

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

February 18, 2016 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, February 18, 2016.

Mr. Herrmann, Board President, called the meeting to order at 7:00PM.

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. Glory, Mr. Herrmann, Mr. Karolchyk, Mrs. McLain, Mrs. Ruben, and Mrs. Wood-Rosso

Absent: Mrs. Hadden

Tardy: Mrs. Mantegna arrived at 8:13PM.

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; and Mr. Leal, Principal; Mr. Brown, Attorney; and several members of the staff and community

APPROVE REGULAR MINUTES - A motion was made by Mrs. Ruben, seconded by Mrs. Glory, and carried unanimously to approve the minutes as submitted for January 7, 2016.

NEW BUSINESS

1. **Superintendent's Update** – Mr. Saalfield informed the Board that he met with Cynthia Dalton, the new Township Committee liaison. He noted receiving several state reports recently on student assessment, standards review, and the bullying task force. This spring Kindergarten screening is being set up for the school week instead of Saturday. He will soon be advertising for a permanent Child Study Team Supervisor.
2. **Principal's Report** – Mr. Leal reviewed recent school activities, highlighting the Reading Incentive Program and the “Shakesperience” for sixth graders.

PUBLIC HEARING & PETITION – None.

STUDENT AWARDS – SPELLING BEE AND CLEAN COMMUNITES T-SHIRT DESIGN CONTEST

WINNERS – Mr. Leal presented certificates to Gabriela Paredes, the Spelling Bee champion, and to Grace Pereira, the T-Shirt design contest winner.

PRESENTATION TO BLAIRSTOWN POLICE AND MUNICIPAL COMMITTEE MAYOR – Mr. Saalfield expressed appreciation to Mr. Shoemaker, the mayor, and Mr. Mara, director of the police force, for all of the support, assistance, and cooperation received from the police force, particularly Lt. Losey, who assists with our School Security Committee meetings and drills. Mr. Saalfield also thanked the Township for the assistance with snow removal and lawn mowing.

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ANNUAL ETHICS PRESENTATION BY NJSBA REPRESENTATIVE, ROBYNN MEEHAN

Mrs. Meehan gave a brief presentation on Board ethics, highlighting recent SEC Advisory Opinions.

APPROVE FINANCIAL REPORTS - A motion was made by Mrs. McLain, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to approve December Transfers in the amount of \$63,460.00 and the Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$1,466,365.08 for December 2015 in total Government Funds; and to certify that as of December 31, 2015, 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. McLain, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve payment of the Bills & Claims List for the General Fund in the amount of \$1,182,278.58 and for the Food Service Fund in the amount of \$10,427.97.

MOTION ITEMS

A. PERSONNEL

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

1. Approve Long-Term Leave Replacement Contract for John Cosgrove – To approve a Long-Term Leave Replacement Contract on Bachelor's Step 1, effective January 1, 2016 for John Cosgrove to substitute for Mr. Gerald Mazzetta during his workmen's compensation leave through June 30, 2016, or whenever Mr. Mazzetta is able to return to work, whichever comes first.
2. Hire Paul Tasiopoulos – To accept Mr. Saalfeld's recommendation to hire Paul Tasipoulos as a part-time custodian (5.75 hours per day) at \$13.00 per hour, effective March 1, 2016 through June 30, 2016.
3. Extend Mrs. Sutton's Leave of Absence – To approve Mrs. Sutton's request to extend her Maternity Leave of Absence through June 30, 2016.
4. Approve staff for Primary Reading Academy – To approve the following teachers for the Primary Reading Academy this spring at the hourly rate of \$40: Mrs. Anderson, Ms. Cappiello, Ms. Chirico, Ms. Kelley, Mrs. May, Mrs. Ricker, and Mrs. Wohlers, and as substitutes, Mrs. Crisman and Ms. Perry.
5. Approve Assistant Drama Directors - To approve Mrs. Barbara Warnkin and Mrs. Maureen Konecnik to split the position (and stipend) of Assistant Drama Director for this spring's play, Annie.

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6. Addition of 403b Providers – Mrs. Petty explained the BTA’s request for her to meet with salesmen from Financial Resources regarding the addition of two 403b Providers for the staff to use to invest through payroll deductions. After a short discussion, a motion was made by Mrs. Wood-Rosso, second by Mr. Herrmann, and carried by roll call vote (Mr. Karolchuk abstained) to amend the Adoption Agreement for the 403(b) Plan Document for Public Education organizations, to include FTJ Fund Choice and Security Benefit as authorized vendors, which names PenServe as the Third Party Administrator (at no cost to the Board).

B. FACILITIES

1. Facilities’ Use Requests – A motion was made by Mrs. McLain, seconded by Mrs. Mantegna, and carried unanimously to approve the attached list of Facilities’ Use requests, with the addition of the Cub Scouts’ request to use the cafeteria on March 12 for a Robotics demonstration.

