

**BLOOMSBURY BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING**

June 13, 2017 7:00 p.m.

Mission Statement: “The Bloomsbury School District, in partnership with parents and the community, will provide challenging educational programs that enable all students to achieve their full academic potential and to develop the social skills necessary to become life-long learners and responsible, productive members of the school, community, and society. Growth and development of the student as a whole requires the need to address the social and emotional development of students as well. Therefore, in addition to challenging students academically, we will focus on the core values of respect, responsibility, tolerance, caring, trustworthiness, and citizenship.”

Agenda

I. INTRODUCTORY ITEMS

A. Call the Meeting to Order

B. Reading of the Notice of Public Meeting-

The New Jersey Open Public Meetings Act was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is either discussed or acted upon. The Board has fully complied with the notice requirements by advertising in the The Express Times & The Star-Ledger posting publicly and by notifying the Municipal Clerk of the date, time and place of the meeting.

C. Roll Call

Daniela Albright	_____
Kevin Kerfoot	_____
Craig Levesque	_____
Kristin Santoro	_____
Peggy Shelton	_____

D. Flag Salute – Jack Flynn, May Primary School Super Student of the Month
Brady Shelton, May Middle School Super Student of the Month

II. PRESENTATIONS

III. PTO REPORT

IV. REORGANIZATION

ADOPTION OF POLICIES

Motion by _____, second by _____ that be it

RESOLVED that the Board of Education approves all school policies as written and contained in the Board Policy Manual for the 2017-2018 school year.

Voice Vote

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ADOPTION OF CURRICULUM

Motion by _____, second by _____ that be it

RESOLVED that the Board of Education approves the existing curriculum and textbooks for implementation in the 2017-2018 school year.

Voice Vote

APPOINTMENTS FOR 2017-2018

Motion by _____, second by _____ that be it

RESOLVED that the Board of Education approves the following appointments/re-appointments for the 2017-18 school year:

Board Secretary	Tim Mantz
Auditor	Ardito & Co.
Treasurer of School Monies	Patti Fischer
School Attorney	John Comegno-Comegno Law Group
School Physician	Randy Klein
Insurance Agent	Brown & Brown of New Jersey, Inc.
Dental Insurance Agent	Bollinger Inc.
Affirmative Action Officer	Jennifer Marycz
Custodian of Records	Tim Mantz
Integrated Pest Management Coordinator.	Tim Mantz
Chemical Hygiene Officer	Tim Mantz
Designated Person (AHERA & RTK)	Tim Mantz

Voice Vote:

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DESIGNATION OF BANK DEPOSITORIES

Motion by _____, second by _____ that be it

RESOLVED that the Board of Education designates the PNC Bank as the official depository of school funds for savings, checking, and investment funds and approval of the designation of signatures as follows:

Account	Signatures Required				
	President or alternate	Business Adm.	Treasurer of School Monies	Principal	Cafeteria Manager
General Account	X	X	X		
Payroll Account		BA OR	Treasurer		
Agency Account		BA OR	Treasurer		
Student Activity Acct		X		X	
Cafeteria Account		X			X

Voice Vote:

OFFICIAL NEWSPAPERS

Motion by _____, second by _____ that be it

RESOLVED that the Board of Education approves the Express Times as the official newspaper, the Star-Ledger as an alternate and the school district’s website as official posting locations for notices.

Voice Vote:

IMPLEMENTATION OF THE 2017-2018 BUDGET

Motion by _____, second by _____ that be it

RESOLVED that the Board of Education authorizes the Chief School Administrator and the School Business Administrator / Board Secretary to implement the 2017-2018 budget pursuant to local and state policies and regulations.

Voice Vote

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BUDGET TRANSFER AUTHORIZATION

Motion by _____, second by _____ that be it

RESOLVED that the Board of Education authorizes of the Chief School Administrator and the Business Administrator to perform necessary line item transfers between Board of Education meetings pending formal approval by the Board.

