

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

Thursday, September 21, 2017 Meeting Minutes

Mr. Herrmann called the meeting to order at 7:03PM.

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 Mr. Herrmann read the Notice of Meeting and Mission Statement

MISSION STATEMENT

ROLL CALL The following board members were present: Mr. Cook, Mrs. Gerhardt, Mrs. Hadden, Mr. Herrmann, Mr. Karolchyk, Mrs. Krauss, Mrs. Mantegna, and Mrs. Wood-Rosso

Absent: None.

Tardy: Mrs. Glory arrived at 7:52PM

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; Mr. Andrew Brown, Attorney; as well as six staff members and three members 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 August 17, 2017.

NEW BUSINESS

1. **Superintendent's Update** – Mr. Saalfield informed the Board that we will be holding an Ed Camp on October 9th, which is the County In-Service day. He noted that student portfolios are now digitalized, the former school sign has been relocated, a sewer pump failed just before school started, a dehumidifier was installed in the 4th grade wing, and that he met with Mr. and Mrs. Kennedy who donated \$30,000 to the school for reading improvement. Mr. Saalfield noted that NJSBA will have a new superintendent evaluation form in the spring.
2. **Principal's Report** – Mr. Leal provided a summary of his written report.
3. **NJSBA Workshop** – No one other than Mr. Karolchyk and Mr. Saalfield will attend the convention.

PUBLIC HEARING & PETITION – None.

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APPROVE TRANSFER & FINANCIAL REPORTS - A motion was made by Mrs. Mantegna, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to approve July Transfers in the amounts of \$5,300 and the July Board Secretary's reports in the amounts of \$1,329,583.78 in Total Government Funds; and to certify that as of July 31, 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. Krauss, seconded by Mr. Cook, and carried unanimously by roll call vote to approve payment of the Bills & Claims List for the General Fund in the amount of \$680,203.71, and for the Food Service Fund in the amount of \$1,630.98.

MOTION ITEMS

A. PERSONNEL

A motion was made by Mrs. Mantegna, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the following four Personnel items:

1. Approve Mrs. Reynolds's Request to Move Across the Guide – To approve Mrs. Reynolds's request to move across the salary guide to the Masters + 30 credits column, effective September 1, 2017.
2. Approve Assistant to School Business Administrator – To accept Mr. Saalfield's recommendation to hire Theresa Capriccio-Thoene as the part-time assistant (20 hours per week) to the School Business Administrator at the annual salary of \$17,000, pro-rated to October 16, 2017 (or sooner if fingerprinting results are received prior to that date) for the 2017-18 School Year.
3. Approve Aides – To accept Mr. Saalfield's recommendation to hire Danielle Frazee and Christina Oliveira as part-time aides at the hourly rate of \$10.00, effective September 25, 2017, or when fingerprinting results are received, for the 2017-18 School Year.
4. Approve Substitutes – To accept Mr. Saalfield's recommendation to add the following names to the substitute teacher list for the 2017-18 School Year: CarrieAnn Fleyzor, Juliana Goncalves, Jennifer Horsey, and Judith Trigg.

B. FINANCE

A motion was made by Mrs. Mantegna, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the following four Finance motions:

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1. Approve Cloud-Com Contract – To approve a contract with Cloud-com for technical services in the amount of \$75/hour for up to ten hours per week for the 2017-18 School Year (no increase over 2016-17).
2. Approve Workshop and Travel Reimbursement Requests – To approve the attached list of workshop and travel mileage reimbursement requests, adding a request for A. Van Wattering for mileage in the amount of \$8.50 on October 6th.
3. Approve Parent Transportation Contract – To approve a parent transportation contract in the amount of \$50 per day, effective September 22, 2017.
4. Approve ABA Contract – To approve a contract for ABA services (applied behavior analysis) with Tara Armstrong in the hourly amount of \$105 (to be capped at 96 hours for 2017-18).

C. FACILITIES

1. Facilities' Use Requests – A motion was made by Mrs. Mantegna, seconded by Mrs. Krauss, and carried unanimously to approve a Facilities' Use Request from Blairstown Youth Softball to use the gymnasiums on Saturdays from Dec 6 – April 20th, when other groups have voids in their schedules, for Rec basketball for registration on 9/28, 10/2, 10/5, and 10/12 and for Cub Scouts Pack 140 to use the Parking Lot and gym for their Trunk or Treat event on October 27th.

D. EDUCATIONAL

1. District PARCC Scores – Mr. Saalfield noted that final District PARCC scores had not changed from the preliminary scores. We were above the state average in Language Arts and just two points below in Math. Student growth scores in Language Arts are promising, and are quite good in Math.
2. Motion to approve list of Class Trips – After the Board asked questions about some of the trips, a motion was made by Mrs. Wood-Rosso, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve the attached list of 2017-18 class trips, with the addition of three trips for the MD class.
3. Danielson – A motion was made by Mrs. Mantegna, seconded by Mrs. Gerhardt, and carried unanimously to approve the Danielson Teacher Evaluation System and the Principal's Multi-dimensional Performance Rubric.

E. POLICY

1. Approve First Reading – After Mr. Karolchyk asked about Policy 7300.3, a motion was made by Mrs. Mantegna, seconded by Mrs. Hadden, and carried unanimously to approve the first reading of the following policies:

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7100 & 7100R – Long-Range Facilities Planning

7101 & 7101R – Educational Adequacy of Capital Projects

7300.2 - Disposition of Land

7300.3 - Disposition of Personal Property

OLD BUSINESS - None.

CORRESPONDENCE – Mrs. Petty read Mrs. Reynolds’s letter about the Board’s support of higher education for the staff.

PUBLIC HEARING & PETITION – Mrs. Holyoak clarified that the acronym “WCCSE” stands for Warren County Consortium for Student Enrichment.

LEGISLATIVE UPDATE – J. Karolchyk had nothing to report.

EXECUTIVE SESSION - A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Gerhardt, and carried unanimously to convene to Executive Session at 7:52PM to discuss matters of the Superintendent’s employment contract negotiations and to review August 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 9:07PM and continued with the following motions.

A motion was made by Mrs. Mantegna, seconded by Mrs. Glory, and carried (Mr. Herrmann and Mrs. Mantegna abstained) to approve the August Executive Session minutes as submitted.

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Mantegna, and carried unanimously by roll call vote to approve the revised contract for Mr. Saalfield as requested in his May 8th memorandum and to send it to the County office for their review and approval.

ADJOURNMENT

A motion was made by Mrs. Krauss, seconded by Mrs. Wood-Rosso, and carried unanimously to adjourn the meeting at 9:30PM.

Respectfully submitted,

Molly Petty
School Business Administrator