
5. Lease for Lambert Road Fields – To approve the lease of fields on Lambert Road to North Warren Regional Board of Education in the amount of \$2 for the 2019-20 School Year.
6. Update of Moisture Control – Mrs. Petty reported that in July she attended RKO&E's workshop on moisture control. Mr. Amalfitano has been monitoring the temperature, dew point, and humidity throughout the building on a daily basis. We purchased an additional ten dehumidifiers in July (for use in the 4th grade wing), and another 18 in August (for each classroom in the Schaare wing), and another five were ordered this week for back-up.

Mr. Michael McGuinness, our environmental engineer, was here on Friday, August 2, and was extremely pleased with the temperature and humidity control we have in place. He went to every classroom and took readings. Additionally, as a precaution, we ordered random air quality testing to begin this week, and the results came in today. All rooms were found to be below the level of concern for any issues. No further action is necessary.
7. Real Estate Appraisal – The Board is interested in having Mr. Saalfield continue to explore the possibility of selling the property on Lambert Road and Vail Road.

E. TRANSPORTATION

1. Approve 2019-20 Bus Routes – A motion was made by Mrs. Sikkes, seconded by Mrs. Gerkhardt, and carried unanimously by roll call vote to approve the 2019-20 bus routes as prepared by Mrs. Scialla, our Transportation Coordinator. Mr. Karolchyk expressed concern about the cut-off after third grade for students who must be brought back to the school if no adult is at the bus stop after school.
2. Approve Joint Transportation Contract – A motion was made by Mrs. Gerkhardt, seconded by Mrs. McElroy, and carried unanimously by roll call vote to approve a Joint Transportation Agreement with the Green Township Board of Education for their transportation of one of our students who will be attending their Choice school, in the amount of \$477.81 for the 2019-20 School Year. (This is a savings of \$522.19 over the annual amount of \$1,000 that we usually pay for Aid in Lieu of Transportation).

F. POLICY

1. Second Reading & Adoption - A motion was made by Mrs. Rolph, seconded by Mrs. Inscho, and carried unanimously by roll call vote to approve the second reading and adoption of the following Policy and Regulations:

2415.06 - Unsafe School Option	5530-Substance Abuse	
2422 - Health & PE	5537-Service Animals	7440-School District Security
2460.8 - Special Ed	5600-Student Discipline/CoC	8860-Memorials
2610 - Educational Program	5611-Renewal of Students	8461- Reporting Violence, Vandalism,
Evaluation	for Firearms Offenses	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

2. Second Reading & Adoption - A motion was made by Mrs. McElroy, seconded by Mrs. Inscho, and failed (No-Mr. Cook, Mrs. Gerkhardt, Mr. Karolchyk, Mrs. Rolph, and Mrs. Sikkes; Yes-Mrs. Inscho, Mrs. McElroy, and Mrs. Shaffer) by roll call vote to approve the second reading and adoption of the Policy #5756 - Transgender Students.

CORRESPONDENCE – None

OLD BUSINESS

PUBLIC HEARING & PETITION – Mrs. O’Connell commented on Mrs. Erickson’s very positive impact on preschool students.

LEGISLATIVE UPDATE – J. Karolchyk referred to the elimination of salary caps for superintendents.

ADJOURNMENT- A motion to adjourn at 9:30PM was made by Mrs. Inscho, seconded by Mrs. Sikkes, and carried unanimously.

Respectfully submitted,

Molly Petty

School Business Administrator