

**BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

[www.blairstownelem.net](http://www.blairstownelem.net)

**June 12, 2014 Meeting Minutes**

**CALL TO ORDER** The Blairstown Township Board of Education held this meeting in the School Library on Thursday, June 12, 2014.

Mr. Herrmann, Board 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** Mr. Herrmann read aloud the District's mission statement.

**ROLL CALL** The following Board members were present:  
Mr. Cino, Mrs. Glory, Mrs. Hadden, Mr. Henke, Mr. Herrmann, Mr. Karolchuk, Mrs. McLain, and Mrs. Wood-Rosso  
Absent: Mrs. Helck  
Tardy: Mrs. Wood-Rosso arrived at 7:45PM.

**Also Present:** Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; as well as several members of the public. Attorney John Geppert was also in attendance.

**APPROVE REGULAR MINUTES** - A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously to approve the minutes as submitted for May 15, 2014.

**NEW BUSINESS**

1. **Superintendent's Update** – Mr. Saalfield noted that the recent State report for Blairstown Elementary School will be posted on our website. He read a report on PARCC testing, prepared by Mrs. Smith, our testing coordinator. He discussed professional development requirements for the staff as well as his own Professional Development Plan, the State's review of the Common Core Curriculum Standards. He noted that Mrs. Rudolph, our CST Supervisor, is the new President of the Sussex-Warren Association of Special Education.
2. **Principal's Report** - Mr. Leal reviewed his written report and highlighted upcoming end-of-year events.

\*Mrs. Wood-Rosso arrived at this time (7:45PM).

3. **BOE Election in November** – Mrs. Petty informed the Board that expiring seats belong to Mr. Cino, Mr. Herrmann, and Mrs. Wood-Rosso. She distributed election packets to these Board members and noted that Nominating petitions are due to the County Clerk in Belvidere by 4PM on Monday, July 28. Online petitions are available on the NJSBA.org website.

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4. Accept M. Helck's Resignation – A motion was made by Mr. Herrmann, seconded by Mrs. Wood-Rosso, and carried unanimously to accept Mrs. Helck's resignation from the Board of Education, effective June 10.

**HONOR GABRIELLA WALASZCZYK FOR RANDOM ACT OF KINDNESS** – Mr. Leal presented Gabriella Walaszczyk with a certificate for her thoughtfulness in involving other students in her campaign for cards for senior citizens in a local facility.

**ANNUAL INSTRUCTIONAL REVIEW BY MRS. ELIAS AND MR. LEAL** – Mrs. Elias and Mr. Leal presented comprehensive instructional information for the 2013-14 School Year, and reviewed their plans for 2014-15, including additional staff training for Mondo and other areas. Mr. Leal detailed the ongoing work of the Crisis Management team.

**PUBLIC HEARING & PETITION** – No comments or questions at this time.

**APPROVE FINANCIAL REPORTS** – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to approve April Transfers in the amount of \$67,190 and Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$1,129,873.84 in total Government Funds; and to certify that as of April 30, 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** - Motion to approve payment of the General Fund Bills List in the amount of \$809,634.79 and the Food Service Fund Bill List in the amount of \$9,492.55.

**MOTION ITEMS**

**A. PERSONNEL**

After Mr. Saalfield reviewed the credentials of the new hires, a motion was made by Mr. Henke, seconded by Mr. Herrmann, and carried (4-yes; 3 abstentions <Mr. Cino, Mrs. Hadden, and Mrs. McLain>) to approve the following Personnel items :

1. Hire Curriculum Writing Staff – To hire the attached list of teachers for summer curriculum writing at \$150 per day, per the BTA contract.
2. Approve Full-Time Contract for Mary Smith - To approve the Superintendent's recommendation to hire Mary Smith as a full-time teacher for the 2014-15 School Year.
3. Renew S. Flynn, M. Scialla, and N. Straway for 2014-15 – To accept the Superintendent's recommendation to renew S. Flynn, M. Scialla, and N. Straway for the 2014-15 School Year.

