

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

May 19, 2016 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Cafeteria on Thursday, May 19, 2016.
Mrs. McLain, Board Vice-President, called the meeting to order at 7:00PM.

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

SUNSHINE LAW Mrs. McLain read the Notice of Meeting and Mission Statement.

MISSION STATEMENT

ROLL CALL The following board members were present: Mr. Cook, Mrs. Glory, Mr. Karolchyk, Mrs. McLain, and Mrs. Wood-Rosso
Absent: Mrs. Hadden and Mrs. Mantegna
Tardy: Mrs. Ruben arrived at 7:09PM, and Mr. Herrmann arrived at 7:25PM

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; Mr. Brown, Attorney; GATE/STEM students and several members of the staff

APPROVE REGULAR MINUTES - A motion was made by Mr. Karolchyk, seconded by Mr. Cook, and carried unanimously to approve the minutes as submitted for April 28, 2016.

NORTH WARREN REGIONAL BUDGET PRESENTATION

Ms. Sarah Bilotti, Superintendent, and Mr. Chris Heagele, School Business Administrator, presented the 2016-17 budget for North Warren Regional, and answered questions from the Board afterward.

Principal's Report – Mr. Leal noted that the Annie's Kids performance, PTG luncheon for staff appreciation, and the BES Career Fair for sixth graders (planned by Mrs. Scialla) were great. He then introduced Mrs. Holyoak-Rios, who gave the Board a visual demonstration of the GATE/STEM projects by students in attendance.

INSTRUCTIONAL REVIEW BY MRS. ELIAS

Mrs. Elias reviewed the hard-copy presentation slides she distributed to the Board, which included plans for next year, and answered questions from the Board.

NEW BUSINESS

1. **Superintendent's Update** – Mr. Saalfield announced that we have received a Certificate of Excellence for immunizations from the Warren County Health Department, thanks to Mrs. Hamilton's nursing excellence. He noted Fern Klindt, the retired crossing guard, was on vacation this week and will be invited to next month's BOE meeting for recognition. Additionally, he noted that there was a one-day suspension, and he discussed this year's PARCC refusal rate, the postponement of the Land Use Board case, and his Professional Development Plan, which is overseen by the Board.

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2. 2016-17 School Calendar – After a lengthy discussion about half- days and tying in with NWR, a motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried (4-yes; 2-no <Mrs. Glory and Mr. Karolchyk>; 1-abstention <Mrs. Wood-Rosso>) to adopt the attached 2016-17 School Calendar.
3. Nominating Petitions – Mrs. Petty informed the Board that three terms are expiring in December: Mr. Karolchyk, Mrs. McLain, and Mrs. Ruben. Nominating petitions are due at the Warren County Clerk’s office by 4PM on July 25th.

PUBLIC HEARING & PETITION – Mrs. Pelosi commented, as a parent, on making child-care arrangements for the half-days for conferences.

APPROVE FINANCIAL REPORTS - A motion was made by Mrs. Wood-Rosso, seconded by Mrs. McLain, 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 \$1,533,261.81 for March 2016 in total Government Funds; and to certify that as of March 31, 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. McLain, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to approve payment of the Bills & Claims List for the General Fund in the amount of \$839,136.56 and for the Food Service Fund in the amount of \$11,457.81.

MOTION ITEMS

A. PERSONNEL

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

1. Hire Supervisor of Special Services – To hire Mrs. Kathleen Welsh as the Supervisor of Special Services, at the annual salary of \$90,000, effective July 1st, for the 2016-17 School Year.
2. Approve Salary Increase for SBA – To approve a salary increase for Mrs. Petty, School Business Administrator, in the amount of 2.2% for the 2016-17 School Year.
3. Hire Summer Special Education Staff – To accept the Superintendent’s recommendation to hire the attached list of summer special education staff, at their contracted hourly rates for the Summer 2016 Preschool, Multiple-Disabilities, and Academic Reinforcement programs.

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4. Hire Summer Custodians – To accept the Superintendent’s recommendation to hire the following list of summer custodians @ \$10 per hour: M. Bryant, M. LoMonaco, N. Scialla, and S. Thornton; and the following list @ \$11.50 per hour: J. Bryant, G. Castellano, Mrs. M. LoMonaco, P. LoMonaco, and C. Schiarrino.
5. Summer Curriculum Writing – To accept the Superintendent’s recommendation to hire the attached list of teachers for Summer Curriculum Writing per the terms of the BTA contract.
6. Approve FMLA Request – To approve Mrs. Hine’s FMLA request for ten weeks per her letter of May 12, 2016.
7. Hire Substitute – To accept Mr. Saalfield’s recommendation to add Kyle Van Laar’s name to the Substitute Teacher List for the remainder of the 2015-16 School Year.
8. Approve Request to Teach at Centenary – To approve Mr. Saalfield’s request to teach a class at Centenary during the upcoming Fall semester.

B. FINANCE

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve the following two Finance motions:

1. Workshop & Mileage Reimbursement Requests* - To approve the attached list of workshop and mileage reimbursement requests.
2. Approve Legal Counsel Contract – To approve the 2016-17 contract for Board Counsel with Schwartz Simon Edelstein & Celso LLC, at the hourly rates of \$160 for partners, \$150 for associates, and \$100 for law clerks and paralegals, for the 2016-17 School Year, effective July 1st.
3. Chapter 47 Report – Informational: Pursuant to PL 2015, Chapter 47, the Blairstown Township Board of Education intends to renew, award, or permit to expire the following list of contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, NJ 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200.

