

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

February 21, 2019 Meeting Minutes

CALLL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, February 21, 2019.

Mrs. Gerhardt, Board Vice-President, called the meeting to order at 7:01PM.

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

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

MISSION STATEMENT

ROLL CALLL The following board members were present: Mrs. Gerhardt, Mrs. Inscho,

Mr. Karolchik, Mrs. Krauss, Mrs. McElroy, and Mrs. Sikkes

Absent: Mrs. Rolph

Tardy: Mrs. Shaffer arrived at 7:32PM and Mr. Cook at 8:33PM.

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; Andrew Brown, Esquire; and approximately 10 staff members.

APPROVE REGULAR MINUTES – A motion was made by Mrs. McElroy, seconded by Mrs. Krauss, and carried unanimously to approve the minutes as submitted for January 3, 2019.

NEW BUSINESS

1. **Superintendent's Report** – Mr. Saalfield informed the Board of a heating problem on February 2 and the upcoming bridge work on Route 94. He also spoke about a problem with a lighting fixture in the gym, not being permitted to use LPNs on class trip, his attendance at recent workshops, finalization of ESY programs, and Centenary's Master's Degree program to be offered here as a satellite location. Additionally, he asked Mrs. Petty to explain the settlement reached with County Restoration for payment of the cleaning costs related to last fall's mold infestation. Lastly, he spoke about a proposal to honor Mr. Thomas Gross, former long-time teacher, principal, and superintendent at BES by naming the gymnasium after him, which the Board liked.
2. **Principal's Report** – Mr. Leal reviewed items on his written report.

NJSBA SUMMARY OF BOE SELF-EVALUATION AND BOE ETHICS TRAINING

NJSBA representative, Mrs. Kathy Helewa, presented the results of the BOE Self-evaluation and provided the annually required Ethics training. It was determined that there were no conflicts for Mrs. Inscho or Mrs. Sikkes to serve on our Negotiations Committee.

PUBLIC HEARING & PETITION – None at this time.

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APPROVE TRANSFERS & FINANCIAL REPORTS - A motion was made by Mrs. McElroy, seconded by Mrs. Krauss, and carried unanimously by roll call vote to approve the list of December 2018 Transfers in the amount of \$7,000.00, and the December Board Secretary's reports, in agreement with the Treasurer's Reports, in the amounts of \$562,253.38, in Total Government Funds; and to certify that as of December 31, 2018, 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.

MOTION ITEMS

A. PERSONNEL

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

1. Appoint Substitutes – To accept Mr. Saalfield's recommendation to add the names of Grace Castellano to the substitute aide list and Paul Leal and Mary Ann Riley to the substitute teacher/aide list for the 2018-19 School Year.
2. Extend Tammy Quick's Contract to Full-Time – To extend Mrs. Quick's contract to full-time, effective March 1, 2019 through June 30, 2019, as a result of overly-lengthy preschool and special education bus routes.
3. Hire Paraprofessionals – To accept Mr. Saalfield's recommendation to hire Kimberly Guerriere, Stephanie Ayres, Elizabeth Marchese, and Renee Moyer as part-time paraprofessionals at the hourly rate of \$10, effective as soon as criminal history background checks are completed, through June 30, 2019.
4. Appoint Barbara Warnkin as Musically Theater Assistant – To appoint Mrs. Warnkin as the Musical Theater Assistant in the stipend amount of \$720, per the terms of the BEA union contract.

B. FINANCE

A motion was made by Mrs. Sikkes, seconded by Mrs. McElroy, and carried unanimously by roll call vote to approve the following four Finance items:

1. Approve Celebrate the Children Tuition Contract Amendment– To approve an amendment to the Celebrate the Children special education tuition contract for the cost of the Personal Aide, increasing from \$150/day to \$350/day as of January 1, 2019 (for a total cost of \$48,600 for the year), with the tuition cost of \$71,500 remaining the same as originally contracted).

