

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

ANNUAL REORGANIZATION MEETING

Thursday, January 9, 2020 Meeting – 7:00PM

BOARD MEMBERS: Mr. Jeremy Cook, Mrs. Michelle Gerhardt, Mrs. Rosette Inscho, Mrs. Karen Klein, Mrs. Jennifer McElroy, Mr. Thomas Palmieri, 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 NJ Herald and by posting a copy of the meeting schedule by the front door of the school and at the Blairstown Municipal Building.

FLAG SALUTE – Mrs. Petty asked the public to join in the flag salute.

READING OF MISSION STATEMENT – Mrs. Petty read the Mission Statement.

ROLL CALL

The following Board members were present: Mr. Cook, Mrs. Gerhardt, Mrs. Inscho, Mrs. Klein, Mrs. McElroy, Mrs. Rolph, and Mrs. Sikkes.

Absent: Mrs. Shaffer

Mr. Palmieri, elected in November, has not yet been sworn in but was in attendance.

ADMINISTRATION OF OATH OF OFFICE TO NEW BOARD MEMBER, KAREN KLEIN, and RE-ELECTED BOARD MEMBER, MICHELLE GERKHARDT – Mrs. Petty swore Ms. Klein and Mrs.

Gerhardt into office.

CALL FOR NOMINATIONS FOR PRESIDENT – Mrs. Petty called for BOE President nominations at this time.

A motion was made by Mrs. Sikkes and seconded by Mrs. Rolph to nominate Mr. Jeremy cook as President of the Board of Education for 2020.

Hearing no other nominations, a motion was made by Mrs. Rolph, seconded by Mrs. McElroy, 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 2020. Mrs. Petty congratulated Mr. Cook and turned the gavel over to him to preside at the remainder of the meeting.

CALL FOR NOMINATIONS FOR VICE-PRESIDENT – Mr. Cook called for Vice-President nominations. A motion was made by Mrs. Gerhardt and seconded by Mrs. Inscho to nominate Mrs. Jennifer McElroy as Vice-President of the Board of Education for 2020.

Hearing no other nominations, a motion was made by Mrs. Rolph, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to close the nominations for Vice-President and cast the ballot for Mrs. Jennifer McElroy as Vice-President of the Board of Education for 2020.

PERSONNEL AND/OR FIRMS APPOINTMENTS

A motion was made by Mrs. Sikkes, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to appoint the following personnel and/or firms for 2020, (removing Item b per the request of Mrs. Inscho):

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| a. Board Architect | FKA Architects |
| b. Board Attorney | ----- |
| c. Board Auditors (See System Review Report)* | Ardito & Co. |
| d. Board Engineers | Suburban Consulting Engineers and RKO&E |
| e. 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 | Susan Elias |
| 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 |

Mrs. Inscho explained her reasons for requesting to pull item “b” from the initial list and asked about Mr. Brown’s continued handling of Negotiations but if Mr. Croot (from the same law firm) could attend some of the Board’s monthly meetings, a scenario which Mr. Brown agreed could be done. A motion was made by Mrs. Inscho, seconded by Mrs. Sikkes, and carried unanimously by roll call vote to appoint the law firm of Adams Gutierrez & Lattiboudere, LLC for 2020.

DESIGNATIONS OF THE FOLLOWING APPOINTMENTS:

A motion was made by Mrs. McElroy, seconded by Mrs. Sikkes, and carried unanimously by roll call vote to designate the following appointments for 2020:

- a. Official Newspapers: NJ Herald, 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 2020.
- 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 2020-2021 Budget pursuant with local/state policies and regulations.
- i. Adopt the NJSBA Code of Ethics

BANK SIGNATORIES:

A motion was made by Mrs. Rolph, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to designate the following signatures on each bank account for 2020:

General - President, Treasurer, Secretary (Bank requires two of the three signatures)	
Payroll - Treasurer	SUI - Treasurer
Agency - Treasurer	Cafeteria - Treasurer

BOARD MEMBER APPOINTMENTS:

The new Board President will appoint committee members at the February meeting. It was noted that the Board needs a 4th committee member for the upcoming start of Negotiations. Mrs. McElroy expressed interest in serving.

2020 BOARD MEETING SCHEDULE – A motion was made by Ms. Klein, seconded by Mr. Cook, and carried unanimously to approve the attached schedule of 2020 Board meetings.

