

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

November 17, 2016 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, November 17, 2016.

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 and Mission Statement.

MISSION STATEMENT

ROLL CALL The following board members were present: Mr. Cook, Mrs. Glory (arrived at 7:35PM), Mr. Herrmann, Mr. Karolchyk, Mrs. Mantegna, Mrs. McLain, and Mrs. Wood-Rosso
Absent: Mrs. Hadden and Mrs. Ruben

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

APPROVE REGULAR MINUTES - A motion was made by Mrs. Mantegna, seconded by Mrs. McLain, and carried unanimously to approve the minutes as submitted for October 20, 2016.

NEW BUSINESS

1. **Superintendent's Update** – Mr. Saalfield noted that the Board's Mission Statement is inaccurate with regard to the clause "aligned with the Common Core Standards". A motion was made by Mr. Herrmann, seconded by Mrs. Wood-Rosso, and carried unanimously to delete this clause from the Board's Mission Statement.
Mr. Saalfield informed the Board that as part of his merit goal, he has visited five of the six schools where we send some of our students with disabilities. He noted that the window project is almost done, that the QSAC Statement of Assurance has been approved and is now complete, and that he attended three workshops at the October NJSBA Convention. He spoke about declining student enrollment and its side effects. With regard to the policies on tonight's agenda, he addressed the Board's question from last month about the elimination of the term "legal guardian". The State has now expanded the definition of "parent" to include "legal guardian".
2. **Principal's Report** – Mr. Leal referred to his written report.
3. **BOE Election Results** – Mrs. Petty noted that five candidates ran for three vacancies (all three-year terms).
Final election results were as follows:
Michelle Gerhardt – 1,305 votes
Donna Krauss - 1,215 votes
John Karolchyk - 1,087 votes
Jessica Twomey - 1,054 votes
Leslie Ruben - 832 votes

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The new Board members will be sworn in at the January 5th Reorganization Meeting.

PLEASE NOTE: NEWLY ELECTED BOE MEMBER(S) MUST COMPLETE THEIR CRIMINAL HISTORY BACKGROUND CHECK BY DECEMBER 8TH (WITHIN 30 DAYS OF ELECTION DATE-NOVEMBER 8TH).

4. Reorganization Meeting Date – A motion was made by Mrs. Mantegna, seconded by Mrs. Wood-Rosso, and carried unanimously to set the date of Thursday, January 5th, 2017 as the date of the Board’s Annual Reorganization Meeting, with a start time of 7:00PM.

PUBLIC HEARING & PETITION

APPROVE TRANSFERS & FINANCIAL REPORTS - A motion was made by Mrs. McLain, seconded by Mrs. Mantegna, and carried unanimously by roll call vote to approve the attached list of September Transfers in the amount of \$52,905 and the September Board Secretary’s reports in the amount of \$1,436,578.71 in Total Government Funds; and to certify that as of September 30, 2016, 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. Glory, seconded by Mrs. Mantegna, and carried by roll call vote (Mrs. McLain abstained) to approve payment of the Bills & Claims Lists for the General Fund in the amount of \$878,058.44 and for the Food Service Fund in the amount of \$12,286.18.

MOTION ITEMS

A. PERSONNEL

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

1. Approve Leave of Absence Request- To approve Mrs. Jennifer Apostolou’s maternity leave of absence request per her October 20th letter, from (approximately) February 21, 2017 until the end of the school year.
2. Accept Resignation – To accept the resignation of Gian-Claudia Nufrio, aide, effective November 11, 2016.
3. Hire Substitutes – To accept Mr. Saalfield’s recommendation to add the name of Juliana Goncalves to the substitute teacher list for the 2016-17 School Year.
4. Battle of the Books – To appoint Claire Fleming as a 4th grade Battle of the Books advisor for 2016-17, with a stipend of \$480, per the terms of the BTA contract.

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5. Approve Long-Term Substitute – To approve Mrs. Danielle Muessig as a long-term replacement teacher on Bachelor’s Step 1, effective November 28th through June 30, 2016.

B. FINANCE

Mrs. Petty reviewed the results of the 2015-16 Financial Audit, noting that there were no auditor recommendations. The Audit Synopsis information was made available for the public.

A motion was made by Mrs. Mantegna, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve the following three Finance motions:

1. Approve Workshop and Mileage Reimbursement Requests – To approve the attached list of workshop and mileage reimbursement requests (with the removal of Mrs. Anderson and Ms. Chirico’s request).
2. 2015-16 Audit Synopsis Presentation – To approve the 2015-16 Financial Audit Synopsis, with no auditor recommendations.
3. 2016-17 Preschool Tuition Rate – To set the 2016-17 Preschool “reduced” tuition rate at \$75 per month. (Mrs. Petty explained that paying this rate is based on eligibility for a “reduced lunch price” within the Free & Reduced Lunch program. Students who are eligible for free lunch attend tuition-free).