2015-16 ANTICIPATED CONTRACTS FOR RENEWAL OR EXPIRATION (E)

	<u>Service</u>	<u>Vendor</u>	<u>Cost</u>
	Lambert Rd. Property Lease	NWR	\$2.00/Year
	Physical Therapy Contract	Allison Peck	\$83/Hour
	Board Counsel	Schwartz Simon Edelstein	\$160/150/100/Hour
	Tuition Contract - Sending	Celebrate the Children	\$69,431 – 180 Days
	Tuition Contract - Sending	Knowlton Township BOE	\$40,000 – 180 Days
	Transportation Contract	Parent	\$50/ day – 180 Days
	Food Service Management	Maschio’s Food Service Inc.	\$7,213 - Mgmt Fee
	Occupational Therapy Contract	Kathleen DiFebo	\$78/Hour
E	Occupational Therapy Contract	Therapeutic Outreach for C.	\$95/hour
	Joint Transportation Contract	North Warren Regional	\$5,030 – 13 RVCS stu.
	Joint Transportation Contract	NWR	\$8,961 for non-public
E	Snow Plowing Services	JB’s Landscaping	\$95/hour
	Annual Reappointment of Professionals:		
	Board Architect	Suburban Consulting Engineers	
	Board Attorney	Schwartz Simon Edelstein & Celso	
	Board Auditors	Ardito & Co.	
	Insurance Agents	Brown & Brown	
	Health Insurance Brokers	Integrity Consulting Group	
	School Doctor	Dr. Boris Freyman	
	Tuition Contract – Sending	WCSSSD	\$37,550
	Coordinated Transportation Contract	WCSSSD	4% Admin Fee
	Coordinated Transportation Contract	SCRTC	4% Admin Fee
	Eagle Ridge Services	Prep of NCLB Grant Appl.	\$4,200

C. EDUCATIONAL

1. **HIB** – After a short discussion about HIB procedures, a motion was made by Mrs. Wood-Rosso, seconded by Mrs. Glory, and carried (Mrs. McLain abstained) to affirm the handling of HIB Incident #B4 as reported by Mr. Saalfield at the April 28th Board of Education meeting.

POLICY

1. **Second Readings & Final Adoption** – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. McLain, and carried unanimously to approve the second readings and final adoption of the following policies:

- P0167 – Public Participation in Board Meetings
- P0168 – Recording Board Meetings
- P2422 – Health & Physical Education
- P2425 – Physical Education (Abolished)
- R2431.2 –Medical Exam...

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P&R 5111 –Eligibility of Resident/Nonresident Students
P&R5310 – Health Services
P&R5330.01 –Administration of Medical Marijuana
P&R8462 –Reporting Potentially Missing or Abused Children
P8550 – Outstanding Food Service Charges

2. First Reading – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. McLain, and carried unanimously to approve the first reading of Policy 8505 (School Nutrition).

OLD BUSINESS

- Lambert Road Update – Mrs. Petty informed the Board that a check for \$30,000 was received for the sale of one acre of property on Lambert Road, and that a check for the attorney’s fees is forthcoming.

CORRESPONDENCE – Mrs. Petty noted that NJSBA sent a notice that Robynn Meehan is leaving the group.

PUBLIC HEARING & PETITION – None.

LEGISLATIVE UPDATE – J. Karolchyk reported that three out of four bills were passed at last week’s Delegate Assembly.

EXECUTIVE SESSION – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Glory, and carried unanimously to convene to Executive Session at 9:50 PM to discuss matters of Personnel concerning 2016-17 administrative, secretarial, and custodial staff as well as terms of employment for non-instructional staff.

The meeting reopened to the public at 10:35PM and continued with the following items:

1. Renew Staff for the 2016-17 School Year – A motion was made by Mrs. Ruben, seconded by Mr. Herrmann, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire the attached list of staff for the 2016-17 School Year.
2. Approve Executive Session Minutes – A motion was made by Mrs. Ruben, seconded by Mrs. Glory, and carried unanimously to approve the February 18th and April 28th Executive Session minutes as submitted.
3. Policy First Reading – A motion was made by Mrs. Ruben, seconded by Mr. Cook, and carried unanimously to approve the first reading of Policy 4250 (Support Staff Employment Conditions), eliminating the words “Full-time” for reimbursement of unused sick days upon retirement for those having at least 15 years of service (#20).

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EXECUTIVE SESSION – A motion was made by Mrs. Ruben, seconded by Mr. Herrmann, and carried unanimously to convene to Executive Session at 10:39PM to discuss matters of Personnel (CSA Evaluation Summary), the results of which will be released to the public once the reason for confidentiality no longer exists.

The meeting re-opened to the public at 10:50PM and adjourned as follows.

ADJOURNMENT

A motion was made by Mrs. Ruben, seconded by Mrs. Glory, and carried unanimously to adjourn the meeting at 10:50PM.

Respectfully submitted,

Molly Petty
School Business Administrator