C. FINANCE

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

1. Workshop & Mileage Reimbursement Requests - To approve the attached list of workshop and mileage reimbursement requests.
2. Approve Behavioral Consultant Services Contract – To approve a contract with Applied Behavioral Consulting (ABC) for behavioral consultative services in the amount of \$125 per hour, effective January 26 – June 30, 2016.
3. Accept Donation – To accept a donation in the amount of \$300 from the Blair Woman’s Club, to be used by the Media Specialist at her discretion.
4. Award Window Project Bid – To accept the following bids and to award a contract to D&E Window and Door, LLC in the total amount of \$667,400, with \$472,400 for the Base Bid, \$166,000 for Alternate #1 and \$29,000 for Alternate #2. This project will take place after school hours next fall, and will be partially funded by the SDA at 40%, leaving our share of the expense in the amount of \$400,400, which will be funded from the Capital Reserve Account.

All areas except
Schaare Wing & Basement

Both Floors in
(Schaare Wing)

(1929 Wing Front
Windows in Basement)

Vendor	Base Bid	Alternate #1	Alternate #2	TOTAL
D&E Window & Door, LLC Stirling, NJ	\$472,400	\$166,000	\$29,000	\$667,400
Panoramic Window & Door Systems Stockton, NJ	\$498,000	\$195,000	\$29,000	\$722,000
SLS Construction Upper Saddle River, NJ	\$659,500	\$196,400	\$27,400	\$883,300

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5. Lambert Road Property – Mr. Brown provided the Board with an update on the sale of property. The Board discussed how to use the income from the sale. A motion was made by Mrs. Mantegna, seconded by Mrs. McLain, and carried unanimously by roll call vote to adopt the attached resolution and for Mr. Herrmann to sign the “Agreement of Sale” and the Blairstown Township Land Development Application, both of which shall become part of the minutes of this meeting.

6. Establish 2016-17 Tuition Rate for Multiple Disabilities Class – Mrs. Petty explained that we are opening up the Multiple Disabilities (MD) class to students who are residents of other districts, and that the Board needs to establish a tuition rate at this time in order to provide all of the pertinent information to interested districts . After a brief discussion, a motion was made by Mrs. Wood-Rosso, seconded by Mrs. Ruben, and carried unanimously by roll call vote to set the tuition rate at \$28,000 per student in the MD class during the 2016-17 School Year.

D. EDUCATIONAL

1. HIB Incident – After Mr. Saalfield’s report of HIB Incident # 4 at the January 7th Board meeting, the Board must take action at this meeting to affirm or deny Mr. Saalfield’s decision in handling the incident. A motion was made by Mrs. McLain, seconded by Mrs. Mantegna, and carried unanimously to affirm Mr. Saalfield’s decision in handling the incident.

E. POLICY

1. Second Readings and Adoption – A motion was made by Mrs. Wood-Rosso, seconded by Mr. Herrmann, and carried unanimously to approve the second policy readings and adoptions as listed below:

- P&R1240 – Evaluation of Superintendent
- P&R 3221 – Evaluation of Teachers
- P&R 3222 – Evaluation of Teaching Staff Members, Excl. Teachers and Administrators
- P&R 3223 – Evaluation of Administrators, Excl. Principals, Vice-Principals, and Assistant Principals
- P&R 3224 – Evaluation of Principals, Vice-Principals, and Assistant Principals
- P 3431.1 - Family Leave * Item Fb on Page 25 should be “ten” working days
- P 4431.1 - Family Leave * Item Fb on Page 22 should be “ten” working days
- P 5337 - Service Animals
- P 5516 - Use of Electronic Communications and Recording Devices

OLD BUSINESS

- Reminder for all Board members to complete online School Ethics forms by April 30. Emails for each Board member should have been received in January.

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- Mr. Herrmann, BOE President, noted that no one had requested a change in committees from last year, so the committee members will remain the same as 2015.

CORRESPONDENCE - Mr. Saalfield received two letters from Dr. Lamonte, the Interim County Executive Superintendent, concerning the SEMI waiver request and the mid-year budget review.

PUBLIC HEARING & PETITION – None.

LEGISLATIVE UPDATE – J. Karolchuk updated the Board on pending legislation and noted that it would be worthwhile to attend local meetings discussing recent SEC ethics advisory opinions.

EXECUTIVE SESSION – A motion was made at 9:15PM to convene to Executive Session to discuss matters of Personnel involving non-tenured staff, the results of which will be made to the public as soon as the reason for confidentiality no longer exists.

At 9:33PM the Board returned to Open Session.

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. McLain, and carried unanimously to approve the Executive Session minutes from the September meeting.

ADJOURNMENT – A motion was made by Mrs. McLain, seconded by Mrs. Wood-Rosso, and carried unanimously to adjourn the meeting at 9:35PM.

Respectfully submitted,

Molly Petty
School Business Administrator