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2. Approve Northern Hills Tuition Contract – To approve a contract with Northern Hills Academy for one student in the amount of \$34,296.60, effective January 2 – June 30, 2019.
3. Request SEMI Waiver - To approve the 2019-20 SEMI Waiver Request.
4. Establish 2019-20 Preschool Tuition Rates – To establish the 2019-20 preschool monthly tuition rates at the following amounts: Half-day: \$250/ Full-day: \$500 (The 2018-19 rates are \$225 and \$450/month). Those eligible for reduced lunch would be charged \$75/ month for the half-day program and \$150/month for the full-day program. Those eligible for free lunch would have their tuition waived.
5. 2017-18 Audit Presentation by Mrs. Petty

After Mrs. Petty distributed copies of the 2017-18 Financial Audit Synopsis to the public and reviewed the results of the audit, a motion was made by Mrs. Krauss, seconded by Mrs. McElroy, and carried unanimously by roll call vote to accept the 2017-18 audit and to approve the 2017-18 Financial Audit Synopsis, with no auditor recommendations.

C. FACILITIES

1. Approve Facilities' Use Requests - A motion was made by Mrs. Sikkes, seconded by Mrs. Gerhardt, and carried unanimously to approve the attached list of Facilities' Use Requests, with the addition of the request from the Cub Scouts to use the Cafeteria on March 3, from 1-4PM.

D. EDUCATIONAL

1. Workshop/Mileage Requests – A motion was made by Mrs. Krauss, seconded by Mrs. Gerhardt, and carried unanimously to approve a date change for Mrs. May's previously approved Wilson Reading System workshop from February 18-20 to May 13-15, 2019.
2. MOA/MOU – After a short explanation by Mr. Saalfield, a motion was made by Mrs. McElroy, seconded by Mrs. Inscho, and carried unanimously to approve the State Police Memorandum of Agreement and Memorandum of Understanding.
3. Superintendent Evaluation Pre-Conference - Mr.Saalfield explained the process for his evaluation by the BOE.
4. Dr. Elias – Watershed Ambassadors - School Rain Garden – Dr. Elias discussed the proposed Rain Garden, which will be located alongside the gymnasium near Stillwater Road.

APPROVE PAYMENT OF BILLS - A motion was made by Mr. Cook, 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 amount of \$1,492,852.97 and for the Food Service Fund in the amount of \$17,853.88.

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E. POLICY

1. **First Reading** – After a discussion about the pros and cons of requiring nurses on every school trip, a motion was made by Mrs. McElroy, seconded by Mrs. Gerkhardt, and carried unanimously by roll call vote to approve the first reading of Policy #2340 (Field Trips), adding the requirement for a nurse to accompany all class trips.

CORRESPONDENCE

Mr. Saalfied received a letter from OSHA, notifying us the case is closed on the anonymous complaint made last fall. There was correspondence relating to the recent Civil Rights Data collection.

Mr. Saalfied read the letter from the NJ District 24 legislators to the DOE in Trenton, once again urging the DOE to provide us with additional state aid to help in paying for the clean-up costs of the mold infestation last fall.

Mr. Saalfied read a letter from Mr. Leal, announcing his retirement on July 1st.

A motion was made by Mrs. Sikkes, seconded by Mrs. McElory, and carried unanimously to accept, with deep regret, Mr. Leal's resignation for the purpose of retirement, effective July 1, 2019.

OLD BUSINESS - BOE meeting scheduled for April 25 is the week of spring break. Mr. Saalfied asked if the Board wanted to reschedule the April meeting to the 18th, and then meet on May 2. (We must hold our Budget's Public Hearing by Tuesday, May 7th). A motion was made by Mrs. McElroy, seconded by Mrs. Gerkhardt, and carried unanimously to cancel the April 25 and May 16th meetings and instead meet on April 18 and May 2.

Mrs. Petty reminded all Board members to complete their Financial Disclosure documents online.

Mr. Cook reviewed committee membership for 2019.

PUBLIC HEARING & PETITION – None at this time.

LEGISLATIVE UPDATE – Mrs. Inscho reported on pending bills.

EXECUTIVE SESSION – A motion was made by Mrs. Krauss, seconded by Mrs. Sikkes, and carried unanimously to convene to Executive Session at 9:50PM to review November minutes and discuss matters of Personnel (2019-20 Staffing), the results of which will be released to the public as soon as the reasons for confidentiality no longer exist.

The meeting reopened to the public at 10:27PM and continued as follows:

A motion was made by Mrs. Gerkhardt, seconded by Mr. Cook, and carried unanimously to approve the November Executive Session minutes as submitted.

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ADJOURNMENT

A motion to adjourn the meeting was made at 10:28PM by Mrs. Gerhardt, seconded by Mrs. Sikkes, and carried unanimously.

Respectfully submitted,

Molly Petty
School Business Administrator