

# **BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

[www.blairstownelem.net](http://www.blairstownelem.net)

## **August 30, 2018 Meeting Minutes**

**CALL TO ORDER** The Blairstown Township Board of Education held this meeting in the School Library on Thursday, August 30, 2018.  
Mrs. Glory, 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** Mrs. Glory read the Notice of Meeting and Mission Statement

### **MISSION STATEMENT**

**ROLL CALL** The following board members were present: Mr. Cook, Mrs. Gerhardt, Mrs. Glory, Mr. Karolchik, Mrs. Krauss, and Mrs. McElroy  
Absent: Mrs. Mantegna and Mrs. Shaffer  
Tardy: Mrs. Hadden arrived at 7:15PM

**Also Present:** Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; Andrew Brown, Esquire; and approximately 12 staff members and public.

**APPROVE REGULAR MINUTES** – A motion was made by Mrs. Krauss, seconded by Mrs. Glory, and carried to approve the minutes as submitted for June 7, June 20, and July 18, 2018.

### **NEW BUSINESS**

1. **Superintendent's Report** – Mr. Saalfield discussed the recent Alumni Tour of the school, our Library book collection, the Summer PD Institute, the delivery of our new school bus, QSAC, and sharing CST services with Frelinghuysen Township School. He updated the Board on the summer facilities' projects and noted that we are dealing with a humidity issue in the 4<sup>th</sup> grade wing due to an electrical problem. He stated that the opening enrollment will be 461.
2. **November BOE Candidates** – Mrs. Glory reported that the following candidates have submitted their petitions for the November BOE election: Lauren Glory (incumbent), as well as Rosette Inscho, Nicole Rolph, and Shanna Sikkes.

### **PUBLIC HEARING & PETITION**

Mrs. Rosette Inscho spoke about concerns she had about the Resource Officer survey that the school conducted last spring and would like to have had additional information for the public before the Board made a decision.

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**APPROVE FINANCIAL REPORTS** - A motion was made by Mrs. Hadden, seconded by Mrs. McElroy, and carried unanimously by roll call vote to approve the attached list of transfers for the month of May in the amount of \$14,100, and June in the amount of \$291,356.00 and the May and June Board Secretary's reports, in agreement with the Treasurer's Reports, in the amounts of \$1,346,912.61 and \$1,533,260.25, respectively, in Total Government Funds; and to certify that as of June 30, 2018, 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. Krauss, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve payment of the Bills & Claims Lists for the General Fund in the amount of \$605,654.42 and for the Food Service Fund in the amount of \$217.14.

**MOTION ITEMS**

**A. PERSONNEL**

A motion was made by Mr. Cook, seconded by Mrs. McElroy, and carried unanimously by roll call vote to approve the following eleven Personnel items:

1. Appoint Substitute Teacher – To accept Mr. Saalfield's recommendation to add the attached list of names substitute lists for the 2018-19 School Year.
2. Approve SBA's 2018-19 Contract – To approve Mrs. Petty's 2018-19 contract with a salary increase of 2.65% and per the terms agreed at the June 7<sup>th</sup> meeting, as approved by the County DOE Superintendent.
3. Move Across BEA Salary Guide – To approve Mrs. Heather Sutton's request to move across the BEA Salary guide to the Master's Degree plus 45 credits column, and to approve Miss Cappiello's request to move across the BEA Salary Guide to Bachelor's +15 credits column, effective September 1, 2018.
4. Accept Resignation – To accept Lisa Edmunds and Malena Groff's resignations as aides, effective June 30, 2018.
5. Hire Part-Time Teacher - - To accept Mr. Saalfield's recommendation to hire Linette Benes as a part-time teacher (.82 contract) on Master's Step 8 of the BTA 2018-19 Salary Guide, pending receipt of background check confirmation. (Ms. Benes will be teaching pre-school this year).
6. Hire Full-Time Teacher – To accept Mr. Saalfield's recommendation to hire Carolyn Collins as a full-time teacher on Master's +15 credits, Step 9 of the BTA 2018-19 Salary Guide, pending receipt of background check confirmation. (Mrs. Collilns will replace Mrs. Sutton in third grade).

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7. Extend Part-Time Contract for A. Cain – To extend Annamarie Cain’s part-time contract to 5.75 hours per day and Andrea Walsh’s contract to 5.92 hours per day for the 2018-19 School Year. (The additional time will be for her time as a bus aide).
8. Approve Maternity Leave – To approve Mrs. Goncalves’s maternity leave request, dated June 19, 2018, from November 19, 2018 – March 1, 2019.
9. Approve Stipend List – To approve the attached stipend list for 2018-19.
10. Comprehensive Equity – To approve the 2018-19 Comprehensive Equity Plan’s Statement of Assurance.
11. Hire Aide – To accept the Superintendent’s recommendation to hire Ms. Karnrawee Timsawatdikul as a part-time aide at \$10/hour, pending receipt of her criminal history background check, for the 2018-19 School Year.

**B. FINANCE**

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

1. Approve Parent Transportation Contract – To approve a parent transportation contract in the amount of \$50/day for the 2018-19 School Year.
2. Approve Mountain Lakes Contract for Itinerant Services – To approve a contract with the Mountain Lakes Board of Education in the amount of \$12,480 for itinerant services for three students who are auditorily impaired for the 2018-19 School Year.
3. Approve Celebrate the Children Tuition Contract - To approve a special education tuition contract for one student with Celebrate the Children in the amount of \$71,500 for the 2018-19 School Year.
4. Approve ABA Clinic Contract – To approve a contract with The ABA Clinic, LLC to provide Applied Behavior Analysis services to students with special needs at the hourly rate of \$105 for the 2018-19 School Year. (The anticipated need is four hours/month).

