

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

November 21, 2019 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, November 21, 2019.
Mr. Cook, Board President, called the meeting to order at 7:00PM.

FLAG SALUTE Everyone present was requested to rise and repeat the Pledge of Allegiance.

SUNSHINE LAW Mr. Cook read the Notice of Meeting and Mission Statement

MISSION STATEMENT

ROLL CALL The following board members were present: Mr. Cook, Mrs. Gerhardt, Mrs. Inscho, Mrs. Krauss, Mrs. McElroy, Mrs. Rolph, and Mrs. Sikkes
Absent: Mr. Karolchyk
Tardy: Mrs. Shaffer arrived at 7:05PM

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary;
Andrew Brown, Esquire; and approximately twenty members of the public.

APPROVE REGULAR MINUTES - A motion was made by Mrs. Rolph, seconded by Mrs. Inscho, and carried unanimously to approve the minutes as submitted for October 17, 2019.

NEW BUSINESS

1. **Superintendent's Report** – Mr. Saalfield reported on the following items: Today's bus accident, workshops he attended at the NJSBA convention, bylaw changes are made by a simple majority vote, and how stipend positions are handled by other districts.
2. **Principal's Report** – Dr. Elias discussed the Operation Chill-Out, the Student Council elections, and third grade's walking tour of Blairstown. Mrs. Sikkes asked about the Good Deed Cards and Bear/Cub Awards, and other BOE members expressed their support of them.

3. <u>November 5, 2019 Election Results</u>	<u>Blairstown</u>	<u>Hardwick</u>	<u>Total Votes</u>
Thomas Palmieri	729	235	964
Michelle Gerhardt	699	238	937
Karen Klein	651	244	895
John Karolchyk	612	183	795

4. **Establish Date for 2020 Reorganization Meeting** – A motion was made by Mrs. Sikkes, seconded by Mrs. McElroy, and carried unanimously to establish January 9th as the date of the 2020 BOE Reorganization Meeting.

PUBLIC HEARING & PETITION

The Blairstown Township Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. We ask that you wait to be recognized by the BOE President, and then state your name and address and any group affiliation you may have. All comments must be directed to the BOE President.

In the interest of fairness, we ask that you be brief and limit your comments to no more than 5 minutes.

The Board always has and will continue to give serious consideration to every issue that comes before it. Nothing that is said by the public is disregarded, and when necessary and appropriate, may be acted upon.

APPROVE FINANCIAL REPORTS - A motion was made by Mrs. McElroy, seconded by Mrs. Sikkes, and carried unanimously by roll call vote to approve the September Transfers in the amount of \$74,135 and the September Board Secretary's reports, in agreement with the Treasurer's Reports, in the amount of \$1,243,200.15, in Total Government Funds; and to certify that as of September 30, 2019, 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 Mr. Cook, seconded by Mrs. McElroy, and carried unanimously by roll call vote to approve payment of the Bills & Claims List for the General Fund in the amount of \$803,059.97 and for the Food Service Fund in the amount of \$10,305.10.

MOTION ITEMS

A. PERSONNEL

A motion was made by Mrs. Gerhardt, seconded by Mrs. Inscho, and carried unanimously by roll call vote to approve the following two motions:

1. Approve Superintendent Evaluation Instrument – To approve the NJSBA Superintendent evaluation instrument to use to conduct Mr. Saalfield's evaluation for the 2019-20 School Year.
2. Hire Paraprofessional - To accept the Superintendent's recommendation to hire Bernadine Pagano as a part-time paraprofessional at the hourly rate of \$11, effective December 1, 2019.

B. FINANCE

1. Workshops & Mileage Reimbursement – A motion was made by Mrs. McElroy, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to approve Mr. Saalfield’s workshop and mileage reimbursement request.
2. Approve Contract for Technology Services – A motion was made by Mrs. McElroy, seconded by Mrs. Rolph, and carried unanimously by roll call vote to approve a contract with The JDM Group to provide Technical Support needed for all hardware at the monthly rate of \$4,750.00, effective November 22, 2019 – June 30, 2021, pending attorney review.
3. Accept Donation – A motion was made by Mrs. Shaffer, seconded by Mrs. Inscho, and carried unanimously to accept a donation in the amount of \$400 from the Blair Woman’s Club, to be used for the purchase of books for kindergarten and first grade students, as well as the Library.

