

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

October 16, 2014 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, October 16, 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:
Mrs. Glory, Mrs. Hadden, Mr. Herrmann, Mr. Karolchyk, Mrs. McLain, 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 eight members of the public. Attorney Andrew Brown was also in attendance.

APPROVE REGULAR MINUTES - A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously to approve the minutes as submitted for September 18, 2014.

NEW BUSINESS

1. Superintendent's Update – Mr. Saalfield highlighted the following items: website redesign project, math program evaluation, strings program possibility, tabletop security exercise, new science standards, spring PARCC test results, class trips transportation costs, roof solar panels review, Resource Room waiver, virus and disinfecting school, student absences, and removal of trees over the playground. He also informed the Board that one student was recently suspended from school, due to a threat he made to a teacher.
2. Principal's Report - Mr. Leal reviewed highlights from his written report.
3. QSAC Statement of Assurance – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to approve the QSAC Statement of Assurance as reviewed by Mr. Saalfield.

GATE/STEM PRESENTATION - Mrs. Clorimar Holyoak provided the Board with a presentation of the GATE/STEM programs.

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

APPROVE FINANCIAL REPORTS – A motion was made by Mrs. McLain, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to approve the Board Secretary’s Reports, in agreement with the Treasurer’s Reports, in the amount of \$1,758,540.61 for August 2014 in total Government Funds; and to certify that as of August 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 Mrs. McLain, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve payment of the September 18th General Fund Bills List in the amount of \$846,891.93 and the Food Service Bill List in the amount of \$12,042.53.

MOTION ITEMS

A. PERSONNEL

1. Approve Substitutes –A motion was made by Mrs. Glory, seconded by Mr. Herrmann, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Ronald Pittman, Paul Leal, and Alyson Vakulchik as substitute custodians for the 2014-15 School Year.
2. Hire Custodians – 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 Agnes Hatziorfanos and Joseph Alfano as full-time custodians at the salary of \$31,200 for the 2014-15 School Year, pro-rated to \$21,720 for the start date of October 20th.
3. Hire Receptionist – A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Maureen Konecnik as a part-time receptionist at the salary of \$16,500, effective and pro-rated in the amount of \$11,170 to October 27, 2014 through June 30, 2015.
4. Hire Replacement Teacher for Maternity Leave - 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 Danielle Muessig as a replacement teacher on Master’s Step 1 for Mrs. Apostolou’s maternity leave, effective November 24, 2014
5. Accept Speech Therapist’s Resignation- A motion was made by Mrs. McLain, seconded by Mrs. Wood-Rosso, and carried unanimously to accept Nancy Hammill’s resignation, effective October 31, 2014.

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6. Accept Teacher's Resignation – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Glory, and carried unanimously to accept Donna Krauss's resignation, for the purpose of retirement, effective December 1st.
7. Hire Homework Help Club Staff - A motion was made by Mrs. Glory, seconded by Mr. Herrmann, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire the following Homework Help Club staff: Miss Kline, Miss Pennell, and Mrs. Peterson; and the following substitute staff: Mrs. Fleming, Mrs. Menzel, Ms. Kelley, and Ms. Stauffer.
8. Accept Principal's Secretary's Resignation – A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously to accept, with regret, Mrs. Pamela Rusweiler's resignation for the purpose of retirement, effective December 31, 2014. Mrs. Rusweiler has worked for the District almost 42 years.

B. EDUCATIONAL

1. Discussion of District & Board Goals – Mr. Saalfield shared a possible goal on Basic Skills Instruction, to be considered for the District and Board Goals for the 2014-15. The Board discussed this proposal at length. No action was taken. Mr. Saalfield was asked to add information on 5th and 6th graders for further discussion at the next meeting.
2. Approve Class Trips – After a short discussion, a motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously to approve the attached list of class trips for the 2014-15 School Year.

C. FACILITIES

1. Facilities' Use Requests – A motion was made by Mrs. Glory, seconded by Mrs. McLain, and carried unanimously to approve the attached list of Facilities' Use requests.
2. Comprehensive Maintenance Plan & M-1 Form – After Mrs. Petty reviewed the highlights of facility needs, a motion was made by Mrs. McLain, seconded by Mrs. Wood-Rosso, and carried unanimously to approve the attached 2013-16 Comprehensive Maintenance Plan and M-1 form.
3. Generator Project Update – Report on September 22nd Meeting Held with Engineers and Mr. Roff. Mrs. Petty reported on the September 22nd meeting with DRG engineers and Mr. Roff, at which time the concerns regarding the generator project were discussed in depth. As a result of the meeting, the engineers issued an addendum, and then a subsequent addendum. Mrs. Petty then called the low bidder, to see if they have any concerns or reservations with the project, and they are comfortable now with everything included in the addenda. Mrs. Petty felt that the Board can proceed with the project. A motion was made by Mr. Herrmann, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to accept the attached list of bids and to award the contract to the low bidder, Lulo, in the amount of \$133,400 for the base bid, and \$12,600 for the addenda, for a total cost of \$146,000 (versus \$186,000 budgeted for this project).