SUPERINTENDENT’S AGENDA

APPROVE REGULAR MINUTES - A motion was made by Mrs. Inscho, seconded by Mrs. Rolph, and carried unanimously to approve the minutes as submitted for November 21 and December 5, 2019.

NEW BUSINESS

1. **Superintendent’s Update** – Mr. Saalfield spoke about the orientation for new Board members, a pending Senate bill regarding the religious exemption for student inoculations, the name change for Stepping Stone School, and a recent cluster meeting regarding shared services. Mrs. Sikkes and Ms. Klein volunteered to serve on a committee to explore shared services within the cluster. Mr. Saalfield reported, in response to Mrs. Rolph’s question at a previous meeting, that a school bus driver must be at least 21 years old. Mr. Saalfield also noted that he and Dr. Elias have been working on a Power Point presentation on HIB information for the BOE. He reported that the Chess Club started today, with 65 students participating. There are two grants soon to be available -- for Alyssa’s law (for security improvements) and for water infrastructure. Mr. Saalfield noted that he hadn’t heard anything on the Climate Survey Committee, and he asked the committee members to set a meeting date.
2. **Principal’s Report** – Dr. Elias highlighted the 6th graders’ trip to the Holocaust Museum in NYC, the Spelling Bee results, the Green Team’s actions, and the Shakesperience which will be presented tomorrow afternoon. Dr. Elias noted that next week she will be attending a workshop called “Stop the Bleed”.
3. **Donation Acceptance** – A motion was made by Mrs. McElroy, seconded by Mrs. Sikkes, and carried unanimously to accept a donation in the amount of \$350 from Mr. and Mrs. Randy Worden for payment of all outstanding lunch account balances as of December 19, 2019. Mrs. Petty will send a thank-you letter.
4. **Discussion of Old Business Organization** – Mrs. Rolph explained that she had requested this item on the agenda, so that the Board could discuss how they prefer to keep a running list of ongoing requests and action items. The Board agreed to carry these items under Old Business on future BOE agendas.

PUBLIC HEARING & PETITION

Mrs. O’Connell spoke about preschool tuition rates for 2020-21, noting that the current rates are difficult for some families to afford.

APPROVE FINANCIAL REPORTS - A motion was made by Mrs. Sikkes, seconded by Mr. Cook, and carried unanimously by roll call vote to approve the Board Secretary’s Reports, in agreement with the Treasurer’s Reports, in the amount of \$1,414,675.14 in Total Government Funds and to certify that as of November 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. Gerhardt, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims list in the amount of \$865,144.35 and the Food Service Fund in the amount of \$16,904.62.

A. PERSONNEL

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

1. Substitutes – To accept Mr. Saalfield’s recommendation to add the name of Corey Russo to the Substitute teacher/aide list and Justin Collins to the Substitute aide list for the 2019-20 School Year.
2. Hire Aide - To accept the Superintendent’s recommendation to hire Faith Morreale as a part-time aide, effective February 1, 2020 through June 30, 2020, at the hourly rate of \$11.00
3. Hire Replacement Leave Teacher – To accept Mr. Saalfield’s recommendation to hire Laura Durlenster as a replacement teacher for Mrs. Baker’s maternity leave, from the date of January 21, 2020 until June 30, 2020, on Master’s Step 1.

B. FINANCIAL

1. Property Update (Lambert Road and Vail School) – Mrs. Petty reported that she received a letter from Green Acres, indicating that they are not interested in either property that the Board wants to sell.

2. Ridge and Valley Conservancy’s Interest in the Lambert Road Property

Mr. Robert Canace, President of the Ridge and Valley Conservancy and Mr. Joel McGreen, Chairman of the Blairstown Open Space Committee, expressed their interest in having the Township purchase the Board’s 35-acre parcel on Lambert Road. Mr. Canace stated that the Township has stated they prefer to co-own the Lambert Road property with the Ridge & Valley Conservancy and that the Township has \$165,000 to use toward the purchase price. The Conservancy will apply to the Township and County for funding to see if they can do this. They will be willing to pay the fair market value and will be getting two appraisals. Roof repair needs/costs were discussed, and Mrs. Petty will contact the roofing company to get an update of work needed during 2020. Mr. McGreen asked Mr. Brown to check on co-ownership of the property and bidding requirements.

Mr. Canace and Mr. McGreen left the meeting at this point, and the Board continued to discuss their interest in possibly selling to the Township.

A motion was made by Mrs. McElroy, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to not advertise the Lambert Road or Vail Road properties for bid on January 31st, as previously voted at their December BOE meeting.

