

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION
Blairstown, New Jersey 07825
www.blairstownelem.net

June 11, 2015 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, June 11, 2015.

Mr. Herrmann, Board President, called the meeting to order at 7:05PM, and read the District's Mission Statement.

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.

ROLL CALL The following Board members were present:
Mrs. Glory, Mrs. Hadden, Mr. Herrmann, Mr. Karolchyk, Mrs. McLain, and Mrs. Ruben
Absent: Mr. Cook and Mrs. Mantegna
Tardy: Mrs. Wood-Rosso arrived at 8:45PM

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; Andrew Brown, Esquire; and several staff members.

APPROVE REGULAR MINUTES – A motion was made by Mrs. Ruben, seconded by Mrs. Wood-Rosso, and carried unanimously to approve the minutes as submitted for May 21, 2015.

NEW BUSINESS

1. **Superintendent's Update** – Mr. Saalfield informed the Board that the administrative team will continue to interview candidates over the summer for several vacant teacher positions. He noted that Mrs. Petty notified the County that the Board is interested in exploring the sale of one acre of property on Lambert Road and that the County is in the process of having that acre appraised. He reminded the Board that they had previously requested to discuss the substitute calling duties contractually, and he provided the Board with an update on his Professional Development Plan.

2. **Principal's Report** – Mr. Leal reviewed his written report.

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PUBLIC HEARING & PETITION – None.

APPROVE TRANSFERS & FINANCIAL REPORTS – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the attached list of April Financial Transfers in the amount of \$241,100 and the April Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$1,245,311.31 in total Government Funds; and to certify that as of April 30, 2015, 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. Hadden, and carried unanimously by roll call vote to approve payment of the General Fund Bills List in the amount of \$555,260.98 and the Food Service Bill List in the amount of \$9,684.27.

MOTION ITEMS

A. PERSONNEL

1. **Approve Staff Salaries for 2015-16** – A motion was made by Mrs. Ruben, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve salary increases for the list of administrators and paraprofessionals appointed on 4/30 at a salary increase of 2.3% for the 2015-16 School Year.
2. **Approve Salary Increase for SBA** – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve a salary increase for Mrs. Petty, School Business Administrator, in the amount of 2.3% for the 2015-16 School Year.
3. **Approve Salary Increase for C. Straway** – A motion was made by Mrs. Hadden, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve a salary increase of \$2.00/hour for Charles Straway, Custodian, who has obtained his Black Seal License, effective June 1, 2015.
4. **Increase Employment Contract** – 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 increase the 2015-16 employment contract for Anjanette May from part-time to full-time.
5. **Hire C. Collins** – 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 Carolyn Collins as a full-time teacher on Master's Step 7 for the 2015-16 School Year.

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6. Hire G. Mazzetta – 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 Gerald Mazzetta as a full-time teacher on Bachelor’s Step 8 for the 2015-16 School Year.
7. Hire M. Konecnik – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to rehire Maureen Konecnik as the full-time receptionist at the salary of \$25,000, for the 2015-16 School Year.
8. Rehire Sean Wallace – 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 rehire Sean Wallace as a part-time custodian for the summer at \$13.75 per hour, up to 20 hours per week, as needed.
9. Workshop and Mileage Reimbursement Requests – A motion was made by Mrs. Hadden, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve the attached list of workshop and mileage reimbursement requests.
10. Include Substitute Caller Duties in CSA Secretary Contract – After a short discussion, a motion was made by Mrs. Glory, seconded by Mrs. McLain, and carried unanimously by roll call vote that:

Be it resolved to adjust the 2015-16 salary of Colomba Kampfe, Secretary to the CSA, to be accomplished by including the substitute caller stipend in the amount of \$2,200 into her base salary as those duties are included in the Job Description for her position. The “stipend” will be eliminated.

B. FINANCE

After a short review of each item by Mrs. Petty, a motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve the following Finance motions (RCV):

1. Delta Dental Renewal – To approve the Delta Dental Amendment to the Agreement for Goup No. 7496, with current premium rates guaranteed to remain the same from July 1, 2015 to June 30, 2017.
2. Physical Therapy Contract – To approve a contract with Allison M. Peck for physical therapy services at the rate of \$83 per hour, for the 2015-16 School Year. This is the same hourly rate as for 2014-15.
3. Retainer Agreement for Board Counsel – To approve the Retainer Agreement for Board Counsel with Schwartz Simon Edelstein & Celso, LLC, with no increase in hourly rates (\$160 for Partners and Counsel, \$150 for Associates, and \$100 for law clerks and paralegals) for the 2015-16 School Year.
4. Return Unused Funds to Capital Reserve Account – To approve the return of unused Capital Projects funds in the amount of \$61,741.88 to the Capital Reserve Account. This money was left over from two projects that came in under budget during the 2014-15 School Year (Generator Project and Door Project).

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5. Approve Capital Reserve Deposit – To approve the deposit from estimated year-end surplus to the Capital Reserve Account in an amount not to exceed \$550,000.
6. Increase Lunch Prices – To increase student lunch price by ten cents to \$2.70 and the adult lunch price to \$3.70, as required by the State of NJ for the 2015-16 School Year.
7. Approve 2015-16 IDEA Grant Application – To approve the 2015-16 IDEA Basic Grant application in the amount of \$151,174 and the Preschool Disabilities Grant application in the amount of \$12,691, and to accept the grant award of the funds upon subsequent approval of the FY 2016 IDEA application. (\$131,000 was budgeted in IDEA revenue).
8. Approve 2015-16 NCLB Grant Application – To approve the 2015-16 NCLB (No Child Left Behind) Grant application in the amounts of \$46,178 for Title I and \$19,384 for Title IIA, and to refuse Title III funds in the amount of \$237, and to accept the grant award of the funds upon subsequent approval of the FY 2016 NCLB application. (\$43,000 was budgeted in Title I & IIA revenue).
9. 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 attached 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.
10. Approve Salaries Paid with Grant Funds –To approve the following salaries partially paid with grant funding for the 2014-15 School Year:

<u>Teacher</u>	<u>Annual Salary</u>	<u>Grant Salary</u>
D. Reade	\$90,300	\$ 24,598 (Title I Grant Funds)
D. Kelley	\$70,620	\$ 14,689 (Title IIA Grant Funds)
11. Close-Out of 2014-15 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 2014-15 School Year.
12. Approve Elevator Maintenance Contract – To approve an Elevator and Chairlift Maintenance Contract with USA Hoist in the amount of \$235.00 per month for the 2015-16 School Year.

