

**BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

[www.blairstownelem.net](http://www.blairstownelem.net)

**August 18, 2016 Meeting Minutes**

**CALL TO ORDER** The Blairstown Township Board of Education held this meeting in the School Library on Thursday, August 18, 2016.  
Mrs. McLain, Board Vice-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** Mrs. McLain read the Notice of Meeting and Mission Statement.

**MISSION STATEMENT**

**ROLL CALL** The following board members were present: Mrs. Glory, Mr. Karolchyk, Mrs. Mantegna, Mrs. McLain, Mrs. Ruben, and Mrs. Wood-Rosso  
Absent: Mr. Cook and Mr. Herrmann  
Tardy: Mrs. Hadden arrived at 7:15PM

**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. Wood-Rosso, seconded by Mrs. Ruben, and carried unanimously to approve the minutes as submitted for June 9, 2016.

**NEW BUSINESS**

1. **Superintendent's Update** – Mr. Saalfield noted that NJSBA dues and Strauss-Esmay costs have remained frozen. He remarked that the auditors completed their 2015-16 financial audit last month. He also discussed the Historic Preservation plaque and the school's possible placement on the Historic Register, the July 20<sup>th</sup> Curriculum update, summer facilities projects, and eliminating the hard-copy of each week's school newsletter.
2. **Principal's Report** – Mr. Leal noted that he hosted an Alumni Tour this summer and attended a First Responders meeting. He recognized Mrs. Kampfe for her efforts in the Sixth Grade Promotion Ceremony, the custodians for their work throughout the building, and Mrs. Elias for her curriculum writing this summer as well as coordinating and overseeing the Brew U program. He also noted that there will be a security walk-through with the police before school starts.
3. **Professional Development Plan** – A motion was made by Mrs. Mantegna, seconded by Mrs. Hadden, and carried unanimously to approve the Superintendent's new Professional Development Plan as required by law.
4. **Memorandum of Agreement** – A motion was made by Mrs. Glory, seconded by Mrs. Wood-Rosso, and carried unanimously to have the Board President sign off on the Memorandum of Agreement with Law Enforcement.

**Blairstown Township Board of Education**

**August 18, 2016 Meeting Minutes**

**Page 2**

5. NJSBA Workshop – Mrs. Petty asked if anyone wanted her to register them for the NJSBA Workshop, starting on October 25, in Atlantic City, and Mrs. Mantegna expressed interest.
6. November Election- Nominating Petitions were due on July 25<sup>th</sup>, and there are five candidates running for three available seats: Incumbents John Karolchyk and Leslie Ruben, as well as Michelle Gerhardt, Donna Krauss, and Jessica Twomey.

**PUBLIC HEARING & PETITION** – None.

**APPROVE TRANSFER & FINANCIAL REPORTS** - A motion was made by Mrs. Mantegna, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to approve May Transfers in the amount of \$74,700, and June transfers in the amount of \$110,257, and the May and June Board Secretary's reports in the amounts of \$1,684,014.50 and \$1,289,240.58, respectively, in Total Government Funds; and to certify that as of June 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. Mantegna, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve payment of the Bills & Claims Lists for the General Fund in the amounts of \$777,888.93 (June 30<sup>th</sup>); \$46,222.02 (July 14<sup>th</sup>); \$695,822.22 (August 18<sup>th</sup>); and for the Food Service Fund in the amounts of \$7,066.67 (June 30<sup>th</sup>) and \$657.49 (August 18<sup>th</sup>). Mrs. Glory noted that the Finance Committee had received clarification for the summer salary process in its committee meeting held earlier.

**MOTION ITEMS**

**A. PERSONNEL**

1. Hire Substitutes – A motion was made by Mrs. Hadden, seconded by Mrs. Glory, and carried by roll call vote (6-yes; 1-abstention <J. Karolchyk>) to accept Mr. Saalfield's recommendation to add the names on the attached list to the 2016-17 Substitute Lists (deleting the names of M. Gerhardt and J. Lusardi).

A motion was made by Mrs. Mantegna, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to approve the following eight Personnel items:

2. Hire S. Montgomery – To accept Mr. Saalfield's recommendation to hire Suzanne Montgomery part-time for the after-school Wilson reading program at the hourly rate of \$75 for the 2016-17 School Year.
3. Accept Letter of Retirement – To accept Mrs. Alyson Hamilton's letter of retirement as our School Nurse, effective September 1, 2016.

**Blairstown Township Board of Education**

**August 18, 2016 Meeting Minutes**

**Page 3**

4. Accept Letter of Resignation – To accept Mrs. Laura Simons’ letter of resignation as an aide, effective June 30, 2016.
5. Accept Resignation – To accept the resignation of Mr. Paul Tsaipoulous, part-time custodian, effective July 31, 2016.
6. Approve Replacement Teacher – To approve a Replacement Leave Teacher Contract for Mrs. Danielle Muessig, on Bachelor’s Step 1, for Mrs. Pennell’s maternity leave, September 1 – November 14, 2016.
7. Movement on Guide – To approve Mrs. Rios’s request to move to the Master’s +45 credits column of the BTA Salary Guide, effective September 1, 2016.
8. Accept Receptionist’s Resignation – To accept Mrs. Konecnik’s resignation, effective August 25, 2016.
9. Approve Workshop Requests – To approve the list of workshop requests, with the addition of six teachers attending a workshop in Califon, NJ on August 31<sup>st</sup>.

