

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

Thursday, December 7, 2017 Meeting Minutes

Mr. Herrmann called the meeting to order at 7:01PM.

BOARD MEMBERS: Mr. Jeremy Cook, Mrs. Michelle Gerhardt, Mrs. Lauren Glory, Mrs. Kelly Hadden, Mr. Dirk Herrmann, Mr. John Karolchyk, Mrs. Donna Krauss, Mrs. Shelly Mantegna, and Mrs. Jessica Wood-Rosso

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: Mrs. Gerhardt, Mrs. Glory, Mrs. Hadden, Mr. Herrmann, Mr. Karolchyk, and Mrs. Mantegna

Absent: Mrs. Krauss and Mrs. Wood-Rosso

Tardy: Mr. Cook arrived at 7:52PM

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; Mr. Andrew Brown, Attorney; as well as seven staff members

APPROVE REGULAR MINUTES - A motion was made by Mrs. Mantegna, seconded by Mrs. Hadden, and carried (Mrs. Hadden, Mr. Herrmann, and Mrs. Mantegna abstained) to approve the minutes as submitted for November 16, 2017.

NEW BUSINESS

1. **Superintendent's Report** – Mr. Saalfield referred to the Memorandum of Agreement with Law Enforcement, an HIB investigation this month (which was determined not to be an HIB incident), the Musconetcong Watershed, a NJ Superintendent's Study Council meeting at Seton Hall, the upcoming orientation for new Board members, and a meeting scheduled for December 12th for the NWR cluster for 6th and 7th grade math. Mr. Saalfield asked Mrs. Welsh, Supervisor of Special Services, to speak about the recent meetings held for parents of students with disabilities.

2. **Principal's Report** – Mr. Leal briefly reviewed highlights of his written report.

PUBLIC HEARING & PETITION – None.

APPROVE TRANSFER & FINANCIAL REPORTS - A motion was made by Mrs. Mantegna, seconded by Mrs. Gerhardt, and carried unanimously by roll vote to approve the October Board Secretary's reports, in agreement with the Treasurer's Reports, in the amount of \$1,548,469.14 in Total Government Funds; and to certify that as of October 31, 2017, 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.

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APPROVE PAYMENT OF BILLS - A motion was made by Mrs. Mantegna, seconded by Mrs. Glory, and carried unanimously by roll vote to approve payment of the Bills & Claims Lists for the General Fund in the amount of \$796,998.03 and for the Food Service Fund in the amount of \$10,976.34.

MOTION ITEMS

A. PERSONNEL

A motion was made by Mrs. Gerhardt, seconded by Mr. Herrmann, and carried unanimously by roll vote to approve the following three Personnel items:

1. Accept Resignation – To accept, with regret, Diane Kelley’s resignation, for the purpose of retirement, effective February 1, 2018. Mrs. Petty read Ms. Kelley’s letter aloud.
2. Hire Aide – To accept Mr. Saalfield’s recommendation to hire Carolyn Collins as a part-time aide (5.6 hours/day) at the hourly rate of \$10, effective January 2, 2018.
3. Accept Resignation – To accept Malena Groff’s resignation as an aide, effective December 31, 2017.

B. FINANCE

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

1. Approve Workshop and Travel Reimbursement Requests – To approve the attached list of workshop and travel mileage reimbursement requests.
2. 2018-19 Preschool Rates – To set the 2018-19 Preschool rates for our half-day and full-day programs, as well as a “reduced” rate for those found eligible under the Free & Reduced Lunch Program.
 - \$225/month – Half-day program
 - \$450/month – Full-day program
 - \$ 75/month - Reduced rate for half-day program
 - \$150/month - Reduced rate for full-day program
3. Approve Back-up Bus for Knowlton BOE – To approve the use of one of our school buses, as available, for the Knowlton BOE on an emergency basis, with the following costs: First five days of use – no charge, and \$50/day after five days of use, with gasoline replacement. (This arrangement was started in 2016-17).
4. Approve Lease of Fields to North Warren Regional - To approve a lease to allow North Warren Regional BOE to use the property on Lambert Road in the amount of \$2.00 for the 2017-18 School Year.

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5. Approve Contract for NJSBA Strategic Planning Services – To approve a contract in the amount of \$4,000 with New Jersey School Boards Association to conduct the Strategic Planning process.

C. FACILITIES

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

1. Approve RKO&E Contract – To approve a contract with RK Occupational & Environmental Analysis Inc. for their asbestos project services relating to the gym lobby lavatory renovation, over spring break 2018, in the total estimated amount of \$6,767.12, and if required, Phase 2 in June in the amount of \$2,905.92.
2. Amend LRFP and Designate Lavatory Project as Other Capital Project – To amend the Long Range Facilities Project to include the Gym Lobby Lavatory Renovation Project and to designate that project as an “Other Capital Project”.

D. EDUCATIONAL

*Mr. Cook arrived at this point, 7:52PM.

1. Memorandum of Agreement and Memorandum of Understanding – A motion was made by Mr. Herrmann, seconded by Mrs. Mantegna, and carried unanimously to approve the Memorandum of Agreement (MOA) with Law Enforcement, including the Memorandum of Understanding (MOU).
2. HIB Semi-Annual Report – Mr. Saalfield presented the semi-annual HIB report, noting that the only incident this fall was already reported earlier in tonight’s meeting.

CORRESPONDENCE – None.

OLD BUSINESS - The dates for the Strategic Planning meetings have been advertised as follows:

January 18	Rain/Snow Date: January 23
February 15	February 20
March 15	March 20

REMINDER: BOE Member Training required by December 31st!
(J. Cook, J. Karolchyk, and S. Mantegna)

PUBLIC HEARING & PETITION – Mrs. Pelosi wished the Board a happy holiday season.

LEGISLATIVE UPDATE – J. Karolchyk reported that he attended the November Delegate Assembly and that both resolutions he discussed during November’s Board meeting were passed.

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BOE RECOGNITION – Mrs. Petty presented Mr. Herrmann, BOE President, with a plaque commemorating his ten years of service on the Blairstown Township Board of Education, and he received a standing ovation for his dedication and outstanding contributions.

EXECUTIVE SESSION – A motion was made by Mrs. Glory, seconded by Mrs. Gerhardt, and carried unanimously to convene to Executive Session at 8:00PM to review October and November minutes and to discuss matters of Negotiations as well as Personnel in the Board of Education office, the results of which will be released to the public as soon as the reason for confidentiality no longer exists.

The meeting re-opened to the public at 9:15PM and continued with the following:

A motion was made by Mrs. Glory, seconded by Mr. Cook, and carried unanimously to approve the October and November Executive Session minutes.

ADJOURNMENT

A motion was made by Mrs. Mantegna, seconded by Mr. Herrmann, and carried unanimously to adjourn the meeting at 9:23PM.

Respectfully submitted,

Molly Petty
School Business Administrator