

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

April 24, 2014 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, April 24, 2014.

Mr. Herrmann, Board President, called the meeting to order at 7:04PM.

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, Mrs. Helck, Mr. Henke, Mr. Herrmann, Mr. Karolchyk, and Mrs. McLain
Absent: Mr. Cino and Mrs. Wood-Rosso

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; as well as Mrs. Susan Price (Township Committeewoman) and six staff members.

APPROVE REGULAR MINUTES - A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously to approve the minutes as submitted for March 20, 2014.

NEW BUSINESS

1. **Superintendent's Update** – Mr. Saalfield asked the Board if they wanted the Board attorney to attend future meetings, which they did. He mentioned the recent power outage, bus vandalism, Route 94 paving/bridge construction, Kindergarten screening, PARCC testing, facilities work done over spring break, and multiple “Random Acts of Kindness” by a staff member. He noted that six grade promotional exercises will be held on June 19, and the last day of school is June 20. He informed the Board that Mrs. Rudolph was a finalist for the CST administrator of the year. Mr. Saalfield discussed the process for his evaluation, which the Board needs to complete before the May 15th meeting.
2. **Principal's Report** - Mr. Leal reviewed his written report.
3. **Personal & Financial Disclosure Forms** – Mrs. Petty reminded Board Members that all changes must be complete by April 30.
4. **Paws to Pavement Insurance** – A motion was made by Mr. Henke, seconded by Mr. Herrmann, and carried unanimously to extend insurance coverage to the PTG for the May 31st Paws to the Pavement 5K Run.

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APPROVE FINANCIAL REPORTS - A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve February Transfers in the amounts of \$42,900.00; and Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amounts of \$1,395,993.07 in total Government Funds; and to certify that as of February 28, 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. Hadden, and carried unanimously by roll call vote to approve payment of the General Fund Bills List in the amount of \$842,850.70 and the Food Service Fund Bill List in the amount of \$9,762.63.

MOTION ITEMS

A. PERSONNEL

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

1. Workshop and Mileage Reimbursement Requests – To approve the attached list of workshop and mileage reimbursement requests.
2. Approve Substitutes – To add the names of Brad Hoffmann and James Wallace to the Substitute Custodian list; and Walter Kruegel, Danielle Muessig, Sam Scocozza and Daniel Vazquez to the Substitute Teacher/Aide list for the 2013-14 School Year.
3. Hire Margaret Scialla – To accept the Superintendent's recommendation to hire Margaret Scialla, part-time, as the Business Office Clerk at the hourly rate of \$13.00 for the 2013-14 School Year, effective April 28, or as soon as she is able to start.

B. FACILITIES

A motion was made by Mrs. Helck, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the following Facilities items:

1. Facilities' Use Requests* – To approve the attached list of Facilities' Use Requests.
2. Temporary Classroom Units – To authorize the administration to dispose of four temporary classroom units. An appraisal will be sought.

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

2. Approve Contract to Purchase Bleachers – To approve a contract with Degler-Whiting, Inc. to purchase bleachers at the price of \$57,350, through the Hunterdon County Educational Services Commission Bid Program (Bid #147). These bleachers contain USA-made parts and are assembled in Michigan. Mrs. Petty noted that prices had been received from two other companies, which had inferior products.

3. Approve 2014-15 Transportation Contracts – To approve the 2014-15 transportation contracts with the Stocker Bus Company in the following amounts:

Route 1	\$30,172.85	Route 4	\$29,599.89	Route 8	\$23,491.78
Route 2	\$23,308.45	Route 5	\$22,933.83	Route 9	\$22,454.21
Route 3	\$27,623.65	Route 7	\$26,624.87	Route ST123	\$99,058.42
				Route RVCS	\$12,981.95

4. Adopt Resolution for Participation in the Sussex County Regional Cooperative Joint Transportation Program – To adopt a resolution for participation in the Sussex County Regional Cooperative Joint Transportation Program, with a 4% administrative fee, for the 2014-15 School Year.

5. Adopt Resolution for Participation in the Warren County Special Services School District (WCSSSD) Coordinated Transportation Program – To adopt a resolution for participation in the WCSSSD Coordinated Transportation Program, with a 4% administrative fee, for the 2014-15 School Year.

6. Copiers – To award a contract for three copiers to Advanced Business Equipment in the amount of \$436.76 per month for leasing two Toshiba 656 copiers, and \$9,749 to purchase one Toshiba 656 copier. (Our lease expired last summer, and we extended it by one year, but will no longer be able to utilize the existing copiers, as they have reached the end of their life expectancy).

D. EDUCATIONAL

1. 2014-15 School Calendar – After a lengthy discussion, a motion was made by Mr. Henke, seconded by Mrs. Helck, and carried unanimously to adopt the 2014-15 School Calendar, as amended at tonight’s meeting.

2. LLD Class – A motion was made by Mrs. Glory, seconded by Mr. Henke, and carried unanimously to approve the application for a new LLD class to the New Jersey Department of Education, Warren County office.

CORRESPONDENCE – None.

PUBLIC HEARING & PETITION - None.

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LEGISLATIVE UPDATE – J. Karolchyk distributed information on pending bills. After a brief discussion on caps on superintendent’s salaries, a motion was made by Mr. Karolchyk, seconded by Mr. Herrmann, and carried by roll call vote (Mrs. Helck abstained) to adopt Resolution Supporting A-2930-1987.

FIRST EXECUTIVE SESSION – A motion was made by Mrs. Glory, seconded by Mr. Henke, and carried unanimously to convene to Executive Session at 9:20PM to review previous minutes as well as discuss matters of Personnel.

The meeting re-opened to the public at 10:17PM and continued with the following motion:

Hire Non-Tenured Instructional and Paraprofessional Staff – A motion was made by Mr. Herrmann, seconded by Mr. Henke, and carried by roll call vote (Mrs. McLain abstained) to accept the Superintendent’s recommendation to hire the attached list of non-tenured professional and paraprofessional staff for the 2014-15 School Year. (The lists were distributed during Executive Session).

SECOND EXECUTIVE SESSION – A motion was made by Mrs. Hadden, seconded by Mrs. McLain, and carried unanimously to convene to Executive Session at 10:20PM to discuss matters of Negotiations.

ADJOURNMENT – A motion was made by Mrs. Hadden, seconded by Mr. Herrmann, and carried unanimously to adjourn the meeting at 11:08PM.

Respectfully submitted,

Molly Petty

School Business Administrator