C. EDUCATIONAL

1. HIB Investigation #19201 - A motion was made by Mrs. McElory, seconded by Mrs. Shaffer, and carried unanimously to approve the Superintendent’s action on HIB Investigation #19201 as reported at the October 17th meeting and affirm that it was not found to be HIB.
2. HIB Investigation #19202 – Mr. Saalfield reported that there was a playground incident involving a 4th grade male student who slapped a 3rd grade student, an incident which was found to be a violation of the Code of Conduct. A parent asked about the definition of bullying and expressed dissatisfaction with the finding which involved her son. She will be following up with Mr. Saalfield in the morning.
3. Nursing Services Plan – A motion was made by Mrs. Inscho, seconded by Mrs. Rolph, and carried unanimously to approve Nursing Services Plan for the 2019-20 School Year.
4. NJSBA Report on Mental Health Services (10/15) – Mr. Saalfield followed up on the report’s 71 recommendations. It was decided that BOE members should review the report and provide a list of their top ten concerns, to be reviewed at a future meeting.
5. Survey Discussion – Mr. Saalfield had gathered information on survey options. Mr. Cook suggested an ad hoc committee form and meet to review these options. Mrs. Inscho, Mea. Rolph, Mrs. Shaffer, and Mrs. Sikkes volunteered to serve on this committee.

D. FACILITIES

1. Approve M-1 & Comprehensive Maintenance Plan – A motion was made by Mrs. Shaffer, seconded by Mrs. Gerhardt, and carried unanimously to approve the M-1 Form and Three-Year Comprehensive Maintenance Plan for submission to the County School Business Administrator.

2. Green Acres Program Applications Update – Mrs. Petty advised the Board that she mailed the Green Acres Program Applications for the Vail School and Lambert Road acreage on November 6, 2019.

Informational: Mrs. Petty called the Green Acres Program and found the process goes as follows:

- The application gets logged in
- The application then goes to the “Mapping Section”
- The application then goes to managing agencies, such as Fish & Wildlife, Parklands, etc.
- If the Green Acres Program is interested in acquiring either of the properties, they may accept our asking price or counter-offer, at which time the BOE can counter-offer again or reject outright.
- Transaction is not finalized until both parties have agreed on a selling price.
- Process can take 18-24 months.

The Board discussed the length of time involved in this process and would prefer to pursue the option of auctioning both properties. There will be a motion on the December BOE agenda for this purpose.

3. Edge Hill Road Property Discussion

a) Follow-up on Tax Assessor’s determination of ownership of Edge Hill Road Property.

Mrs. Petty reported that the Town’s tax map lists the Township, not the BOE, as the owner of the property, but the Tax Assessor has stated that the ownership is unknown. The Board would like to know if the lot is grandfathered as a building lot.

E. POLICY

1. Second Reading & Adoption of Policy #7510 – A motion was made by Mrs. McElroy, seconded by Mrs. Shaffer, and carried unanimously by roll call vote to approve the second reading and adoption of Policy #7510 – Use of School Facilities, amending the starting time on Sundays to 9AM.
2. First Readings – A motion was made by Mrs. Rolph, seconded by Mrs. Sikkes, and carried unanimously by roll call vote to approve the first reading of the following policies:
 - 8600 – Transportation
 - 4219 – Commercial Driver’s License Controlled Substance and Alcohol Testing
 - 8670 – Transportation of Special Needs Students
 - 3159 – Teaching Staff Member/School District Reporting Responsibilities
 - 6112 – Reimbursement of Federal and Other Grant Expenditures
 - 8630 – Bus Driver/Bus Aide Responsibility
 - 3218 & 4218 – Use, Possession, or Distribution of Substances
 - 1641 – Earned Sick Leave Law

CORRESPONDENCE – Mrs. Krauss read a letter addressed to the BOE from Cloud-com, thanking the Board for their support and pointing out areas that ultimately lead to the closing of their company, which included slow-payment and the number of hours. Mrs. Petty reviewed the check dates since July 1st. A discussion ensued, with Board members expressing their displeasure over the administration’s handling of the technology services provider. Mr. Brown acknowledged that the proposed contract for Cloud-com had not reflected two days per week. Mr. Brown offered to correct the mistake and reinstate Cloud-com as our technology provider, but Cloud-com declined.

OLD BUSINESS

Reminder – BOE Training Completion Date is December 31, 2019 –Everyone wanted to do online training, and Mrs. Petty reviewed the 2019 training requirement for each BOE member.

Board members asked about the progress on starting the Lobby Guard system. Mrs. Rolph asked about having Teacher Empowerment training. Mrs. Inscho requested that Mr. Saalfield provide more frequent communication for Board members.

PUBLIC HEARING & PETITION – None.

LEGISLATIVE UPDATE – None.

ADJOURNMENT- A motion was made by Mrs. Sikkes, seconded by Mrs. Krauss, and carried unanimously to adjourn the meeting at 8:57PM.

Respectfully submitted,

Molly Petty
School Business Administrator