

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

June 9, 2016 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, June 9, 2016.
Mrs. McLain, Board Vice-President, called the meeting to order at 7:12PM.

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

SUNSHINE LAW Mrs. McLain read the Notice of Meeting and Mission Statement.

MISSION STATEMENT

ROLL CALL The following board members were present: Mr. Cook, Mrs. Glory, Mrs. Hadden, Mr. Karolchyk, Mrs. Mantegna, Mrs. McLain, and Mrs. Wood-Rosso
Absent: Mrs. Ruben
Tardy: Mr. Herrmann arrived at 8:30

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

APPROVE REGULAR MINUTES - A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Glory, and carried unanimously to approve the minutes as submitted for May 19, 2016.

NEW BUSINESS

1. Superintendent's Update – Mr. Saalfield introduced Mrs. Kathleen Welsh to the Board. Mrs. Welsh is the new Supervisor of Special Services. He noted that we are sharing curriculum services with Knowlton BOE, who will pay \$10 per student for these services. He distributed a photo of the new green house and discussed today's NWR graduation walk at BES.

2. Principal's Report – Mr. Leal distributed the latest BEST newspaper and discussed the June 3 security meeting he attended, where he noted that our plan is one of the better ones, by far, in NJ and that our plan already contains many of the ideas presented at the meeting. He emphasized that our security plans are constantly reviewed and updated.

3. Crossing Guard Recognition – Mr. Leal presented Mrs. Fernya Klindt with a certificate of appreciation for her 21 years as a crossing guard for the school. She recently retired from this position.

PUBLIC HEARING & PETITION – None.

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APPROVE FINANCIAL REPORTS - A motion was made by Mrs. Mantegna, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve one April Transfer in the amount of \$7,000 from 10-000-100-561 to 11-190-100-500 for PARCC testing technology services and the Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$1,367,935.53 for April 2016 in total Government Funds; and to certify that as of April 30, 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. Hadden, seconded by Mrs. Mantegna, and carried unanimously by roll call vote to approve payment of the Bills & Claims List for the General Fund in the amount of \$402,224.22 and for the Food Service Fund in the amount of \$12,536.55.

MOTION ITEMS

A. PERSONNEL

1. **Salaries Paid with Grant Funds** – A motion was made by Mrs. Mantegna, seconded by Mr. Cook, and carried unanimously to approve the following salaries paid with grant funds for 2015-16:

<u>Teacher</u>	<u>Annual Salary</u>	<u>Grant Salary</u>
D. Reade	\$90,700	\$ 34,817 (Title I Grant Funds)
D. Kelley	\$74,670	\$ 14,615 (Title IIA Grant Funds)

2. **Superintendent's Goals** – A motion was made by Mrs. Glory, seconded by Mrs. Hadden, and carried unanimously to submit the Superintendent's Merit Goals for 2016-17 to the Warren County Executive Superintendent for her approval.

3. **Leave of Absence Request** – Mr. Saalfield read a letter from Mrs. Heather Sutton, just received today, requesting another year of child-rearing leave. The Board discussed the request, and a motion was made by Mrs. Wood-Rosso, seconded by Mr. Cook, and failed by roll call vote (3-yes; 4-no <Mrs. Hadden, Mr. Karolchyk, Mrs. Mantegna, and Mrs. Wood-Rosso>) to approve an extended child-rearing leave for the 2016-17 School Year for Mrs. Heather Sutton, per her letter dated June 8th, at no pay and no benefits.