Voice Vote:

ESTABLISH PETTY CASH FUNDS

Motion by _____, second by _____ that be it

RESOLVED that the Board of Education establish a petty cash account for the 2017-2018 school year in the amount of \$300 and appoint the Business Administrator to disburse and receive monies for this account. The maximum amount to be disbursed for a single transaction shall be set at \$40.00.

Voice Vote:

LOCAL TAX PAYMENT SCHEDULE

Motion by _____, second by _____ that be it

RESOLVED that the Board of Education requests the Borough to provide local tax levy funds for the 2017-2018 school year based on the following schedule:

1 st Quarter:	August 1, 2017	\$ 430,842.50
2 nd Quarter:	November 1, 2017	\$ 430,842.50
3 rd Quarter:	February 1, 2018	\$ 430,842.50
4 th Quarter:	May 1, 2018	\$ 430,842.50

Voice Vote

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DESIGNATE PURCHASING AGENT

Motion by _____, second by _____ that be it

RESOLVED, that the Board of Education appoint the Business Administrator/Board Secretary, Tim Mantz, as the district’s qualified purchasing agent for the 2017-2018 school year to implement policy and procedure in accordance with Chapter 18A:18A etc., “Public Schools Contracts Law ”

Voice Vote:

DESIGNATE BID & QUOTE THRESHOLD

Motion by _____, second by _____ that be it

RESOLVED, that the Board of Education designate a bid threshold of \$40,000 and a quote threshold of \$6,000 for the 2017-2018 school year.

Voice Vote:

V. COMMITTEE REPORTS

- A. Policy/Personnel/Education
- B. Buildings & Grounds/Finance

VI. PUBLIC COMMENT

Public comments are invited on matters pertaining only to the agenda. All participants will be given five (5) minutes to state their issue. **All audience participants must state their name and address before speaking.** Thank you for understanding.

VII. ACTION ITEMS: Chief School Administrator’s Recommendations

CONSENT AGENDA: Matters listed within the consent agenda have been referred to members of the Board of Education and/or its standing committees, for reading and study, are considered to be routine and will be enacted by one motion.

A. Consent Agenda Motion: BOARD AFFAIRS

Motion made by _____, seconded by _____, to approve the following board affairs agenda items **1.1** through **1.10**.

- 1.1** To approve the minutes of the May 2, 2017 regular meeting.
- 1.2** To approve a \$100 cash payment award to a graduating 8th grade student.

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- 1.3** To approve sharing the cost of a \$500 Briggs Memorial Scholarship award with the BEA.
- 1.4** To approve the 2018-20 ELL plan.
- 1.5** To approve the QSAC Equivalency Waiver.
- 1.6** To accept Peggy Shelton’s letter of resignation from the Bloomsbury Board of Education effective June 30, 2017.
- 1.7** To approve the application for \$1,350 for the NJ School Insurance Safety Program grant.
- 1.8** To approve the first reading of the following policies and regulations:
 - Policy 1511 Board of Education Website
 - Policy and Regulation 3126 District Mentoring Program
 - Policy and Regulation 3221 Evaluation of Teachers
 - Policy and Regulation 3222 Evaluation of Teaching Staff Members
 - Policy and Regulation 3224 Evaluation of Principals
 - Policy and Regulation 3240 Professional Development for Teachers and School Leaders
 - Policy and Regulation 5610 Suspension and Suspension Procedures
 - Policy 5620 Expulsion
 - Policy and Regulation 7424 Bed Bugs
 - Policy 8505 Local Wellness Policy
 - Policy 8550 Unpaid Meal Charges
- 1.9** To approve the submission and acceptance of the application for “Individuals with Disabilities Education Act” (IDEA) fiscal year 2018 in the following amounts:

Basic:	\$ 30,716
Preschool:	\$ 618
Total Allocation:	\$ 31,334
- 1.10** To approve the 2016/17 HIB self-assessment.

