

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

February 15, 2018 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, February 15, 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. Gerkhardt, Mrs. Glory, Mr. Karolchyk, Mrs. Krauss, and Mrs. McElroy
Absent: Mrs. Hadden, and Mrs. Shaffer
Tardy: Mrs. Mantegna arrived at 7:05PM

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; and approximately 12 staff members and public.

APPROVE REGULAR MINUTES – A motion was made by Mrs. Gerkhardt, seconded by Mr. Cook, and carried unanimously to approve the minutes as submitted for January 8 and January 18, 2018.

NEW BUSINESS

1. **Superintendent's Report** – Mr. Saalfield informed the Board that we have hired additional staff to clean desktops and surfaces in light of the national flu epidemic. He noted his attendance at recent meetings. Dr. Elias highlighted her "Curriculum Corner" and noted that we will be holding an Open House for incoming Kindergarten students and their families. Mrs. Welsh reported on her meetings recently held for preschool families. Mr. Saalfield spoke about Mrs. Glory's recent suggestion for committees to meeting regularly before BOE meetings, and everyone agreed that the committees should meet regularly.

2. **Principal's Report** – Mr. Leal discussed highlights of his written report, including the Tower of Books Challenge and the Shakespeareance program for 6th graders. He also announced the names of the winners of the Spelling Bee.

PUBLIC HEARING & PETITION – Dr. Narina Wyar spoke about parents wanting the Board to consider installation of metal detectors, and that the parents would be willing to fundraise to cover the cost.

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APPROVE TRANSFER & FINANCIAL REPORTS - A motion was made by Mrs. Mantegna, seconded by Mrs. Glory, and carried unanimously by roll vote to approve the December Board Secretary's reports, in agreement with the Treasurer's Reports, in the amount of \$1,661,281.09 in Total Government Funds; and to certify that as of December 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.

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 \$1,323,953.46 and for the Food Service Fund in the amount of \$11,225.68.

MOTION ITEMS

A. PERSONNEL

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

1. Hire School Nurse - To accept the Superintendent's recommendation to hire Mrs. Jennifer Roof as the School Nurse (full-time) on Bachelor's Step 1, effective February 16, 2018.
2. Hire Substitutes – To accept the Superintendent's recommendation to add the names of Natalie Dispoto, Heather Vivian, and Lara Yeager to the substitute teacher list for the remainder of the 2017-18 School Year.
3. Appoint Alphabet Academy Staff – To accept the Superintendent's recommendation to appoint Mrs. O'Connell as the after-school Alphabet Academy Teacher and Mrs. McDonald as the substitute, both at the hourly rate of \$40, per the terms of the BEA contract. (This new program will run three days/week for six weeks).
4. Salary Increase for School Business Administrator – Mr. Saalfield provided background information on the transition of staff in the Board of Education office. A motion was made to approve a salary increase for Molly Petty, School Business Administrator, in the amount of \$8,000 for the 2017-18 School Year as approved by the County Superintendent, effective September 1, 2017.

B. FINANCE

A motion was made by Mrs. Krauss, seconded by Mrs. Gerhardt, and carried by roll call vote (5-yes; 1-abstention <Mr. Karolchyk>) to approve the following two Finance items :

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1. Approve Workshop and Travel Reimbursement Requests – To approve the attached list of workshop and travel mileage reimbursement requests.
2. Approve SEMI Waiver - To approve the 2018-19 SEMI Waiver Request.
3. Return of Skylands Foundation Funds – Informational: Mrs. Petty informed the Board that the amount of funds received as a result of the dissolution of the Skylands Foundation was \$1,186.85.
4. NJ Clean Energy Rebate Received – Informational: Two rebates in the amounts of \$855 and \$2,400 were received for last summer’s lighting projects in the gymnasium and library.
5. Interest Rates – Mrs. Petty is researching the possibility of investing some of the BOE funds in a CD, now that interest rates are beginning to increase. (Our checking accounts at the First Hope Bank are currently earning .8%.) If the appointment of a new bank is required, that approval will be requested at the March meeting.

C. FACILITIES

1. Facilities’ Use Requests –A motion was made by Mrs. Krauss, seconded by Mrs. Glory, and carried unanimously to approve the attached list of Facilities’ Use Requests.

D. EDUCATIONAL

1. Approve Class Trip Requests – A motion was made by Mrs. Mantegna, seconded by Mrs. McElroy, and carried unanimously to approve the Multiple Disabilities class trip request to go to North Warren Regional Middle School on March 15, 2018 and the Fifth Grade Classes to walk to the Methodist and Presbyterian Church food banks on February 23, 2018 (rain date to be Feb 28th).
2. Superintendent’s Presentation of 2016-17 NJ School Performance Report – Mr.Saalfield discussed the report that had been sent home in the agenda packet.
3. HIB Report 2017-20182 - Mrs. Saalfield reported on an incident on January 9th, when two 6th grade male students made comments about another student. The incident was not found to be a HIB incident, but it was a violation of the school’s Code of Conduct. The Board will vote on the action at the March meeting.

CORRESPONDENCE – Mrs. Petty noted that Mrs. Truelove sent a letter amending the dates of her medical absence. Mrs. Petty read a thank-you note from Terry Gochmonosky, our new custodian, for flowers sent.

- OLD BUSINESS**
- Our next Strategic Planning Meeting dates will be February 20 & March 20 (both at 7PM).
 - Reminder for all Board members to complete their Financial Disclosure documents online.
 - Mrs. Glory distributed the 2018 BOE Committee Lists earlier in the meeting.

PUBLIC HEARING & PETITION – None.

LEGISLATIVE UPDATE – J. Karolchyk noted that he could not attend the county SBA meeting because it had been rescheduled for tonight. He mentioned a pending bill for full-day Kindergarten. He attended a February 13th meeting in Trenton on sexual misconduct in schools. He asked Mr. Brown if he had any materials on cyber-meetings for discussion by the Policy Committee.

EXECUTIVE SESSION – A motion was made at 8:19PM by Mrs. Krauss, seconded by Mrs. McElroy, and carried unanimously to convene to Executive Session to discuss the BEA grievance, 2018-19 staffing, CSA duties, and security issues, 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. Krauss, seconded by Mrs. Gerhardt, and carried unanimously to adjourn the meeting at 9:18PM.

Respectfully submitted,

Molly Petty
School Business Administrator