

# **BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

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

## **September 27, 2018 Meeting Minutes**

**CALL TO ORDER** The Blairstown Township Board of Education held this meeting in the School Library on Thursday, September 27, 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. Karolchyk, Mrs. Mantegna, Mrs. McElroy, and Mrs Shaffer  
Absent: Mrs. Krauss  
Tardy: Mrs. Hadden arrived at 7:06PM

**Also Present:** Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; Andrew Brown, Esquire; and approximately 50 staff members and public.

**APPROVE REGULAR MINUTES** – A motion was made by Mrs. Mantegna, seconded by Mrs. Gerhardt, and carried to approve the minutes as submitted for August 30, 2018.

### **NEW BUSINESS**

1. **Superintendent's Report** – Mr. Saalfield discussed the installation of Lobby Guard and a new door in the Receptionist's office, completion of the brick work on the 1929 building, and the sale of the old bus. Mr. Saalfield read a portion of Pastor Tillis's letter. Also, he noted that we need a volunteer to serve on the QSAC committee and discussed information concerning a School Resource Officer.

**Principal's Report** – Mr. Leal gave a brief overview of the delayed opening of school.

**Building Update** – Mr. Michael McGuinness from RKO&E discussed humidity and mold issues and strategies to reduce the humidity. Afterward he addressed questions from parents and staff.

### **PUBLIC HEARING & PETITION**

Ms. Dalton and Ms. Waldron addressed the Board about further discussion of a School Resource Officer. Captain Johnson was also in attendance.

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**APPROVE FINANCIAL REPORTS** - A motion was made by Mr. Cook, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to approve the July Board Secretary's reports, in agreement with the Treasurer's Reports, in the amounts of \$1,235,918.25 in Total Government Funds; and to certify that as of July 31, 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. Mantegna, 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 \$1,042,823.00 and for the Food Service Fund in the amount of \$531.43.

**MOTION ITEMS**

**A. PERSONNEL**

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

1. Appoint Substitute Teacher – To accept Mr. Saalfield's recommendation to add the names of Marissa Hardy and Deborah Simpson to the substitute list teacher/aide list for the 2018-19 School Year.
2. Publicity Position – To accept Mr. Saalfield's recommendation to appoint Mrs. Colomba Kampfe to the new publicity position with a stipend amount of \$1,500 for the 2018-19 School Year.
3. Traffic Control Position – To accept Mr. Saalfield's recommendation to appoint Mrs. Joan Pelosi to the Traffic Control position, with a \$2,400 stipend for 2018-19.

**B. FINANCE**

A motion was made by Mrs. Mantegna, seconded by Mrs. Shaffer, and carried unanimously by roll call vote to approve the following two Finance items (RCV):

1. CST Shared Services Contract with Frelinghuysen Township BOE – A motion was made by Mrs. Mantegna, seconded by Mrs. Shaffer, and carried unanimously by roll call vote to approve a contract for shared Child Study Team services in the amount of \$57,600 for nine months (October 1, 2018 – June 30, 2019).
2. Approve List of Workshop & Mileage Requests – A motion was made by Mrs. McElroy, seconded by Mrs. Shaffer, and carried unanimously by roll call vote to approve the attached list of workshop and mileage requests.

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**C. FACILITIES**

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

1. Approve Lease of Lambert Road Fields – To approve the lease of fields on Lambert Road with North Warren Regional Board of Education in the amount of \$ 2.00 for the 2018-19 School Year.
2. Emergency Cleaning Expenditure - To invoke N.J.S.A. 18A:18A-7 for the purpose of entering into an emergency contract with County Restoration for the purpose of immediate cleaning of classrooms and office areas found to have mold present. The contract is based on time and materials, based on the attached rate sheet.

**D. EDUCATIONAL**

1. PARCC Scores Presentation - Dr. Elias gave a presentation on the 2017-18 PARCC scores.
2. HIB Report 2017-20186 – A motion was made by Mrs. Shaffer, seconded by Mrs. Hadden, and carried unanimously to approve the Superintendent’s action on HIB 2017-20186 as reported at the August 30<sup>th</sup> meeting and affirm that it was not found to be HIB.
3. Approve HIB School Self-Assessment – A motion was made by Mrs. Shaffer, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the 2017-18 HIB School Self-Assessment.
4. Approve Class Trips – A motion was made by Mr. Cook, seconded by Mrs. Glory, and carried unanimously to approve the attached list of class trips for 2018-19.
5. 2018-19 School Calendar Changes –Mr. Saalfield recommended making up the five days missed in September when we were closed due to mold as:  
October 8 – Early Dismissal/PLC  
November 8 – Early Dismissal  
January 21 – Early Dismissal/PLC  
February 15 – Early Dismissal/PLC  
June 21 – Early Dismissal

**E. POLICY**

A motion was made by Mrs. Shaffer, seconded by Mrs. McElroy, and carried unanimously to approve the following three Policy motions:

1. Second Reading and Adoption – To approve the second reading and adoption 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).

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2. First Reading –To approve the first reading of Policy #8561 (Procurement Procedures for School Nutrition Programs).
3. Preschool Policy #2463 Discussion –To add a paragraph to our preschool policy to impose a late fee in the amount of \$50 for tuition payments in order to reduce the amount of paperwork required to prepare and mail out overdue invoices.

**CORRESPONDENCE** – Mrs. Petty had information on the NJSBA October 3 BOE Candidates Briefing, which she shared with Mrs. Inscho.

**OLD BUSINESS** - Mr. Karolchyk asked about the status of street signs for school bus stops. Mr. Saalfield noted that Mr. Leal painted the parking lot lines on a very hot day to make the parking lot look new.

**PUBLIC HEARING & PETITION** – Elisa Diego asked about bus routes.

**LEGISLATIVE UPDATE** – J. Karolchyk spoke about requirements for new buses and teacher evaluations with regard to PARCC scores.

**EXECUTIVE SESSION** – A motion was made by Mrs. Gerhardt, seconded by Mrs. McElroy, and carried unanimously to convene to Executive Session at 9:41PM to review August minutes and to discuss the BEA grievance and the matter of staffing in the BOE office, the results of which will be released to the public as soon as the reason for confidentiality no longer exists.

The Executive Session adjourned at 10:20PM and continued as follows:

A motion was made by Mrs. Shaffer, seconded by Mrs. Glory, and carried unanimously to approve the minutes as submitted for the August 30<sup>th</sup> Executive Session.

A motion was made by Mrs. Shaffer, seconded by Mrs. McElroy, and carried unanimously by roll call vote to extend the employment contract for Jenna Sagan until November 30, 2018, at eight hours/week.

**ADJOURNMENT**

A motion was made by Mrs. Glory, seconded by Mr. Cook, and carried unanimously to adjourn the meeting at 10:22PM.

Respectfully submitted,

Molly Petty  
School Business Administrator