ROLL CALL VOTE

Albright	_____	Levesque	_____
Shelton	_____	Kerfoot	_____
Santoro	_____		

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B. Consent Agenda Motion: BUSINESS AFFAIRS

Motion made by _____, seconded by _____, to approve the following business affairs agenda items **2.1** through **2.10**.

- 2.1** To approve budget transfers in the amount of \$50,200 for the period May 3, 2017 through June 13, 2017 as presented, noting that Commissioner approval was required, and received, as the year to date transfers on a cumulative basis do not exceed 10% pursuant to N.J.S.A. 18A:22-8.1.
- 2.2** To approve, on the recommendation of the Chief School Administrator, the acceptance of the monthly financial reports of the Board Secretary and the Treasurer for the month of **April 2017** and further that, in compliance with NJAC 6A:23A-16.10(c)4, the Board of Education certifies that as of **April 30, 2017**, after review of the secretary's monthly financial report and upon consultation with the appropriate district officials, to the best of our knowledge, no major account has been over expended in violation of NJAC 6A:23A-16.10(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- 2.3** To approve the June 13, 2017 current expense bill list for check numbers 15725 to 15784 totaling \$315,188.76.
- 2.4** To approve the Chief School Administrator and the Business Administrator to issue checks and make budget transfers necessary to close out the 2016-17 school year.
- 2.5** To authorize the Business Administrator to close the petty cash account as of June 30, 2017 and reopen the 2017-18 petty cash account in the amount of \$300 as of July 1, 2017.
- 2.6** To approve the service agreement between the Bloomsbury Board of Education and EMC2 for services, which are defined in the agreement and billed at \$850 in total upon the signing of the agreement, and on-site technological support and maintenance billed at an hourly rate of \$75 per the presented agreement.
- 2.7** To approve a Shared Services Agreement with the Hampton Board of Education for the purposes of sharing an Art Teacher for the 2017-2018 school year whereas the Bloomsbury Board of Education will reimburse the Hampton Board of Education \$20,000 of the total cost of the overall pay and benefit package of the Art Teacher provided.
- 2.8** To approve the first renewal of the transportation contract with Brad and Kim Dalrymple, Inc. for the 2017-18 student home to school bus routes at a cost of \$30,601.53.
- 2.9** To approve an agreement with Maschio's Food Service, Inc. to provide operation and management of the district's food service program for the 2017-18 school year for a management fee of \$6,000 and a loss no greater than \$5,000.

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2.10 To approve the Interlocal Services Agreement with the Pohatcong Township Board of Education for contracted School Business Administration Services for the 2017-18 school year at a fee of \$65,000.

ROLL CALL VOTE

Albright _____	Levesque _____
Shelton _____	Kerfoot _____
Santoro _____	

C. Consent Agenda Motion: PERSONNEL AFFAIRS

Motion made by _____, seconded by _____, to approve the following personnel affairs agenda items **3.1** through **3.8**.

3.1 To offer re-employment to the following tenured certified staff for the 2017-18 school year at the proper step of the salary guide.

Name	Position	FTE	Step/Degree
Arlotto, Dianna	Teacher	1	11/MA
Bolmarcich, Karen	Teacher	1	18/MA+15
Lemasters, Alane	Teacher	1	14/MA+30
Duerring, Michele	Teacher	1	14/BA
Hill-Whipple, Debra	Teacher	1	OG/BA
MacLennan, Donna	Teacher	1	15/BA
Mottley, Kelly	Teacher	1	18/MA
Nitzsche, Dana	Teacher	1	9/MA
Pulcini, Sally	Teacher	1	17/BA
Woodruff, Eric	Teacher	1	7/BA
Woodruff, Graziella	Social Worker	1	12/MA

3.2 To offer re-employment for the 2017-2018 school year to the following non-tenured certified staff at the appropriate step on the salary guide.

