

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

Thursday, October 19, 2017 Meeting Minutes

Mr. Herrmann 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 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. Glory, Mrs. Hadden, Mr. Herrmann, Mr. Karolchyk, Mrs. Mantegna, and Mrs. Wood-Rosso

Absent: Mrs. Krauss

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; Mr. Andrew Brown, Attorney; as well as many students, parents and staff members

APPROVE REGULAR MINUTES - A motion was made by Mrs. Glory, seconded by Mrs. Wood-Rosso, and carried unanimously to approve the minutes as submitted for September 21, 2017.

NEW BUSINESS

1. **Superintendent's Report** – Mr. Saalfield discussed the all-call system, NJSBA convention, science assessments, MSGP scores, the Board's Strategic Plan, a meeting with the North Warren administrators, and the NJ School Report Card. He noted that there have been three suspensions, one in 5th grade and two in 6th.
2. **Principal's Report** – Mr. Leal briefly reviewed highlights of his written report.
3. **Introduction of New Student Council Members** – Mr. Leal introduced the new members of the 2017-18 Student Council. President, Robert Pilny, read an excellent speech to the Board.

BOE SELF-EVALUATION RESULTS – Kathy Helewa from NJSBA presented a summary of the BOE Self-Evaluations. She also explained the two types of Strategic Plans that NJSBA provides.

PUBLIC HEARING & PETITION – Mrs. O'Connell noted the importance of adults modeling kindness with Random Acts of Kindness. In response to Mr. Saalfield's mentioning of future all-call formats, Mrs. Jeannie DeMange noted that her son loved to hear the principal's or superintendent's voice on the all-call notices. She then introduced herself as a candidate for the Board of Education election in November.

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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 the attached list of August Transfers in the amount of \$2,000.00 and the August Board Secretary's reports in the amounts of \$1,608,161.73 in Total Government Funds; and to certify that as of August 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. Mantegna, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to approve payment of the Bills & Claims Lists for the General Fund in the amount of \$815,278.45 and for the Food Service Fund in the amount of \$14,553.65.

MOTION ITEMS

A. PERSONNEL

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

1. Accept Resignation - To accept Mrs. Mack's resignation as an aide, effective January 1, 2018.
2. Appoint Homework Help Club Staff – To accept Mr. Saalfield's recommendation to appoint the attached list of Homework Help Club Staff, at the hourly rate of \$40, for the 2017-18 School Year.
3. Increase Hourly Rate for Substitute Custodians – To increase the substitute custodian rates to \$13.50 per Hour (without Black Seal license) and \$15.50 per hour (with Black Seal) for the 2017-18 School Year.
4. Appoint School Safety Specialist – To accept Mr. Saalfield's recommendation to appoint Bruce Leal as the District's School Safety Specialist (PL2017c.162).
5. Set Custodian Call-In Rate for Emergencies – To set a flat rate of \$75 plus the hourly rate for a custodian to be called in during the night for an alarm malfunction or any other emergency.

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 five Finance motions (RCV):

1. Approve Workshop and Travel Reimbursement Requests – To approve the attached list of workshop and travel mileage reimbursement requests.

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2. Approve Snow Removal Contract – To approve a snow removal contract with JB’s Landscaping, LLC in the amount of \$95.00/hour, effective October 20, 2017 through April 30, 2018.
3. Approve Class Trips Transportation Contract – To approve a contract for class trips transportation with the Stocker Bus Company in the amount of \$16,805.00.
4. Approve Contract for Itinerant Services – To approve a contract with the Mountain Lakes Board of Education, who will provide itinerant services for two students with hearing loss, in the amount of \$1,600 for one student and \$3,200 for the other student for the 2017-18 School Year.
5. Approve Reduced Preschool Tuition Rate – To establish a monthly preschool reduced tuition rate of \$75 for half-day students and \$150 for full-day students for the 2017-18 School Year. (This rate would be based upon a student’s eligibility for a reduced-price lunch in New Jersey’s Free & Reduced Lunch Program).

C. FACILITIES

1. Facilities’ Use Requests – A motion was made by Mrs. Mantegna, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the attached list of Facilities’ Use Requests.
2. Gym Lobby Lavatory Update – Mr. Saalfield reviewed the plans and project timeline for next summer’s lavatory project. The Board walked over to the gym lobby to view the current lay-out of the lavatories and storage area. Mrs. Petty noted that the cost for the storage area will be an alternate bid. After the Board returned to the Library, a motion was made by Mrs. Wood-Rosso, seconded by Mrs. Mantegna, and carried unanimously to have FKA Architects submit the gym lobby lavatory project application to the NJ Department of Education.

D. EDUCATIONAL

1. 2017-18 School Calendar Change – Mr. Saalfield updated the Board on the November calendar with regard the NJEA convention, noting that 16 teachers are already going to be absent. A motion was made by Mrs. Gerkhardt, seconded by Mr. Herrmann, and carried unanimously to close school on Thursday, November 9 and to add a day at the end of the school year.
2. Child Assault Prevention (CAP) Grant- A motion was made by Mrs. Mantegna, seconded by Mrs. Gerkhardt, and carried unanimously by roll call vote to approve the Child Assault Prevention grant award in the amount of \$1,318 for the 2017-18 School Year.
3. Informational: Mr. Saalfield noted that the District will be undertaking a year-long review of our report cards for all grade levels.

E. POLICY

1. Approve Second Reading and Adoption – A motion was made by Mrs. Mantegna, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the second reading and adoption of the following policies:

7100 & 7100R – Long-Range Facilities Planning

7101 & 7101R – Educational Adequacy of Capital Projects

7300.2 - Disposition of Land

7300.3 - Disposition of Personal Property

CORRESPONDENCE – Mr. Saalfield read the resolution sent by the Hardwick Township Committeemen, outlining their support for a countywide school system. The Board took exception to the resolution, and requested Mr. Saalfield to draft a resolution to express the Board’s disagreement.

PUBLIC HEARING & PETITION – None.

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 9:03PM to discuss legal matters, the results of which will be disclosed to the public as soon as the need for confidentiality no longer exists.

The meeting resumed at 9:18PM and continued with the following action:

A motion was made by Mrs. Hadden, seconded by Mrs. Mantegna, and carried unanimously to approve the September 21st Executive Session minutes.

ADJOURNMENT

A motion was made by Mr. Herrmann, seconded by Mrs. Hadden, and carried unanimously to adjourn the meeting at 9:19PM.

Respectfully submitted,

Molly Petty
School Business Administrator