

# BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

[www.blairstownelem.net](http://www.blairstownelem.net)

## Thursday, August 17, 2017 Meeting Minutes

Mrs. Glory called the meeting to order at 7:01PM.

**BOARD MEMBERS:** Mr. Jeremy Cook, Mrs. Michelle Gerhardt, Mrs. Lauren Glory, Mrs. Kelly Hadden, Mr. Dirk Herrmann, Mr. John Karolchyk, Mrs. Donna Krauss, Mrs. Shelly Mantegna, and Mrs. Jessica Wood-Rosso

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

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

### **MISSION STATEMENT**

**ROLL CALL** The following board members were present: Mrs. Gerhardt, Mrs. Glory, Mr. Karolchyk, Mrs. Krauss, and Mrs. Wood-Rosso

**Absent:** Mr. Cook, Mrs. Hadden, Mr. Herrmann, and Mrs. Mantegna

**Tardy:** None.

**Also Present:** Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Andrew Brown, Attorney; as well as three staff members and one member of the public

**APPROVE REGULAR MINUTES** - A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Gerhardt, and carried unanimously to approve the minutes as submitted for June 8 and July 25, 2017.

### **NEW BUSINESS**

1. **Superintendent's Update** – Mr. Saalfield informed the Board about our library collection, the LEAD program (replacing the former DARE program), NWR graduating students, a calendar change, the current enrollment of 466, the anticipated receipt of \$279,084 from the State for the window project, and a meeting today with the architect to review plans for the gym lobby lavatory project. He stated the need for a Building & Grounds Committee meeting. Mr. Saalfield commented on this month's financial audit of the 2016-17 School Year. Lastly, he read a note written by a former student, who is now heading off to college, and is grateful for his experience at BES.
2. **Principal's Report** – Mr. Leal had provided a written report. There were no questions.
3. **NJSBA Workshop** – Mr. Karolchyk noted that he would like to attend one day of the convention.
4. **November Election**- Nominating Petitions were due on July 31<sup>st</sup>, and there are four candidates running for three available seats: Jeremy Cook, Jeanne DeMange, Jennifer McElroy, and Jamie Shaffer.

**PUBLIC HEARING & PETITION** – None.

**Blairstown Township Board of Education**

**August 17, 2017 Meeting Minutes**

**Page 2**

**APPROVE TRANSFER & FINANCIAL REPORTS** - A motion was made by Mrs. Gerhardt, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to approve May and June Transfers in the amounts of \$80,205 and \$70,860 and the May and June Board Secretary's reports in the amounts of \$1,280,484.39 and \$867,722.09, respectively, in Total Government Funds; and to certify that as of June 30, 2017, 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. Glory, seconded by Mrs. Krauss, and carried unanimously by roll call vote to approve payment of the Bills & Claims Lists for the General Fund in the amounts of \$825,692.23 (June 30<sup>th</sup>); \$636,759.27 (August 17<sup>th</sup>); and for the Food Service Fund in the amount of \$148.09 (August 17<sup>th</sup>).

**MOTION ITEMS**

**A. PERSONNEL**

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Krauss, and carried unanimously by roll call vote to approve the following five Personnel items:

1. Hire Substitutes – To accept Mr. Saalfield's recommendation to add the names on the attached lists to the 2017-18 Substitute Lists.
2. Hire S. Montgomery – To accept Mr. Saalfield's recommendation to hire Suzanne Montgomery part-time for the after-school Wilson reading program at the hourly rate of \$75 for the 2017-18 School Year.
3. Movement Across Salary Guide – To approve Miss Perry's request to move across the BEA salary guide to the Masters plus 30 credits column, effective September 1, 2017.
4. Traffic Guard – To appoint Joan Pelosi as the 2017-18 Traffic Guard at the stipend amount of \$2,400.
5. Accept Resignations – To accept the resignations of Dennis Mizerek, Custodian, effective August 25, 2017 and Christine Burnette, Assistant to the Business Administrator, effective August 31, 2017. Both employees are leaving to accept full-time positions elsewhere.

**B. FINANCE**

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to approve the following ten Finance motions:

**Blairstown Township Board of Education**

**August 17, 2017 Meeting Minutes**

**Page 3**

1. Approve Tuition Contracts – To approve the following special education tuition contracts for the 2017-18 School Year:

<u>School</u>	<u>Class</u>	<u>Tuition</u>	<u>Summer Program</u>	<u>Aide</u>
Celebrate the Children	MD	\$68,310	None	\$27,000
Hackettstown BOE	Autistic	\$27,500	\$2,500	Our staff
Stanhope BOE	BD	\$47,071	None	None
Stillwater BOE	BD	\$20,000	\$ 750	Our staff