C. FACILITIES

1. Approve Contract for Installation of Vinyl Flooring – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to accept the following quotes and to award a contract with A.M.P. Flooring LLC in the amount of \$12,498.30 for the installation of vinyl flooring in the upstairs 1929 wing classrooms and hallways:

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A.M.P. Flooring LLC	\$12,498.30	Melara Carpet LLC	\$14,979.57
Northeastern Interior Services	\$15,750.00	Consolidated Specialty Surfaces	\$15,797.63

2. Information - Proceed with Bidding Parking Lot Work – Mr. Saalfield reviewed the second proposal by Suburban Engineering, which included paving the entire back parking lot and underneath the TCU’s. We are attempting to coordinate the bidding of this project with the County’s interest in our Lambert Road property as well as the timing of the crane that will be needed for the installation of the new AC unit for the Library.

OLD BUSINESS

BOE Elections – Mrs. Petty noted that Nominating Petitions for the November Election are available and due in the County Clerk’s office in Belvidere by 4PM on July 27, 2015. There will be three 3-year terms and one 1-year term available.

BOE Self-Assessments – As noted by Mr. Karolchyk at the May meeting, it is time for the BOE to go online with the NJSBA website to complete their annual self-assessment.

CORRESPONDENCE – Mr. Saalfield noted that he has received a letter from the County Child Study Team Supervisor, approving our requested changes for special education class configurations in 2015-16.

PUBLIC HEARING & PETITION – Mrs. Reynolds expressed appreciation for the hiring process of Gerald Mazzetta.

LEGISLATIVE UPDATE – None.

EXECUTIVE SESSION – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to convene to Executive Session at 8:30PM to review previous Executive Session minutes and to discuss the results of the CSA Evaluation as well as the renewal and terms of new CSA contract.

The committee re-opened to the public at 8:33PM and continued with the following action:

A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously to approve the May 21st Executive Session minutes as submitted.

A motion was made by Mrs. Ruben, seconded by Mrs. Glory, and carried unanimously to convene to Executive Session at 8:30PM to discuss the results of the CSA Evaluation as well as the renewal and terms of new CSA contract.

The meeting re-opened to the public at 12:30AM and adjourned without taking further action.

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ADJOURNMENT

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Ruben, and carried unanimously to adjourn the meeting at 12:30AM.

Respectfully submitted,

Molly Petty

School Business Administrator

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

<u>Meeting Date</u>	<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	\$65,907 – 180 Days
E	Tuition Contract - Sending	Inclusive Learning Academy	\$61,862 – 180 Days
	Tuition Contract - Sending	Knowlton Township BOE	\$39,083 – 180 Days
E	Tuition Contract – Receiving	Frelinghuysen Township BOE	\$500 – Summer
	Transportation Contract	Parent	\$50/ day – 180 Days
	Food Service Management	Maschio’s Food Service Inc.	\$7,213 - Mgmt Fee
E	CST Services Provided to:	Frelinghuysen Township BOE	
	Occupational Therapy Contract	Kathleen DiFebo	\$78/Hour
E	Occupational Therapy Contract	Therapeutic Outreach for C.	\$67,801 – 3 days/wk
	Tuition Contract – Sending	Stillwater Township BOE	\$20,000
	Joint Transportation Contract	North Warren Regional	\$3,595 – 6 RVCS stu.
E	Generator Installation Project	Lulo	\$146,000
	Joint Transportation Contract	NWR	\$4,543 for non-public
E	Snow Plowing Services	JB’s Landscaping	\$95/hour
E	Tuition Contract – Receiving	Phillipsburg BOE	\$12,000 & \$16,000
	Joint Transportation Contract	NWR – Revision to amount	\$5,000-10 RVCS
	Transportation Contract Addenda	Stocker Bus Co.	\$31,684.85/Route B1 \$23,779.78/Route B8 \$37,607.42/RouteST3
	Speech Therapy	J&B Therapy	\$78/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	
E	Electrical Work for Generator	Lulo	\$7,800
E	Change Orders for Generator	Lulo	\$4,745
E	Asbestos Removal Project	VMC	\$23,000
E	TCU Demolition & Removal	Caravella Demolition	\$22,112
E	Library Air Conditioning Project	Envirocon	\$55,752
	Tuition Contract – Sending	WCSSSD	\$10,427
	Coordinated Transportation Contract	WCSSSD	4% Admin Fee
	Coordinated Transportation Contract	SCRTC	4% Admin Fee
E	Roof Repairs	Tremco	\$12,773.17
E	Summer Painting	Mickelsen Contracting	\$17,300
	Tuition Contract – Sending	Developmental Center	\$4,950 + \$2,250/Aide
	Speech Therapy for 2015-16	J&B	\$78/Hour
	Occupational Therapy – 2015-16	Therapeutic Outreach	\$95/Hour
	Eagle Ridge Services	Preparation of NCLB Gant Application	\$4,200