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4. Engineering Services Discussion - Mrs. Petty and Mr. Saalfield explained some issues with previous project designs and requested that the Board consider appointing a new engineering firm at the January reorganization meeting. The Board agreed. Mrs. Petty and Mr. Saalfield will interview interested parties who respond to an RFP.

D. FINANCE

A motion was made by Mrs. McLain, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to approve Finance items 1-5:

1. Approve Workshop & Mileage Reimbursement Requests - To approve the attached list of workshop and mileage reimbursement requests, with the addition of John Karolchyk's November mileage request.
2. Joint Transportation Contract - To approve a jointure transportation contract with the North Warren Regional BOE in the amount of \$4,543.10 for us to pay the cost of transportation for non-public students in grades K-6 on North Warren's Bus Route #NP04 for the 2014-15 School Year.
3. Class Trips Transportation Contract – To approve a contract with Stocker Bus Company in the amount of \$17,950 for the 2014-15 class trips. (No other quotes were received).
4. Snow Plowing Services –To award a contract for snow plowing services to JB's Landscaping in the amount of \$95 per hour and \$300 for salting applications for the 2014-15 School Year. This is a \$5 per hour increase from 2013-14, and the same rate for salting. No other quotes were received. Mr. Leal noted that the snow needs to be shoveled away from the doors near the rear emergency access roadway behind Kindergarten rooms.
5. Establish Reduced Tuition Rate for Preschool Program –To set the 2014-15 Preschool “reduced” tuition rate at \$75 per month (paying this rate is based on eligibility for the Free & Reduced Lunch program: the full tuition rate is \$200 per month).
6. 2013-14 Audit Presentation - Mrs. Petty distributed the audit synopsis to the public at this time and reviewed the results of the 2013-14 Financial Audit. There were no questions.
7. Accept Audit and Approve Corrective Action Plan – A motion was made by Mrs. Hadden, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to accept the 2013-14 Financial Audit with no recommendations, and to approve the Corrective Action Plan with no corrections.
8. Approve Tuition Contracts – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve a regular education tuition contract with Phillipsburg BOE for their student in our Kindergarten class in the amount of \$12,000, and a special education contract with Phillipsburg BOE for their student in our LLD class in the amount of \$16,000 for the 2014-15 School Year.

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E. POLICY

A motion was made by Mr. Herrmann, seconded by Mrs. Wood-Rosso, and carried unanimously to approve the second reading and adoption of the full Policy Manual and required Regulations as recently reviewed and revised by Strauss Esmay Associates and reviewed again by the Policy Committee

F. TRANSPORTATION

Approve Lists of Bus Routes for the 2014-15 School Year – A motion was made by Mr. Herrmann, seconded by Mrs. Ruben, and carried unanimously to approve the attached lists of bus routes for the 2014-15 School Year. The Board discussed the length of some of the bus routes.

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

NEW BUSINESS - The Board discussed meeting dates for November and December, and the Reorganization meeting in January. Meetings will be held on and advertised for November 6, December 11, and January 8.

CORRESPONDENCE – Mr. Herrmann received a letter from the County Superintendent, approving payment of Mr. Saalfield’s 2013-14 merit goal. He also received a thank-you letter from NJEA regarding the recent contract negotiations.

PUBLIC HEARING & PETITION – None.

LEGISLATIVE UPDATE – J. Karolchyk reported that Ms. Kim Harrington is now the State’s Chief Academic Officer.

EXECUTIVE SESSION – A motion was made by Mrs. Hadden, seconded by Mrs. McLain, and carried unanimously to convene to Executive Session at 9:39PM to review previous minutes, discuss matters of Negotiations and Personnel, and merit goals for the Superintendent.

The meeting re-opened to the public at 10:55PM and continued with the following action.

A motion was made by Mrs. Glory, seconded by Mrs. Hadden, and carried unanimously to approve Mr. Saalfield’s 2014-15 merit goal, pending County Superintendent’s approval.

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

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Mrs. McLain requested to see information on the Mondo program over the past three years.

ADJOURNMENT – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously to adjourn the meeting at 11:00PM.

Respectfully submitted,

Molly Petty

School Business Administrator