

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

Thursday, November 16, 2017 Meeting Minutes

Mrs. Glory 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 Mrs. Glory 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. Krauss, Mr. Karolchyk,

Absent: Mrs. Hadden, Mr. Herrmann, Mrs. Mantegna, and Mrs. Wood-Rosso

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

APPROVE REGULAR MINUTES - A motion was made by Mr. Cook, seconded by Mrs. Gerhardt, and carried unanimously to approve the minutes as submitted for October 19, 2017.

NEW BUSINESS

1. Superintendent's Report – Mr. Saalfield spoke about a new Annual School Planning Process, his attendance at recent meetings with the Tech Committee and Cluster superintendents. He informed the Board that Blairstown Elementary School has been certified as a Monarch Butterfly Way Station. Strategic planning meetings will begin in the near future. He also referred to the Memorandum of Agreement that was sent home in the agenda packets.

2. Principal's Report – Mr. Leal briefly reviewed highlights of his written report, including recent class trips and the Halloween Parade.

3. Introduction of Fifth Grade GATE Students – Mr. Leal introduced Mrs. Holyoak and her Fifth Grade GATE Students, who gave a presentation on their African Well project.

4. BOE Election Results – Mrs. Petty announced the results of the November 7th election, with the top three candidates winning three-year seats:

Mr. Jeremy Cook	825 votes
Mrs. Jennifer McElroy	884 votes
Mrs. Jamie Shaffer	995 votes
Mrs. Jeanne DeMange	798 votes

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5. Reorganization Meeting – A motion was made by Mrs. Krauss, seconded by Mr. Cook, and carried unanimously to set the date of Thursday, January 4, 2018 as our Reorganization meeting.

PUBLIC HEARING & PETITION – None.

APPROVE TRANSFER & FINANCIAL REPORTS - A motion was made by Mrs. Gerhardt, seconded by Mrs. Krauss, and carried unanimously by roll vote to approve the attached list of September Transfers in the amount of \$1,000.00 and the September Board Secretary's reports, in agreement with the Treasurer's Reports, in the amount of \$1,624,413.48 in Total Government Funds; and to certify that as of September 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. Gerhardt, and carried unanimously by roll vote to approve payment of the Bills & Claims Lists for the General Fund in the amount of \$790,589.98 and for the Food Service Fund in the amount of \$13,601.97.

MOTION ITEMS

A. PERSONNEL

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

1. Approve Staff Stipend Positions - To accept Mr. Saalfield's recommendation to approve the attached list of stipend positions, per the terms of the BTA contract for the 2017-18 School Year.
2. Approve Superintendent's Contract – To approve Mr. Saalfield's 2017-2021 Employment Contract, as approved by the Warren County Superintendent of Schools.
3. Hire Custodian - To hire Terry Gachmonosky as a part-time custodian for the 2017-18 School Year, at the hourly rate of \$13.50, effective December 1, 2018.
4. Approve Data Coordinator – To approve Dr. Susan Elias as School District Data Coordinator.
5. Accept Resignation – To accept Pamela Gumbman's resignation as an aide, effective November 21, 2017.

B. FINANCE

1. 2016-17 Financial Audit Presentation – Mrs. Petty distributed the 2016-17 Financial Audit Synopsis to members of the public and presented the results of the 2016-17 Financial Audit. The Board did not have any questions.

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A motion was made by Mr. Cook, seconded by Mrs. Krauss, and carried unanimously by roll vote to approve the 2016-17 Financial Audit Synopsis, with no auditor recommendations. Mr. Karolchyk expressed appreciation to the administration for the continuing clean audit results.

A motion was made by Mrs. Gerhardt, seconded by Mrs. Glory, and carried unanimously by roll vote to approve the following five Finance motions:

2. Approve Workshop and Travel Reimbursement Requests – To approve the attached list of workshop and travel mileage reimbursement requests.
3. Approve Jointure Transportation Contract with NWR – To approve a jointure transportation contract with North Warren Regional Board of Education (as the host district) for their transportation of three of our elementary students to ride on North Warren’s NP04 bus route (for non-public students) in the amount of \$2,592 for the 2017-18 School Year.
4. Approve Jointure Transportation Contract with NWR – To approve a jointure transportation contract (with the Blairstown Township BOE as the host district) with the North Warren Regional Board of Education for our transportation of seven of their middle school students to ride on our shuttle bus Route #RVCS to Ridge & Valley Charter School in the amount of \$3,317.65 for the 2017-18 School Year.
5. Approve Contract with SchoolPointe – To approve a contract with SchoolPointe in the amount of \$2,500 for website design services for the 2017-18 School Year.
6. NJSIG Resolution – To adopt the attached resolution to renew membership in the New Jersey Schools Insurance Group Educational Risk & Insurance Consortium – West Indemnity and Trust Agreement.

C. FACILITIES

A motion was made by Mr. Cook, seconded by Mrs. Krauss, and carried unanimously by roll vote to approve the following two Facilities motions:

1. Comprehensive Maintenance Plan & M1 Form – To approve the attached 2016-19 Comprehensive Maintenance Plan and M-1 Form for submission to the County Business Administrator.
2. Suburban Consulting Engineers Contract – To approve a contract with Suburban Consulting Engineers for the Summer 2018 exterior building project for Construction Document Design, Bid Phase, and Construction Administration & Inspection Services in the amount of \$31,400.

D. EDUCATIONAL

1. Presentation of Sustainable NJ Certification Award – Mr. Saalfield shared the plaque with the Board and complimented Dr. Elias and the Green Team for their hard work and commitment to this cause.

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A motion was made by Mrs. Krauss, seconded by Mr. Cok, and carried unanimously to approve the following two motions:

2. Resolution in Opposition to a Warren County Consolidated School System – To adopt the attached resolution in opposition to a Warren County Consolidated School System.
3. Grant Application for Recycling Bins – To approve the submission of a grant proposal in the amount of \$2,000 to purchase recycling bins.
4. Special Services Update – Mr. Karolchyk asked about the low attendance at parent meetings for students with disabilities, which Mrs. Welsh addressed.

CORRESPONDENCE – None.

OLD BUSINESS – None.

PUBLIC HEARING & PETITION – None.

LEGISLATIVE UPDATE – J. Karolchyk asked how the Board would like him to vote on the two issues to be discussed at this week's Semi-Annual Delegate Assembly.

EXECUTIVE SESSION – A motion was made by Mrs. Gerhardt, seconded by Mrs. Krauss, and carried unanimously by roll vote to convene to Executive Session at 8:05PM to discuss matters of Personnel relating to the 2018-19 Budget, the results of which will be released to the public as soon as the reason for confidentiality no longer exists. The meeting re-opened to the public at 8:36PM.

ADJOURNMENT

A motion was made by Mrs. Glory, seconded by Mrs. Krauss, and carried unanimously to adjourn the meeting at 8:37PM.

Respectfully submitted,

Molly Petty
School Business Administrator