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4. Appoint L. Crimmins – NCLB Coordinator - To accept the Superintendent’s recommendation to appoint Linda Crimmins as the NCLB Coordinator, with a stipend of \$4,200, for the 2014-15 School Year. (This is the same as last year’s agreement).
5. Accept Resignation- To accept Mr. David DiGrazia’s resignation, effective June 30, 2014.
6. Accept Resignation – To accept Mr. Bruce Roff’s resignation, effective October 31, 2014.
7. Hire Full-Time Teacher – To accept the Superintendent’s recommendation to hire Angela Chirico on Bachelor’s Step 1 as a full-time teacher for the 2014-15 School Year.
8. Hire Part-Time Teacher – To accept the Superintendent’s recommendation to hire Anjanette May on Master’s Step 10 and Katie Kline on Bachelor’s Step 2 as part-time special education teachers for the 2014-15 School Year.
9. Approve Additional Summer Staff – To approve Mrs. Hamilton as the summer program nurse at \$40 per hour, per terms of the BTA contract, and Mrs. Tausenfrend as an aide for the summer program at her hourly rate.

**B. FACILITIES**

After Mrs. Petty reviewed the following summer projects, a motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the following Facilities items (RCV):

1. Lavatory Bid - To rescind the May 15<sup>th</sup> motion to award the lavatory bid to JAC, (a fax was received from JAC, informing us of their intent to withdraw the bid, the day after the Board awarded the contract), and to award a contract to Coopersmith Brothers in the amount of \$37,900 for the lavatory project. (Coopersmith was the second lowest-bidder).
2. Award Asbestos Removal Contract – To accept the following quotes for asbestos removal work and to award the contract to VMC in the amount of \$17,700 (for removal of VAT/Mastic in four classrooms in the Schaare wing).

<u>Vendor</u>	<u>Quote</u>
VMC	\$17,700
B&G	\$23,900

3. Award Door Project Bid – To accept the following door project bids and to award a contract for the total bid to MacKenzie Group in the amount of \$128,404. (We received the SDA grant agreement for this project on June 3, 2014. Our “local share” of the project, \$77,042, is under our \$85,000 project budget).

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<u>Vendor</u>	<u>Base Bid</u>	<u>Alternate 1</u>	<u>Alternate 2</u>	<u>Total Bid</u>
MacKenzie Group	\$63,520	\$28,600	\$36,284	\$128,404
Northeastern Interior Services	\$59,900	\$34,900	\$35,900	\$130,700

4. Award Culvert Project Bid – To accept the attached list of culvert project bids and to award the bid to D.R. Mullen Construction Company in the amount of \$ 67,219.00. (In October the Board had approved a \$60,000 transfer for this project. Therefore, an additional transfer of \$7,300 will be required).
5. Award Contract for Fire Alarm System Upgrades – To accept the only quote for the second phase of the Fire Alarm System Upgrades and award a contract in the amount of \$ 35,750 to Systems Electronic, Inc. Mrs. Petty noted that no other quotes were received. The original estimate to upgrade the entire building was substantially more than the two contracts awarded. This work will bring the entire building up to the current NFPA 72 fire code.

**C. FINANCE**

After Mrs. Petty reviewed the finance items, a motion was made by Mrs. McLain, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to approve the following Finance items (RCV):

1. Approve Workshop & Mileage Reimbursement Requests - To approve the attached list of workshop and mileage reimbursement requests.
2. Close-Out of 2013-14 School Year Finances –To approve payment of late June and July invoices, with Mr. Herrmann’s review and signature before release, as these bills will need to be paid before our August meeting, and to approve Mrs. Petty to make any needed transfers to close out the 2013-14 School Year.
3. Capital Reserve Deposit – Motion to approve a deposit to the Capital Reserve Account in an amount up to \$100,000, using 2013-14 estimated excess surplus.
4. Approve 2014-15 School Lunch Prices – To approve a lunch price increase from \$2.50 to \$2.60 for student lunches and from \$3.50 to \$3.60 for adult lunch prices for the 2014-15 School Year. (This increase is required, based upon the State’s 2014-15 Price Adjustment Calculator for school lunches.)
5. Approve Salaries Paid with Grant Funds –To approve the following salaries partially paid with grant funding for the 2013-14 School Year:

<u>Teacher</u>	<u>Annual Salary</u>	<u>Grant Salary</u>
D. Reade	\$89,850	\$ 26,441 (Title I Grant Funds)
D. Stauffer	\$47,052	\$ 14,930 (Title IIA Grant Funds)

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6. Approve NCLB 2015 Application – To approve the NCLB 2015 application in the amount of \$32,624 for Title I funds and \$19,482 for Title II funds.
7. Reject Title III NCLB Grant Funds – To reject the Title III NCLB Grant Funds for 2015.
8. Accept Donation - To accept donation of ½ cubic yard of soil from Agens Stone Inc. for planters in front of school.
9. Accept Donation from Merkle Family – To accept a donation from the Merkle family in the amount of \$1,900, to be equally matched by Merck, Mrs. Merkle’s employer, for the purchase of four Elmos, drama materials, and a pottery wheel. The Board was very appreciative of the Merkle family’s generosity.
10. 2013-14 Audit – FYI, the 2013-14 audit is scheduled for August 7 & 8.
11. 2015 IDEA Application – To authorize submission of the FY 2015 application for the IDEA Basic grant in the amount of \$143,618 and the IDEA Preschool grant in the amount of \$12,525, and accept the grant award of the funds upon subsequent approval of the FY 2015 IDEA application.
12. J&B Therapy Contract – To approve a contract with J&B Therapy for occupational therapy services for the summer program in the amount of \$93/hour.

After the above motions were passed, Mrs. Elias discussed summer plans for cleaning up the Reading Garden.

**D. POLICY**

Mr. Saalfield referred to the new policies provided by Strauss-Esmay as a result of their full review of our policies and regulations earlier this year. The administration reviewed the proposed policy changes, and the Policy Committee then met to further discuss them. Mr. Karolchyk, Policy Chair, expressed the Board’s appreciation for this effort.

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Glory, and carried unanimously to approve the first reading of the following policies:

0141, 0152, 0168, 1110, 2415.1, 2430, 2460.1, R5200, 5533, 5600.2, 5610, 6511, 8130, 8462

**OLD BUSINESS** - A bus evacuation drill was held on May 21<sup>st</sup> for the Mini Bus run and on June 10<sup>th</sup> for the K-1 bus route. Per the attached reports, Mrs. Rusweiler noted that the drills were completed without incident.

**CORRESPONDENCE** – Mrs. Petty noted a letter had been received from Campbell’s Kids Club, LLC, expressing interest in offering before- and after-school care. However, our Facilities Use Policy prohibits any groups other than non-profit groups to use our facilities. Mrs. Petty will communicate this to Mrs. Campbell.

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**PUBLIC HEARING & PETITION** – None.

**LEGISLATIVE UPDATE** – Mr. Karolchyk noted that there is an upcoming vote on the cap on Superintendents' salaries. Also, California has struck down its tenure law, which may have repercussions in NJ.

**EXECUTIVE SESSION** – A motion was made by Mrs. Wood-Rosso and seconded by Mrs. McLain at 9:32PM to convene to Executive Session to review previous minutes as well as discuss matters of Negotiations and to distribute a letter from a staff member to the BOE.

The meeting re-opened to the public at 9:40PM and continued with the following action.

A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously to approve the May Executive Session minutes.

Mrs. Hadden questioned why permission slips had not been issued for a recent sixth grade trip to NWR, which Mr. Leal addressed.

**ADJOURNMENT** – A motion was made by Mrs. Wood-Rosso, seconded by Mr. Henke, and carried unanimously to adjourn the meeting at 9:45PM.

Respectfully submitted,

Molly Petty

School Business Administrator