

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

October 18, 2018 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, October 18, 2018.
Mrs. Glory, Board President, called the meeting to order at 7:08PM.

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. Krauss, Mrs. McElroy, and Mrs. Shaffer
Absent: Mrs. Hadden and Mrs. Mantegna

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; Andrew Brown, Esquire; and approximately 15 staff members and public.

APPROVE REGULAR MINUTES – A motion was made by Mrs. Shaffer, seconded by Mr. Cook, and carried unanimously to approve the minutes as submitted for September 27, 2018.

NEW BUSINESS

1. **Superintendent's Report** – Mr. Saalfield noted that all Purchase Order requests are frozen and that he will not be attending the NJSBA convention in Atlantic City next week due to financial hardship created by the cost of the clean-up required due to moisture issues. He is in the process of reviewing all student files for residency verification. He noted Red Ribbon Week activities, the October 8th make-up day, and his October 12th building walkthrough with the environmental engineer and Mrs. Petty. He distributed the flow chart and information for the Superintendent evaluation process and the Curriculum Corner newsletter.
2. **Principal's Report** – Mr. Leal reviewed his written report, noting that October 25th is Back-to-School Night for parents of students in grades 1-6.
3. **Presentation by the Blairstown CARE Coalition** – Kevin Doell, David Paulson, and Captain Johnson gave a short presentation on the organization and what they are trying to do to address the drug problem in Blairstown.
4. **BOE Self-Evaluation** - Mrs. Petty noted that she will ask Mrs. Kathy Helewa from NJSBA to send the Board information to start the self-evaluation process.
5. **BOE Training Schedule** – Mrs. Petty reminded BOE members to complete their required training by December 31st. She has already registered everyone for their required session.

PUBLIC HEARING & PETITION - None.

APPROVE FINANCIAL REPORTS - A motion was made by Mrs. Krauss, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to approve the August Board Secretary's reports, in agreement with the Treasurer's Reports, in the amounts of \$1,600,600.54 in Total Government Funds; and to certify that as of August 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. Glory, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to approve payment of the Bills & Claims Lists for the General Fund in the amount of \$961,361.06 and for the Food Service Fund in the amount of \$8,734.44.

MOTION ITEMS

A. PERSONNEL

A motion was made by Mr. Cook, seconded by Mrs. Glory, 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 name of Kellie Smigel to the substitute list teacher list for the 2018-19 School Year.
2. Homework Help Staff – To accept Mr. Saalfield's recommendation to appoint the attached list of teachers as Homework Help teachers at the hourly rate of \$40 for the 2018-19 School Year.
3. Hire Aide – To accept Mr. Saalfield's recommendation to hire Kelly Burham-Crisman as a part-time aide at \$10/hour for the 2018-19 School Year, pending receipt of criminal history background check.

B. FINANCE

1. Approve Transfer of Capital Reserve Funds – A motion was made by Mr. Cook, seconded by Mrs. Krauss, and carried unanimously by roll call vote to approve the transfer of Capital Reserve Funds in the amount of \$519,255.29 to the General Fund (to pay toward the cost of cleaning related to moisture issues).
2. Informational: Insurance Claims filed for Oil Spill in May 2018 and for Cleaning Costs in September 2018.
3. Submission of Letter of Request - A motion was made by Mrs. Glory, seconded by Mrs. Shaffer, and carried unanimously by roll call vote to approve the submission of a letter to the County School Business Administrator requesting permission to withdraw our Capital Reserve Account funds in the amount of \$519,255.29 to help pay toward cleaning costs.

C. FACILITIES

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

1. Approve Snow Plowing Services – To accept quotes from JB’s Landscaping (\$95/hour); Nativescapes (\$125/hour); and Valley Fall Property Management (\$250/hour) and to award a contract for snow plowing services to JB’s Landscaping, LLC in the hourly amount of \$95/plow and \$300 for sanding or salting application.
2. Approve Comprehensive Maintenance Plan & M1 Form – To approve the attached 2018-20 Comprehensive Maintenance Plan and M1 Form for submission to the County Business Administrator.
3. Approve Facilities’ Use Requests - To approve the attached list of Facilities’ Use Requests.

D. EDUCATIONAL

1. Mentoring Plan – A motion was made by Mrs. Glory, seconded by Mrs. Shaffer, and carried unanimously to approve the updated mentoring plan.
2. Strategic Plan Update – Mr. Saalfield distributed information on the progress of our Strategic Plan.
3. Student Suspension – Mr. Saalfield noted that one student was suspended for two days for a violation of the Code of Conduct.
4. Nursing Services Plan – A motion was made by Mrs. Shaffer, seconded by Mrs. Gerkhardt, and carried unanimously to approve the Nursing Services Plan.

E. TRANSPORTATION

A motion was made by Mrs. Glory, seconded by Mrs. Gerkhardt, and carried unanimously to approve the following three Transportation items:

1. Approve Class Trips Transportation Contract – To approve a contract for class trips transportation with Stocker Bus Company in the amount of \$10,065.00 for the 2018-19 School Year.
2. Approve Transportation Jointure Contract – To approve a joint transportation contract with North Warren Regional BOE in the amount of \$4,811.06 for our daily transportation of ten 7th and 8th grade RVCS students for the 2018-19 School Year.
3. Approve Transportation Jointure Contract – To approve a joint transportation contract with North Warren Regional BOE in the amount of \$920.01 for their daily transportation of one of our non-public school students for the 2018-19 School Year.

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F. POLICY

A motion was made by Mrs. Shaffer, seconded by Mrs. Krauss, and carried unanimously to approve the following two motions:

1. Second Reading and Adoption – To approve the second reading and adoption of Policy #8561 (Procurement Procedures for School Nutrition Programs).
2. First Reading – To approve the first reading of Policy #2463 (Preschool Program) to impose a late fee in the amount of \$50 for tuition.

CORRESPONDENCE – Mrs. Petty read a letter received from Karen Pfeiffer, BEA President, expressing appreciation for the administration’s efforts throughout the mold crisis.

OLD BUSINESS - None.

PUBLIC HEARING & PETITION – None.

LEGISLATIVE UPDATE – J. Karolchyk will be attending the Delegate Assembly in November.

EXECUTIVE SESSION – A motion was made by Mr. Cook, seconded by Mrs. Glory, and carried unanimously to convene to Executive Session at 8:41PM to discuss the Superintendent’s evaluation as well as the BEA grievance, the results of which will be released to the public as soon as the reason for confidentiality no longer exists.

ADJOURNMENT

A motion was made by Mrs. Glory, seconded by Mr. Cook, and carried unanimously to adjourn the meeting at 9:05PM.

Respectfully submitted,

Molly Petty
School Business Administrator