C. FACILITIES

1. Lavatory Proposal – Mrs. Petty reviewed her written information included in the agenda packet regarding the proposal and estimate for the gym lobby lavatory project, and after a short discussion, the Board agreed that it would be a good idea to proceed to budget for this project in 2017-18, as a withdrawal from Capital Reserve, with the work to be done over the summer of 2018.
2. Quote for Room Cleaning – Mr. Petty and Mr. Saalfield spoke about the status of the air quality in Rooms 27 & 28. Even with the removal of the carpeting this past summer, and the daily use of a dehumidifier, the rooms still have a musty odor. RKO&E, our environmental engineering firm, has been here and taken air quality samples and has recommended that we have both rooms professionally cleaned. Mrs. Petty met with three contractors and received two quotes. After a short discussion, a motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve a cleaning contract with RestoreCore in the amount of \$5,750.82 for two days, with an additional \$2,875.41, if needed for an extra day. The work will be done over the winter holiday break. Mr. Karolchyk had suggested that we look into an industrial dehumidifying system.

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D. EDUCATION

1. HIB Report on Case #16171 – Mr. Saalfield reported that on November 4th there was an HIB incident involving a sixth grade male student, and it was determined that this student made a racially insulting remark to a black female student.

The male student was given a one-day suspension and one detention, and had to write a reflection paper. Mr. Saalfield determined that no further action was required. At the next Board meeting the BOE will be required to vote on his handling of the punishment.

E. TRANSPORTATION

1. Approve Jointure Contract – After a short discussion on why the Board has to pay transportation costs for students whose parents choose to send them to a non-public school, a motion was made by Mrs. Wood-Rosso, seconded by Mr. Karolchyk, and carried by roll call vote (6-yes; 1-no <Mrs. Wood-Rosso>) to approve a transportation jointure contract for Route #NP04 with the North Warren Regional Board of Education for them to transport two BES students to Pope John, Reverend Brown, in the amount of \$1,681.20 for the 2016-17 School Year.
2. Emergency Bus Service for Knowlton- Mrs. Petty asked the Board if it would be interested in providing our spare bus, if available, for Knowlton Township Board of Education to use on an emergency basis this year. Knowlton currently does not have a back-up vehicle. Our insurance company and our attorney have approved this idea. A motion was made by Mrs. Mantegna, seconded by Mrs. McLain, and carried unanimously to allow the Knowlton Township BOE to use our spare bus, if available, at no cost for the first five days in this school year, and with a cost of \$50/day thereafter. Knowlton will be asked to replace the gasoline they use.

F. POLICY

1. Second Reading & Adoption – A motion was made by Mrs. Wood-Rosso, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve the second reading and adoption of the Policies:

P1140	Affirmative Action Program
P1523	Comprehensive Equity Plan
P&R1530	Equal Employment Opportunities
P1550	Affirmative Action Program for Employment and Contract Practices
P2260	Affirmative Action Program for School and Classroom Practices
P&R2411	Guidance Counseling
P&R2423	Bilingual and ESL Education
P3125	Employment of Teaching Staff Members
P3125.2	Employment of Substitute Teachers
P&R3126	District Mentoring Program
P3141	Resignation
P3231	Outside Employment as Athletic Coach
P&R3240	Professional Development for Teachers and School Leaders

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P&R3244	In-Service Training – This policy/regulation is to be abolished
P5339	Screening for Dyslexia
R5350	Student Suicide
P5514	Student Use of Vehicles on School Grounds
P5755	Equity in Educational Programs and Services
P7481	Unmanned Aircraft Systems
P&R8441	Care of Injured and Ill Persons
P8454	Management of Pediculosis
P8630	Bus Driver/Bus Aide Responsibility
R8630	Emergency School Bus Procedures

The Board suggested that we post “Drone-free Zone” signs.

2. Discussion on Policy 2463 (Preschool Tuition) – Mrs. Petty asked the Board if they would like to add verbiage to Policy 2463 regarding non-payment of preschool tuition. The Board agreed that the policy should include information about a 30 days’ grace period for payment, and that in the absence of payment at that time, the student should be removed from the program. Mrs. Petty will draft the change for the attorney’s review.

OLD BUSINESS - None.

CORRESPONDENCE – None.

PUBLIC HEARING & PETITION – None.

LEGISLATIVE UPDATE – J. Karolchyk noted that Kim Harrington, NJ Acting Commissioner of Education, proposed a change to the administrative code to increase the cap on Superintendent’s salaries, and also allow for a 2% salary increase annually. He noted that he emailed J. Gottheimer with two questions but has not yet had a response.

ADJOURNMENT – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Glory, and carried unanimously to adjourn the meeting at 8:24PM.

Respectfully submitted,

Molly Petty
School Business Administrator