

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

August 20, 2015 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, August 20, 2015.

Mr. Herrmann, Board President, called the meeting to order at 7:01PM.

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: Mrs. Glory, Mrs. Hadden, Mr. Herrmann, Mr. Karolchyk, Mrs. McLain, Mrs. Mantegna, and Mrs. Ruben
Absent: Mr. Cook and Mrs. Wood-Rosso

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary
Three staff members were present.

APPROVE REGULAR MINUTES - A motion was made by Mrs. Ruben, seconded by Mrs. Mantegna, and carried unanimously to approve the minutes as submitted for June 11 as submitted and July 16, 2015 (as amended to Step B+15 credits for E. Velez).

NEW BUSINESS

1. **Superintendent's Update** – Mr. Saalfield discussed the building tour he recently gave to Blairstown Alumni, his meetings with the new cluster superintendents, a recent security meeting with Lt. Losey, and the Blairstown Historical Society's request to place a plaque on BES property. He also referred to the appraisal on the Lambert Road property, new tablets for third and fourth grade classes, the new website's activation this week, the \$2,000 Sustainable NJ grant received, and the interviews for a new Supervisor of Special Services. He noted a telephone call received about removal of soccer goals on the outdoor field. He will check with Mr. Hess and Mr. Gross to see if they know about the goals. Mr. Saalfield requested and received permission to purchase a viburnum plant for the memorial garden, in memory of Mary Grace Rudolph.
2. **Principal's Report** – A written report was included in the agenda packet.
3. **BOE Election in November** – Expiring seats belong to Mrs. Glory, Mrs. Hadden, Mrs. Mantegna, and Mrs. Ruben. Nominating petitions were due to the County Clerk in Belvidere by 4PM on Monday, July 27. Three incumbent candidates are running for three full terms (Mrs. Glory, Mrs. Hadden, and Mrs. Mantegna). No one is running for the one-year unexpired term. The election will be held on November 3, 2015. Mrs. Ruben indicated that she would be running a write-in campaign for the one-year term.

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PUBLIC HEARING & PETITION – Due to a conflict of interest as a Board member, Mr. Karolchyk spoke as a private citizen about his concerns with permitting, free of cost, use of the building for the “Girls on the Run”. He shared financial information on the organization that he had researched.

APPROVE FINANCIAL REPORTS – A motion was made by Mrs. Hadden, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve May Transfers in the amount of \$33,796.00, June Transfers in the amount of \$207,720.00, and Board Secretary’s Reports, in agreement with the Treasurer’s Reports, in the amount of \$1,410,465.77 for May 2015 and \$1,075,433.83 for June 2015 in total Government Funds; and to certify that as of June 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. Mantegna, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve payment of the General Fund Bills List in the amount of \$356,665.27.

MOTION ITEMS

A. PERSONNEL

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

1. Accept Resignation – To accept Brittany Schweiger’s resignation (hired at last meeting for part-time teaching position).
2. Hire Teacher – To accept the Superintendent’s recommendation to hire Erika Clavel as a teacher on Master’s Step 6 of the BTA Salary Guide (\$56,600) for the 2015-16 School Year.
3. Hire Part-Time Teacher - To accept the Superintendent’s recommendation to hire Jillian Cardoso as a part-time @ .77 (\$38,500) special education teacher on Bachelor’s Step 1 of the BTA Salary Guide for the 2015-16 School Year.
4. Approve Substitutes – To accept the Superintendent’s recommendation to hire the attached list of substitute teachers and aides, as well as custodians, adding the name of Sotia Hambos as a substitute receptionist.
5. Substitute Rates – To approve the substitute teacher/aide/secretary rate of \$75/day, substitute nurse rate of \$130/\$200 per day (on class trip/in school) and the substitute custodian rate of \$13.00/\$10.50 per hour (with/without Black seal) for the 2015-16 School Year.

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6. Traffic Guard – To approve Joan Pelosi as Traffic Guard, with a stipend of \$2,400, for 2015-16.
7. Movement Across Salary Guide – To approve the followings requests to move across the BTA Salary Guide, effective September 1st.

<u>Teacher</u>	<u>Placement</u>
K. Kline	Bachelor’s +30 Credits
T. Messina	Bachelor’s +15 Credits
H. Sutton	Masters + 30 Credits
8. Job Description – To approve the attached Job Description for Reading Specialist.

B. FACILITIES

1. Facilities’ Use Requests – A motion was made by Mrs. McLain, seconded by Mrs. Mantegna, and carried unanimously by roll call vote to approve the attached list of Facilities’ Use requests, deleting the requests from the Blairstown Recreation Program for next summer, and omitting the requests from “Girls on the Run” and “Purple Cobra”.

(The Board discussed possible policy changes on use of the facilities, and the Policy Committee will meet to review this policy).

A motion was made by Mrs. Mantegna, seconded by Mrs. Glory, and carried by roll call vote (Mr. Karolchyk abstained) to approve the Facilities’ Use Request from Girls on the Run.

A motion was made by Mrs. Mantegna, seconded by Mrs. Glory, and failed by roll call vote (Mrs. Glory abstained) to approve the Facilities’ Use Request from Purple Cobra Girls Basketball. Request denied.