B. FINANCE

A motion was made by Mrs. Mantegna, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve the following seven Finance motions (RCV):

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1. Approve OT Services Contract – To approve the 2016-17 contract for Occupational Therapy services for students with Kathleen DiFebo, OTR/L at the hourly rate of \$72.00 for the 2016-17 School Year, effective July 1.
2. Approve 2016-17 Lunch Prices - To approve the student lunch price in the amount of \$2.75 and the adult lunch price in the amount of \$3.55 for the 2016-17 School Year.
3. Approve Transfer to Capital Reserve Account – To approve a transfer to the Capital Reserve Account from estimated year-end surplus in an amount up to \$500,000.
4. Year-end Fiscal Close-Out – To approve payment of late June as well as July invoices, with Mr. Herrmann’s review and signature before release of checks, and any needed year-end line-item transfers to close out the 2015-16 School Year.
5. Transfer for Window Project’s Local Share – To approve a transfer in the amount of \$5,583 from the Capital Reserve Account for the use of these funds for the local share of our Window Project, DOE Project #0400-030-13-3001.
6. Transportation Contracts - To approve the following 2016-17 transportation contracts with Stocker Bus Company in the total amount of \$303,889.50:

Route 1	\$32,292.44	Route 4	\$30,167.50	Route 8	\$24,235.78
Route 2	\$23,755.42	Route 5	\$23,373.61	Route ST123	\$101,545.05
Route 3	\$28,153.36	Route 7	\$27,135.44	Route RVCS	\$13,230.90
7. Contract for Updated Fixed Assets - To approve a contract with Duff & Phelps in the amount of \$1,070 to update the fixed asset ledger for the 2015-16 financial audit.

C. FACILITIES

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the following three Facilities motions:

1. Approve Facilities Use Agreement with YMCA - To approve the 2016-17 Facilities’ Use Agreement with the Metropolitan YMCA of the Oranges, at no cost, for their use of our building for the “Before and After Care Programs” for our students.
2. Approve Elevator Maintenance Agreement – To approve the 2016-17 Elevator Maintenance Agreement with USA Hoist, Inc. in the amount of \$235 per month.

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3. Approve Contract for Installation of Carpet and Vinyl Flooring – To accept the following quotes and to award a contract to AMP Flooring in the amount of \$21,080 for vinyl flooring in the upper library and area classrooms and the removal and installation of carpet in the lower library:

AMP Flooring LLC: \$21,080.57

Gillespie Group: \$24,455

D. EDUCATIONAL

1. NJ School Performance Report 2014-15 – Mr. Saalfield provided highlights on this report for the Board.
2. Class Trip – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously to approve a Grade 6 class trip to Buehler Challenger Science Center in Paramus on October 24, 2016.

E. POLICY

1. Second Readings & Final Adoption – A motion was made by Mrs. Mantegna, seconded by Mrs. Hadden, and carried unanimously to approve the second readings and final adoption of the following policies:

8505 – Wellness Policy

4250 – Support Staff Employment Conditions

OLD BUSINESS

- Lambert Road Update – Mrs. Petty reported that a check for \$6,914.28 was received for legal expenses in the Lambert Road property transaction. The sale has now been completed and all costs have been reimbursed.
- Reminder – There are three 3-year expiring terms on the Blairstown Township Board of Education at the end of December. Nominating Petitions are due to the Warren County Clerk’s office in Belvidere by July 25. Petitions are available from Mrs. Petty in the BOE office, on our website, and from the County Clerk.
- Superintendent’s Professional Development Plan – A motion was made by Mr. Cook, seconded by Mrs. Mantegna, and carried unanimously to approve the Superintendent’s completed Professional Development Plan for contract ending June 2016.
- EVVRS Period 2 Report – Mr. Saalfield reported that he submitted this required report on May 31st.

CORRESPONDENCE – None.

PUBLIC HEARING & PETITION – None.

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LEGISLATIVE UPDATE – J. Karolchyk noted that he attended the Warren County SBA meeting last week, where State Senator Michael Doherty gave a presentation on issues affecting school boards. Senator Doherty noted that he wants to hear more from local boards of education about their concerns. *Mr. Herrmann arrived during this discussion.

ADJOURNMENT

A motion was made by Mrs. Hadden, seconded by Mrs. Mantegna, and carried unanimously to adjourn the meeting at 8:35PM.

Respectfully submitted,

Molly Petty

School Business Administrator