Mr. Saalfield commented on the search process for a School Nurse and the credentials needed.

**B. FINANCE**

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

1. Accept Donation – To accept a donation from the Merkle family in the amount of \$850.60 for the theatre program. (The Merkles wanted to match the contributions collected for the Annie shows in the spring.)
2. Approve Tuition Contract – To approve a special education tuition contract (Multiple Disabilities class) for one student at Celebrate the Children in Denville, in the amount of \$70,524, for the 2016-17 School Year.
3. Approve Tuition Contract – To approve a special education tuition contract (Behavioral Disabilities class) for one student at Warren County Special Services, in the amount of \$39,430 for the 2016-17 School Year.
4. Approve Knowlton Tuition Contracts – To approve special education tuition contracts (Autistic class) for one student with the Knowlton Township Board of Education for the 2016 Summer Program in the amount of \$2,500.00 and for the 2016-17 School Year in the amount of \$40,000.
5. Approve Tuition Contract – To approve a special education tuition contract (Behavioral Disabilities class) for one student at the Stillwater School, in the amount of \$20,000, for the 2016-17 School Year.

**Blairstown Township Board of Education**

**August 18, 2016 Meeting Minutes**

**Page 4**

6. Approve Tuition Contract – To approve a special education tuition contract (Kindergarten LLD class) for one student with the Great Meadows Regional School District, in the amount of \$20,433, for the 2016-17 School Year.
7. Approve Food Service Management Company – To approve the renewal of the food service management company base year contract with Maschio’s Food Services, Inc. with the management fee in the amount of \$7,213.00, and with a break-even guarantee for the 2016-17 School Year.
8. Approve IDEA Grant Application – To approve the 2016-17 IDEA (Individuals with Disabilities Education Act) grant application in the amount of \$141,238 in Basic funds and \$12,672 in Preschool funds.
9. Approve NCLB Grant Application – To approve the 2016-17 NCLB (No Child Left Behind) grant application in the amount of \$46,120 in Title I funds and \$18,427 in Title IIA funds.
10. Approve Joint Transportation Contract – To approve a joint transportation contract with Kittatiny Regional High School for one student in the amount of \$731.33.
11. Approve Parent Transportation Contract – To approve a parent transportation contract in the amount of \$50 per day, up to \$9,000 per year, for the transportation of their child to Celebrate the Children school in Denville, for the 2016-17 School Year.
12. Approve Instructional Contract – To approve a contract with the Lake Drive School in Mountain Lakes to provide two hours per week for services by the Teacher of the Deaf at the hourly rate of \$150.00, with a total not to exceed \$11,400 for the 2016-17 School Year.

**C. FACILITIES**

A motion was made by Mrs. Mantegna, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the attached list of Facilities’ Use Requests, with two changes noted by Mrs. Petty.

**D. POLICY**

1. First Reading – A motion was made by Mrs. Ruben, seconded by Mrs. Mantegna, and carried unanimously to approve the first reading of the Policy 4250 (Support Staff Employment Conditions).  
(This change would eliminate the requirement for the custodians to pay for the Black Seal course).

**Blairstown Township Board of Education**

**August 18, 2016 Meeting Minutes**

**Page 5**

**E. EDUCATIONAL**

1. Approve Curriculum – After a lengthy discussion by the Board, with many questions for Mrs. Elias and the administration, a motion was made by Mrs. Mantegna, seconded by Mrs. Hadden, and carried by roll call vote (6-yes; 1-no <Mr. Karolchyk>) to approve all current and updated curriculums on the attached list.

**OLD BUSINESS** - None.

**CORRESPONDENCE**

Thank-you note for 6<sup>th</sup> grade music award received from Jake Morgan

Letter received from Gail DeWitt, Interim Supervisor of Special Services

Letter received from Dr. Rosalie LaMonte, Executive County Superintendent, approving our 2016-2019 Comprehensive Equity Plan.

**PUBLIC HEARING & PETITION** – Mrs. Pelosi asked the Board to reconsider Mrs. Sutton’s leave of absence request.

**LEGISLATIVE UPDATE** – None.

**EXECUTIVE SESSION** - A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Glory, and carried unanimously to convene to Executive Session at 8:25PM to review prior minutes and to discuss matters of Personnel, the results of which will be released to the public once the reason for confidentiality no longer exists.

The meeting re-opened to the public at 9:20PM.

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Glory, and carried unanimously to approve the May 19<sup>th</sup> Executive Session meeting minutes as submitted.

**ADJOURNMENT**

A motion was made by Mrs. Mantegna, seconded by Mrs. McLain, and carried unanimously to adjourn the meeting at 9:22PM.

Respectfully submitted,

Molly Petty  
School Business Administrator