2. Property Lease – A motion was made by Mr. Herrmann, seconded by Mrs. Mantegna, and carried unanimously to approve a lease to allow North Warren Regional BOE to use the property on Lambert Road in the amount of \$2.00 for the 2015-16 School Year.
3. Summer Projects Review - Informational

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PROJECT	COMPLETION STATUS	ACTUAL COST
Library Air Conditioning	New unit to be delivered late Aug.	\$55,752
Asbestos Removal & Tile flooring Replacement in 1929 Wing Classrooms & Hallway	Finished as of July 15, on schedule	\$23,000
TCU Removal	Completed on July 24 th , on schedule	\$22,112
Roof Repairs	Completed as of July 15, on schedule	\$12,773
Paint Stairwells, Cafeteria, and Kitchen	Started July 20 th . Completed Aug. 14.	\$17,300
Paving & Drainage Project	BOE awarded bid on July 16. Work started Aug. 19.	\$154,663
Installation of Two Outdoor Strobe Lights	Installed week of July 27	\$4,560
Installation of new Tile Flooring in 1929 wing	Work started Aug 3. Completed Aug. 6.	\$13,486

C. FINANCE

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

1. Tuition Contracts – To approve a summer tuition contract with Knowlton Township BOE in the amount of \$2,500 and the following 2015-16 Tuition Contracts:

Celebrate the Children	\$69,431	180 Days
Knowlton Township BOE	\$40,000	180 Days
Warren County Special Services	\$37,550	180 Days

2. Maschio's Food Service Contract – To approve a contract with Maschio's Food Service for 2015-16 with a management fee of \$7,213, and a break-even guarantee. Mrs. Petty noted that new cafeteria tables were ordered for September.

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- 3. Adopt New Bid Threshold –To increase the bid threshold in the amount of \$40,000 (was previously \$36,000) and authorize Mrs. Petty to award contracts, in full accordance with NJSA 18A:18A-3, for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.
- 4. 2014-15 Audit – FYI, the 2014-15 audit was conducted August 4, 5, & 6.
- 5. Informational: We have received a \$2,000 Sustainable Jersey for Schools Small Grant, funded by the PSEG Foundation.
- 6. Lambert Road Property Appraisal Discussion – The County’s appraised value of one acre of the Board’s 36-acre parcel on Lambert Road was \$30,000. The BOE does not want to incur any costs in a sale of property. Mr. Herrmann requested Mr. Brown, Board Attorney, to prepare a motion for the September meeting, to release the property, which the County Office will have to approve.

D. EDUCATIONAL

- 1. Approve New Mathematics Series – After Mr. Karolchyk noted his concerns on missing this approval at the April meeting, a discussion ensued on the procedure for approving new series. A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve the new mathematics series, “Go Math”, published by Houghton Mifflin Harcourt.
- 2. Approve District HIB Self-Assessment Document – After Mr. Karolchyk questioned how some of the scores were determined, and Mr. Herrmann asked about a legend, a motion was made by Mrs. Glory, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve the District HIB Self-Assessment document so that it can be submitted to NJDOE in compliance with the Anti-Bullying Bill of Rights Act.

E. TRANSPORTATION

- 1. Parent Transportation Contract – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve a Parent Transportation Contract to transport their child to Celebrate the Children in the amount of \$50 per day, up to \$9,000, for the 2015-16 School Year.
- 2. Approve 2015-16 Transportation Routes – After a few questions by the Board, a motion was made by Mrs. Mantegna, seconded by Mrs. Ruben, and carried unanimously to approve 2015-16 transportation routes.
- 3. Approve 2015-16 Transportation Contracts – A motion was made by Mrs. Mantegna, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the following 2015-16 transportation contracts:

Route 1	\$32,109.42	Route 4	\$29,996.52	Route 9	\$22,755.09
Route 2	\$23,620.78	Route 5	\$23,241.14	Route ST123	\$100,969.52
Route 3	\$27,993.80	Route 7	\$26,981.64	Route RVCS	\$13,155.91

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OLD BUSINESS - Mrs. Petty noted the BOE Self-Evaluation is available for completion and that she has tentatively scheduled Robynn Meehan from NJSBA to attend the September meeting to present the results.

CORRESPONDENCE – None.

PUBLIC HEARING & PETITION – None.

LEGISLATIVE UPDATE – J. Karolchyk noted that the Warren County SBA Fall Meeting will be held on September 10th at the Hawk Point Country Club.

PUBLIC HEARING & PETITION – None.

EXECUTIVE SESSION – A motion was made by Mrs. Glory, seconded by Mrs. Mantegna, and carried unanimously by roll call vote to convene to Executive Session at 9:18PM to review previous Executive Session minutes and to discuss the results of the Superintendent’s evaluation and his next employment contract. Results of this session will be released to the public once the need for confidentiality no longer exists.

RETURN TO OPEN SESSION – The meeting returned to Open Session at 12:10AM.

A motion was made by Mrs. Hadden, seconded by Mrs. Glory, and carried unanimously to approve the June and July Executive Session minutes as submitted.

ADJOURNMENT

A motion was made by Mr. Herrmann, seconded by Mrs. Glory, and carried unanimously to adjourn the meeting at 12:11AM.

Respectfully submitted,

Molly Petty
School Business Administrator