**C. EDUCATIONAL**

A motion was made by Mrs. Gerhardt, seconded by Mr. Cook, and carried unanimously by roll call vote to approve the first four items:

1. HIB Report 2017-20185 - To approve the Superintendent’s action on HIB 2017-20185 as reported at the June 7<sup>th</sup> meeting.

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2. Approve Danielson Model – To approve the Danielson Model for Teacher Evaluations and the NJDOE Principal’s Evaluation model for the Principal and Supervisors.
3. Approve 2018-21 Strategic Plan – To approve the 2018-2021 Strategic Plan’s Action Plan.
4. Approve Curriculum – To approve the following curriculum for 2018-19: PE/Health, Science, Social Studies, Language Arts, Math, Visual & Performing Arts (Music, Art, Instrumental Music, Dance, Theatre), World Languages and Preschool.
5. HIB Report 2017-20186 – Mr. Saalfield provide the Board with a report of a late June incident involving a bus driver, which was not found to rise to the level of HIB.
6. Addition of Stipend for Publicity – Mr. Saalfield distributed an outline of a Job Description for the proposed new stipend position for Publicity. After the Board discussed the creation of this new position, a motion was made by Mr. Karolchyk, seconded by Mrs. Gerkhadt, and carried unanimously by roll call vote to create the new stipend position for Publicity, with the stipend amount of \$1,500. Mrs. Hadden suggested that Job Descriptions be created for all stipend positions.

**D. FACILITIES**

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

1. Approve Facilities’ Use Requests – To approve the attached list of Facilities’ Use Requests, with additions for Girl Scouts, pending room availability, and changes in dates for wrestling sign-ups.
2. Approve USA Hoist Co., Inc. Contract – To approve a contract for elevator maintenance with USA Hoist Co., Inc. in the amount of \$240 per month for the 2018-19 School Year.
3. Approve Change Order #1 for Gym Lobby Lavatory Project – To approve Change Order #1 in the amount of \$5,085.25 with Northeastern Interior Services LLC, per the recommendation of FKA Architects. (This change order was due to needing to repair an existing leaking pipe in order to proceed with the project).
4. Approve Change Order #1 for Flooring Project - To approve Change Order #1 in the amount of \$1,187.90 with A.M.P. Flooring due to additional floor preparation needed in the Main Office. (Please note that due to moisture issues in the BOE office, the carpet may need to be re-installed at a future date).
5. Approve Disposition of School 2005 Bus – To authorize the School Business Administrator to dispose of the 2005 school bus no longer in use through the Hunterdon County Educational Services Commission or through the bid process, per Board Policy #7300.

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**E. SCHOOL SECURITY UPDATE** – Mr. Saalfield noted that earlier in the meeting when Mrs. Inscho spoke about the School Resource Officer, he had noted some of the security improvements, including the purchase of Lobby Guard, and a new door for the Receptionist’s office. He noted that Mr. Leal attended training in June for the School Safety Specialist, and that he will be the Department of Education’s point of contact for security. Mr. Leal added that our school was cited as having an excellent security plan.

**F. TRANSPORTATION**

1. Approve 2018-19 Bus Routes – A motion was made by Mrs. Hadden, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve the 2018-19 bus routes as prepared by Mrs. Scialla, our Transportation Coordinator.
2. Approve Bus Contract #ST3 – A motion was made by Mrs. Hadden, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve the Transportation Contract #ST3 in the amount of \$39,024.08 for the 2018-19 School Year, bringing the total amount of contracts to \$309,403.67 (a 1.51% increase over 2017-18).

**G. POLICY**

A motion was made by Mrs. Gerhardt, seconded by Mrs. Hadden, and carried unanimously to approve the following two policy motions:

1. Second Reading & Adoption - To approve the second reading and adoption of Policy and Regulations #5561, Use of Physical Restraint and Seclusion.
2. First Readings – To approve the mandated first reading of Policy #4250, adding a paragraph for bus Aides, as well as Policy 1613 (Disclosure and Review of Applicant’s Employment History) and 5512 (HIB).

**CORRESPONDENCE** - None.

**OLD BUSINESS** - Mrs. Glory asked if the new Chrome Books are ready for the sixth graders, and would like to make the topic of the Chrome Books an item for the new publicity stipend position to write about.

**PUBLIC HEARING & PETITION** – None.

**LEGISLATIVE UPDATE** – J. Karolchyk did not have anything to report.

**EXECUTIVE SESSION** – A motion was made by Mrs. McElroy, seconded by Mrs. Glory, and carried unanimously by roll call vote to convene to Executive Session to review June minutes and to discuss the BEA grievance, the results of which will be released to the public as soon as the reason for confidentiality no longer exists.

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**The meeting re-opened to the public at 9:02PM and continued with the following action:**

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

**ADJOURNMENT**

A motion was made by Mrs. Glory, seconded by Mrs. Krauss, and carried unanimously to adjourn the meeting at 9:02PM.

Respectfully submitted,

Molly Petty  
School Business Administrator