2. Approve Instructional Contract – To approve a contract with the Lake Drive School in Mountain Lakes to provide two hours per week for instructional services by the Teacher of the Deaf in the amount of \$12,160 for each of three students, for a total of \$36,480 for the 2017-18 School Year.
3. Approve IDEA Grant Application – To approve the 2017-18 IDEA (Individuals with Disabilities Education Act) grant application in the amount of \$137,387 in Basic funds and \$12,614 in Preschool funds. (\$130,000 was budgeted for this grant revenue).
4. Approve NCLB Grant Application – To approve the 2017-18 NCLB (No Child Left Behind) grant application in the amount of \$45,393 in Title I funds; \$9,578 in Title IIA funds; and \$10,000 in Title IV funds. (\$52,000 was budgeted for this grant revenue).
5. Approve Parent Transportation Contracts – To approve two parent transportation contracts, each in the amount of \$50 per day, up to \$10,000 per year, for the transportation of their children for the 2017-18 School Year.
6. Approve USA Hoist Contract – To approve a contract with USA Hoist for monthly elevator checks and maintenance in the amount of \$240 per month for the 2017-18 School Year.
7. Approve Blairstown Summer Institute Grant Proposal – To approve the Blairstown Summer Institute Grant Proposal in accordance with Board Policy #6160 “Grants from Private Sources”, with the addition that some of the grant funds will be also used for the Wilson Reading Training Program for professional development in the 2017-18 School Year. (This grant is being funded by Mr. and Mrs. John Kennedy and will be up to \$30,000. Mr. Leal and Dr. Elias collaborated on this grant opportunity.)
8. Accept Section 15 Grant for NJ Schools Development Authority – To accept funding in the amount of \$279,084 from the NJ Schools Development Authority for the State’s share (40%) of the 2016 window project.
9. NJ Superintendent’s Study Council – To approve Mr. Saalfield’s request to join the NJ Superintendent’s Study Council in the amount of \$600 for the 2017-18 School Year. (This organization is not included in his contractual professional memberships).

**Blairstown Township Board of Education**

**August 17, 2017 Meeting Minutes**

**Page 4**

10. Workshop and Mileage Reimbursement Requests – To approve the attached list of workshop and mileage reimbursement requests.
11. 2016-17 Audit – Informational: The auditors have completed their review of 2016-17 financial records. The formal presentation to the Board will be later in the fall.

**C. FACILITIES**

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Gerhardt, and carried unanimously to approve the attached list of Facilities' Use Requests.

**D. EDUCATIONAL**

1. Approve Curriculum – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Gerhardt, and carried unanimously to approve all current and updated curriculums.
2. Sustainable Jersey School Designation – The Board was very excited to learn that Dr. Elias received notification that the Blairstown Elementary School has achieved the Bronze level certification in the “Sustainable Jersey Schools” program. It was noted that our application was approved for twelve actions in seven categories for a total of 150 points. Our school will be recognized at the NJSBA convention in October.

**E. POLICY**

Approve Second Reading and Adoption – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Glory, and carried unanimously to approve the second reading and adoption of the following policies:

- |      |     |   |
|------|-----|---|
| 3126 | P&R | District Mentoring Program  |
| 3221 | P&R | Evaluation of Teachers  |
| 3222 | P&R | Evaluation of Teaching Staff Members, excluding Teachers and Administrators               |
| 3223 | P&R | Evaluation of Administrators, excluding Principals, Vice-Principals, and Ass't Principals |
| 3224 | P&R | Evaluation of Principals, Vice-Principals, and Assistant Principals                       |
| 3240 | P&R | Professional Development for Teachers and School Leaders                                  |
| 5610 | P&R | Suspension  |
| 5620 |     | Expulsion   |
| 8505 |     | Local Wellness Policy   |
| 8550 |     | Unpaid Meal Charges/Outstanding Food Service Charges                                      |

**OLD BUSINESS** - None.

**CORRESPONDENCE** – None.

**Blairstown Township Board of Education**

**August 17, 2017 Meeting Minutes**

**Page 5**

**LEGISLATIVE UPDATE** – J. Karolchyk advised the Board that the Governor signed a bill this week that requires Board candidates to sign a statement affirming that they have never been convicted of a crime. Mr. Karolchyk commended Dr. Elias on her curriculum work this summer, which he thought was excellent.

**EXECUTIVE SESSION** - A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Krauss, and carried unanimously to convene to Executive Session at 7:47PM to discuss matters of Negotiations, 2017-18 non-union staff salaries, CSA employment contract negotiations, and to review June Executive Session minutes, the results of which will be released to the public once the reasons for confidentiality no longer exist.

The meeting re-opened to the public at 8:18PM and continued with the following motions.

A motion was made by Mrs. Gerhardt, seconded by Mr. Karolchyk, and carried by roll call vote (4-yes; 1-abstention <Mrs. Wood-Rosso>) to approve the salary guides for 2017-18, 2018-19, and 2019-20 as prepared by the BTA.

A motion was made by Mrs. Gerhardt, seconded by Mrs. Krauss, and carried unanimously by roll call vote to approve salary increases for all non-union staff (except for Mrs. Petty) in the amount of 2.78 % for the 2017-18 School Year.

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to approve Mrs. Petty's salary increase of 2.5% for the 2017-18 School Year. (By statute Mrs. Petty's contract must be approved by the County Executive Superintendent before the Board takes action on it).

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Gerhardt, and carried unanimously to approve the June Executive Session minutes.

**ADJOURNMENT**

A motion was made by Mrs. Krauss, seconded by Mrs. Wood-Rosso, and carried unanimously to adjourn the meeting at 8:24PM.

Respectfully submitted,

Molly Petty  
School Business Administrator