

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

December 11, 2014 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, December 11, 2014.

Mrs. McLain, Board Vice-President, called the meeting to order at 7:02PM.

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

SUNSHINE LAW Mr. Herrmann read the Notice of Meeting as follows:
Adequate notice of this meeting was given in accordance with the Open Public Meetings Act by publishing in the Express Times and by posting a copy of the meeting schedule on the front door of the school and at the Blairstown Municipal Building.

MISSION STATEMENT Mrs. McLain read aloud the District's mission statement.

ROLL CALL The following Board members were present:
Mrs. Glory, (arrived at 7:25PM), Mrs. Hadden, Mr. Herrmann (arrived at 7:15PM), Mr. Karolchyk, Mrs. McLain, Mrs. Mantegna, Mrs. Ruben, and Mrs. Wood-Rosso.
Absent: Mr. Cino

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; and Mr. Leal, Principal; as well as eleven members of the public.

APPROVE REGULAR MINUTES - A motion was made by Mrs. Ruben, seconded by Mrs. Wood-Rosso, and carried unanimously to approve the minutes as submitted for November 13, 2014.

NEW BUSINESS

1. **Superintendent's Update** – Mr. Saalfield highlighted the following items:
 - Recent NJASA meetings regarding Professional Development and Curriculum
 - Office staff changes
 - Good press coverage of Backpacks for Vets and Women's Club Library Donations
 - Completion of new computer lab
 - Current enrollment of 549 students
 - Recent inquiry received from the Blairstown Environmental Commission
 - Blairstown Youth Basketball request for banner, which the Board informally approved, with the removal of banners after games are done, and the understanding that the liability of the signs belongs to the BYB.
2. **Principal's Report** - Mr. Leal reviewed highlights from his written report. He also verbally reported on the State's security meeting he attended yesterday.

*Mr. Herrmann arrived at this time.

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STUDENT RECOGNITION – Mr. Leal presented a certificate to Liam Stauffer, who won the Clean Communities T-Shirt Contest Design Award.

STUDENT COUNCIL INFORMATION – Mr. Leal reported on recent elections for the school's first Student Council.

RECOGNITION OF MRS. RUSWEILER'S RETIREMENT – Mr. Leal thanked Mrs. Rusweiler for her 41 years of service to the Blairstown Township BOE. A short break was taken for cake for Mrs. Rusweiler.

SPECIAL EDUCATION PRESENTATION – Mrs. Mary Grace Rudolph, Supervisor of Special Education Services, provided the Board with an overview of the programs offered this year for students with disabilities.

PUBLIC HEARING & PETITION – Mrs. Messina expressed appreciation for the assistance provided by the District's Child Study Team.

APPROVE TRANSFERS & FINANCIAL REPORTS – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried by roll call vote (Mrs. Glory abstained) to approve the list of October Financial Transfers in the amount of \$8,100.00 and the October Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$1,469,148.96 in total Government Funds; and to certify that as of October 31, 2014, 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 Mr. Herrmann, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve payment of the General Fund Bill List in the amount of \$421,175.47 and the Food Service Bill List in the amount of \$7,216.40.

MOTION ITEMS

A. PERSONNEL

1. **Hire Teacher** – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Sherry Koeppen as a part-time teacher (.35) on Master's Step 7, effective December 15, 2014.
2. **Movement on Guide** – A motion was made by Mrs. Glory, seconded by Mrs. McLain, and carried unanimously to approve Mrs. Apostolou's request to move to the Bachelor's +15 credits column on the BTA 2014-15 Salary Guide, effective September 1, 2014.

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3. Appointments for Stipend Positions – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to appoint the following staff for stipend positions:

Warren County Debate: S.Hess, J. Pillion, D. Reade, V. Reynolds, and C. Robinson (substitute) at the contracted rate of \$120.

BES Chess Club Advisors: L.Dell, S. Hess, C. Kampfe at the contracted rate of \$320.

BES Ski Club: Head Advisor, V. Reynolds at the contracted rate of \$1440

Assistant Advisor, J. Menzel at the contracted rate of \$1200.

4. Hire Substitutes – A motion was made by Mrs. McLain, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to add the following names to the substitute teacher list for the 2014-15 School Year: Judith Trigg, Catherine Barnes, Maryann DiStasi, and Erika Clavel; and the name of Donald Mirabella to the substitute custodian list for the 2014-15 School Year.
5. Hire Secretary to the Principal/Transportation Coordinator – A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Mrs. Margaret Scialla as the Principal’s Secretary/Transportation Coordinator at the salary of \$40,000 for the 2014-15 School Year, effective and pro-rated to January 1, 2015. Mr. Karolchyk suggested that the Finance Committee discuss establishing a salary guide for secretaries, which Mr. Saalfield will discuss with the Board’s attorney.

B. FINANCE

1. Approve Transportation Contract Addenda - A motion was made by Mrs. McLain, seconded by Mrs. Wood-Rosso, and carried by roll call vote (Mrs. Glory abstained) to approve the following transportation contract addenda:

| | <u>Original Contract</u> | <u>Addendum</u> | <u>Additional Miles</u> | <u>New Contract Amount</u> |
|------------|--------------------------|-----------------|-------------------------|----------------------------|
| Route #B-1 | \$30,172.85 | \$1,512 | 4.2 Miles/Day | \$31,684.85 |
| Route #B-8 | \$23,491.78 | \$ 288 | 0.8 Miles/Day | \$23,779.78 |
| Route #ST3 | \$37,031.42 | \$ 576 | 1.6 Miles/Day | \$37,607.42 |

2. Approve J&B Therapy Contract – A motion was made by Mrs. Hadden, seconded by Mrs. McLain, and carried unanimously to approve a contract for speech services with J&B Therapy at the hourly rate of \$78, for two days per week, effective January 1, 2015, for the remainder of the 2014-15 School Year.

C. FACILITIES

1. Approve Facilities’ Use Requests – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the list of Facilities’ Use Requests.

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2. Engineering Services –Mrs. Petty informed the Board that she and Mr. Saalfield recently interviewed engineers from four different firms and at the January Reorganization meeting will be recommending that the Board appoint Suburban Consulting Engineers, who had handled the recent culvert and underground oil tank projects without any issues.

D. POLICY

1. Policy 4250 Revision – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Mrs. McLain, and carried by roll call vote (7-yes; 1-no <Mr. Karolchyk>) to approve the second reading and adoption of Policy #4250 as amended in the first reading at the November 13th meeting. The change will be for, upon retirement after 15 years (instead of 10 years), reimbursement of sick days and vacation days from \$50 (instead of \$25) per day.

OLD BUSINESS - Reminder for Board members to complete the following training sessions by Dec. 31st:

| | |
|--------------------------------------|--------------------------|
| Governance II – Finance | L. Glory & K. Hadden |
| Governance III – Student Achievement | R. Cino & J. Wood-Rosso |
| Governance IV – Legal Update/HIB | M. McLain & J. Karolchyk |

CORRESPONDENCE – None.

PUBLIC HEARING & PETITION – Mrs. Sherry Koeppen introduced herself to the Board.

LEGISLATIVE UPDATE – Mr. Karolchyk noted that there is an excellent five-minute video by Senator Menendez posted on the NJSBA website, which discusses the role of Board members. He also noted that all three resolutions passed at the November Delegate’s Assembly. He then discussed the introduction of new bills.

ADJOURNMENT – A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously to adjourn the meeting at 9:00PM.

Respectfully submitted,

Molly Petty
School Business Administrator