Name	Position	FTE	Step/Degree
Rohrer, Kim	Teacher	1	2/BA
Scuderi, Katie	Nurse	1	4/BA
Zambrano, Ana	Teacher	.4	8/MA+30

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3.3 To offer employment to the listed Support Staff for the 2017-2018 school year.

<u>Clerical</u>	<u>Job Title</u>	<u>Months per year</u>	<u>Salary</u>
Eich, Linda	Secretary	12 Full Time	\$44,401
<u>Operations</u>			
Garfein, Matt	Head Custodian	12 Full Time	\$54,633
Piazza, Frank	Custodian	12 Part Time	\$13.63/hr
<u>Aides</u>			
Linthwaite, Jennifer	Classroom Aide	10 Part Time	\$19,147
Payne, Linda	Classroom Aide	10 Part Time	\$19,152
Vitale, Nancy	Classroom Aide	10 Part Time	\$19,147
<u>Treasurer</u>			
Fischer, Patti	Treasurer		\$2,681

3.4 To approve K.A.N Consulting to provide LDT-C and related Child Study Team consulting services on an as needed basis throughout the 2017-18 school year at the following rate schedule:

- \$460 per initial evaluation
- \$410 per re-evaluation
- \$75 per hour for any additional meetings or services rendered

3.5 To offer Jenniffer Marycz an employment contract as Principal for the 2017-2018 school year at an annual salary of \$102,504 as presented.

3.6 To appoint the following stipend positions for the 2017-18 school year to be paid at the contract specified rate:

Anti-Bullying Specialist	Graziella Woodruff
I&RS Coordinator	Grazeilla Woodruff
I&RS Coordinator	Dana Nitzsche
Homework Club	Dana Nitzsche
Homework Club	
Teacher in Charge	Sally Pulcini
Teacher in Charge	Deb Hill-Whipple
Student Council Adviser	Deb Hill-Whipple
Peer Leader Mentor	Deb Hill-Whipple
Anti-Bullying Coordinator	Deb Hill-Whipple
Drama Club	Kim Rohrer
504 Coordinator	Katie Scuderi
Yearbook Advisor	Karen Bolmarcich
Geocaching Advisor	Karen Bolmarcich

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3.7 To approve the Agreement for Legal Services for the 2017-18 school year with the Comegno Law Group, P.C. to be billed at a rate of \$185 per hour.

3.8 To approve the 2017-18 substitutes per the presented list.

ROLL CALL VOTE

Albright _____ Levesque _____
Shelton _____ Kerfoot _____
Santoro _____

D. Consent Agenda Motion: SCHOOL AFFAIRS

Motion made by _____, seconded by _____, to approve the following student affairs agenda items **4.1** through **4.3**.

4.1 To approve a tuition contract for the identified student to attend the Midland School for the 2017-18 school year at an annual tuition rate of \$67,785.90.

4.2 To approve the attendance of staff members at the following conferences:

- Kelly Mottley to the Orton Gillingham Advanced Training on 6/27/17-6/30/17 in Stewartsville, NJ. Cost is \$855.60 registration fee.
- Kim Rohrer to the Combined Classes training on 5/19/17 in Holland, NJ.
- Eric Woodruff to the Combined Classes training on 5/19/17 in Holland, NJ.
- Donna MacLennan to the Combined Classes training on 5/19/17 in Holland, NJ.

4.3 To approve the following field trips:

- K, 1st & 2nd grades to DeSales University on 4/26/18 in Center Valley, PA.

ROLL CALL VOTE

Albright _____ Levesque _____
Shelton _____ Kerfoot _____
Santoro _____

VIII. OLD AND NEW BUSINESS

IX. PUBLIC COMMENT

Public comments are invited on any educationally pertinent subject. All participants will be given five (5) minutes to state their issue. **All audience participants must state their name and address before speaking.** Thank you for understanding.

X. ADJOURNMENT

Motion made by _____, seconded by _____, to adjourn at _____ p.m.

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VOICE VOTE