A motion was made by Mrs. Sikkes, seconded by Mrs. Inscho, and carried unanimously by roll call vote to express interest to the Ridge & Valley Conservancy to proceed with its due diligence to purchase the Lambert Road property.

3. Establish Preschool Tuition Rate for 2020-21 – Mrs. Petty reported that our 2019-20 tuition rates are \$250 (half-day) and \$500 (full-day). After a brief discussion about whether or not to increase rates, a motion was made by Mrs. McElroy, seconded by Mrs. Sikkes, and carried unanimously by roll call vote to establish the 2020-21 half-day preschool monthly tuition rate at \$250 and the full-day preschool monthly tuition rate at \$500.
4. Approve Contract with D. White (Great Meadows Regional School District) – A motion was made by Mrs. Sikkes, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to approve a contract with David White for services as a Class A/B Operator in the amount of \$175/month for January-December 2020.
5. 2020-21 Budget Calendar – A motion was made by Mrs. Gerhardt, seconded by Mrs. McElroy, and carried unanimously to adopt the 2020-21 Budget Calendar as presented.

C. FACILITIES

1. Facilities' Use Requests – A motion was made by Mrs. McElroy, seconded by Mrs. Gerhardt, and carried unanimously to approve the attached list of Facilities' Use Requests.

D. POLICY

1. Policy 8600 Transportation: Mr. Saalfield reported that Mrs. Scialla, our Transportation Coordinator, spent a great deal of time in looking at the possibility of changing the student transportation distance required for pick-up and drop-off. Going from two miles to one mile may be very difficult to do if Main Street changes from a two-way to one-way road. It also may require adding a bus route next year, which could be quite expensive. He advised to not change the policy at this time, but that all efforts will be made to transport more students if at all possible, and that the Board should look at this item in August when bus routes are developed for the next school year.

A motion was made by Mrs. McElroy, seconded by Mrs. Gerhardt, and carried unanimously to approve the second reading and adoption of Policy 8600, Transportation.

E. TRANSPORTATION

1. Ski Club Bus - A motion was made by Mrs. Rolph, seconded by Mrs. Gerhardt, and carried unanimously to approve use of the school's mini-bus to transport ski club students during January and February 2020. One of our bus drivers will drive, and the cost will be paid by students in the ski club.

OLD BUSINESS

Lobby Guard - Mrs. Inscho asked about the Lobby Guard guidelines, and Mr. Saalfield noted that they are being used now that Lobby Guard is in use. Mrs. Inscho asked if some people can still enter the building and if police would be called. Mr. Saalfield noted that the police would be called if someone had been asked to leave and refused. Mrs. Rolph asked if an administrator must be assigned to stay with a sex offender who is permitted in the building, and Mr. Saalfield responded that they will be escorted to their destination in the building. Mrs. Rolph said that some parents had asked how long information is kept, but we do not keep a record of it.

Mental Health Report – Mr. Cook only received a few responses with their top ten items from BOE members, so members were asked to forward their lists ASAP.

POSSE – Dr. Elias noted that the PTG is still working on setting up the POSSE program for this school year.

Responsive Classroom Presentation – Mr. Saalfield informed the BOE that Dr. Elias is working on a report for the BOE to review online.

Teacher Empowerment Training – Mr. Saalfield will keep this item on the Old Business list, but he has not yet worked on it. It will be an in-house training.

HIB Presentation – Mr. Saalfield already mentioned this in his update.

Communication – Mrs. Inscho noted that the Board would still like to receive more frequent updates from Mr. Saalfield, in between BOE meetings.

Gym Lobby Lavatory Signs – Due to some apparent confusion on the part of adults, the BOE would like to have Mrs. Petty order better signage.

Policy 8600 – This policy can be reviewed again in August, to look at the two-mile transportation limit.

CORRESPONDENCE – Mr. Cook read a letter from the BEA, regarding their request to start Negotiations for the 2020-2023 union contract. The Committee members thought that January 22 was the best date, starting at 7PM.

PUBLIC HEARING & PETITION – None.

LEGISLATIVE UPDATE – Mr. Saalfield repeated the proposed change to eliminate the religious exemption for student inoculations.

ADJOURNMENT – A motion was made by Mrs. Sikkes, seconded by Mrs. Gerhardt, and carried unanimously to adjourn the meeting at 9:00PM.

Respectfully submitted,

Molly Petty
School Business Administrator/Board Secretary