

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

October 20, 2016 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, October 20, 2016.

Mr. Herrmann, 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 Mr. Herrmann read the Notice of Meeting and Mission Statement.

MISSION STATEMENT

ROLL CALL The following board members were present: Mr. Cook, Mrs. Glory, Mrs. Hadden (arrived at 7:04M), Mr. Herrmann, Mrs. Mantegna, Mrs. McLain, and Mrs. Ruben
Absent: Mr. Karolchyk and Mrs. Wood-Rosso

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; Mr. Brown, Attorney; and several members of the public

APPROVE REGULAR MINUTES - A motion was made by Mrs. Mantegna, seconded by Mrs. McLain, and carried unanimously to approve the minutes as submitted for September 15, 2016.

NEW BUSINESS

1. **Superintendent's Update** – Mr. Saalfield noted that Mr. Herrmann reviewed the QSAC and that the school's Green Team is working toward Bronze status. He also discussed a possible lavatory project for the gym lobby and the anticipated completion of this year's window project. He and Mrs. Mantegna are planning to attend next week's NJSBA convention. He noted that the policies on tonight's agenda have been reviewed by the Policy Committee and that he received a letter from the Township, informing us that they will no longer be able to cut our fields. Additionally, he noted that the LRC has a travelling library, the science curriculum has a new name, that he is researching new carpet and redesign of the Main Office, reviewing the Basic Skills programs procedures, having the rocks removed from the lawn next to the playground, and possibly participating in the County Prosecutor's GXP security program. Mr. Saalfield presented the recent PARCC results.

2. **Principal's Report** – Mr. Leal referred to his written report and recognized Mrs. Elias's work on our Professional Development Program.

INTRODUCTION OF STUDENT COUNCIL REPRESENTATIVES – Mr. Leal introduced the newly elected members of this year's Student Council. Joshua Anthony, President, gave a short speech. After a group photo, the Board took a short break and invited the students to have a snack. Mr. Cook left the meeting at this time.

PUBLIC HEARING & PETITION – None.

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APPROVE TRANSFER & FINANCIAL REPORTS - A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the August Board Secretary's reports in the amount of \$1,991,720.89 in Total Government Funds; and to certify that as of August 31, 2016, 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 \$1,017,914.19 and for the Food Service Fund in the amount of \$15,684.88.

MOTION ITEMS

A. PERSONNEL

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

1. Hire School Nurse – To accept Mr. Saalfield's recommendation to hire Adrienne Peck as the School Nurse, on Bachelor's Step 1, effective November 7, 2016 for the 2016-17 School Year.
2. Hire Part-time Custodian – To accept Mr. Saalfield's recommendation to hire Dennis Mizerek as a part-time custodian at the hourly rate of \$13.00, effective November 1, 2016, for the 2016-17 School Year.
3. Approve Leave of Absence Request- To approve Ms. Erika Velez's maternity leave of absence request per her September 28th letter, from (approximately this week through April 2017).
4. Appoint Homework Help Club Teachers – To appoint the following staff members as Homework Help Club teachers after school: Miss Kline, Mrs. Mosca, Mrs. Peterson, and Mrs. Zaleski; and the following as their substitutes: Miss Cardosa, Mrs. Fleming, and Mrs. Menzel.
5. Hire Substitute Teacher – To accept Mr. Saalfield's recommendation to add the name of Carol Brennan to our substitute teacher list for the 2016-17 School Year.

B. FINANCE

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

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1. Approve Workshop and Mileage Reimbursement Requests – To approve Mrs. Dell’s requested workshop for WJIV: Putting the Pieces Together, on October 22nd, at the cost of \$50, with mileage reimbursement for 74 miles @ .31/mile, total of \$22.94.
2. Approve Snow Removal Contract – To approve a contract for snow removal with JB’s Landscaping in the amount of \$95 per hour (same rate as the last two years) for the 2016-17 school year, effective October 21 through April 30, 2016.
3. Approve Tuition Contract for Lake Drive School – To approve a tuition contract for one student at the Lake Drive School (Mountain Lakes Board of Education) in the amount of \$58,655 (\$355/day) for the 2016-17 School Year.
4. Approve Itinerant Services Contract – To approve a contract with the Mountain Lakes Board of Education for itinerant services for one student for five hours per week in the amount of \$25,500 for the 2016-17 School Year.

C. FACILITIES

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

1. Facilities’ Use Requests –To approve the Facilities’ Use Request for the BES Ski Club to meet in the Library on October 26, or alternate date if needed.
2. M-1 & Comprehensive Maintenance Plan – To approve the attached M-1 Forms & 2016-17 Comprehensive Maintenance Plan as submitted.

D. EDUCATIONAL

1. Approve Class Trips – A motion was made by Mrs. McLain, seconded by Mrs. Mantegna, and carried unanimously to approve the attached list of class trips for the 2016-17 School Year, as well as the October 12th trip for six grade to go to Camp Mason.
2. Approve QSAC – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to approve the 2016-17 QSAC Statement of Assurance.
3. GXP – Mr. Saalfield asked the Board if they would like him to move forward with participation in the County Prosecutor’s GXP program, and they did.

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E. TRANSPORTATION

1. Approve Class Trips Transportation Contract – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve a contract for 2016-17 class trips transportation with Stocker Bus Company, Inc. in the amount of \$14,410.00.
2. Approve Jointure Transportation Contract –A motion was made by Mr. Herrmann, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve a jointure transportation contract with North Warren Regional for Blairstown Township BOE to transport nine 7th and 8th grade students on the daily RVCS shuttle at the cost of \$3,612.00 for the 2016-17 School Year.

F. POLICY

1. First Reading – A motion was made by Mrs. McLain, seconded by Mrs. Mantegna, and carried unanimously to approve the first reading of the Policies. Mr. Saalfield will find out why the word “guardian” has been deleted.

P1140	Affirmative Action Program
P1523	Comprehensive Equity Plan
P&R1530–	Equal Employment Opportunities
P1550	Affirmative Action Program for Employment and Contract Practices
P2260	Affirmative Action Program for School and Classroom Practices
P&R2411	Guidance Counseling
P&R2423	Bilingual and ESL Education
P3125	Employment of Teaching Staff Members
P3125.2	Employment of Substitute Teachers
P&R3126	District Mentoring Program
P3141	Resignation
P3231	Outside Employment as Athletic Coach
P&R3240	Professional Development for Teachers and School Leaders
P&R3244	In-Service Training – This policy/regulation is to be abolished
P5339	Screening for Dyslexia
R5350	Student Suicide
P5514	Student Use of Vehicles on School Grounds
P5755	Equity in Educational Programs and Services
P7481	Unmanned Aircraft Systems
P&R8441	Care of Injured and Ill Persons
P8454	Management of Pediculosis
P8630	Bus Driver/Bus Aide Responsibility
R8630	Emergency School Bus Procedures

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OLD BUSINESS

1. Mrs. Petty distributed business cards for the Board's new NJSBA representative, Kathleen Helewa.
2. Mrs. Petty reminded Board members to complete their training requirement for 2016 as soon as possible.

CORRESPONDENCE – None.

PUBLIC HEARING & PETITION – None.

LEGISLATIVE UPDATE – None.

ADJOURNMENT

A motion was made by Mrs. Mantegna, seconded by Mrs. McLain, and carried unanimously to adjourn the meeting at 8:20PM.

Respectfully submitted,

Molly Petty
School Business Administrator