

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

September 19, 2019 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, September 19, 2019.
Mr. Cook, Board President, called the meeting to order at 7:01PM.

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. Inscho, Mr. Karolchyk, Mrs. Krauss, Mrs. McElroy, Mrs. Rolph, and Mrs. Sikkes
Absent: Mrs. Shaffer

Tardy: Mrs. Gerhardt arrived at 8:12PM

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

APPROVE REGULAR MINUTES - A motion was made by Mrs. Sikkes, seconded by Mrs. Inscho, and carried unanimously to approve the minutes as submitted for August 22, 2019.

NEW BUSINESS

1. **Superintendent's Report** – Mr. Saalfield reported on the following items: Current enrollment of 462 students, Lambert Road property, State Police MOA, County approval of Comprehensive Equity Plan, suggested change to the alert system, kitchen project, review of student drop-off procedures, evaluation documents, upcoming negotiations and the referendum.
2. **Principal's Report** – Dr. Elias referred to her written report and commented on the training held for substitutes and bus drivers, the BES App, and Back-to-School Night. She also expressed appreciation for all the work that the teachers do to prepare for the set-up of their classrooms.
3. **BOE Retreat** – Mr. Saalfield noted that the BOE Retreat has been scheduled and advertised for Saturday, September 28th, 9AM-Noon.

BUILDING REFERENDUM

Mrs. Petty reviewed the proposed referendum projects as well as the property tax impacts based upon bonds issued for five, seven, or ten years.

A motion was made by Mrs. McElroy and seconded by Mrs. Krauss to adopt the following resolution:

WHEREAS, The Board of Education of the Township of Blairstown in the County of Warren, New Jersey (the "Board" when referring to the governing body and the "School District" when referring to the territorial boundaries governed by the Board) desires to undertake a school facilities project including the renovation and upgrade of Blairstown Elementary School (collectively, the "Project"); and

WHEREAS, to accomplish the Project, the Board seeks to authorize the submission of a proposal and an explanatory statement at a special School District election to be held on Tuesday, December 10, 2019 (the "Election") and to authorize certain actions required to be taken in connection with the conduct of the Election and the undertaking of the Project.

NOW THEREFORE, BE IT RESOLVED by The Board of Education of the Township of Blairstown in the County of Warren, New Jersey (not less than a majority of the full membership of the Board concurring) as follows:

1. The following Explanatory Statement and Proposal (the "Proposal") shall be submitted to the legal voters of the School District at a special School District election (the "Election") to be held on Tuesday, December 10, 2019 commencing at _____ p.m. in the School District for the purposes hereinafter provided. The polls shall remain open until 8:00 p.m. and as much longer as may be necessary to permit all the legal voters then present to vote and cast their ballot.

(The BOE determines what time the polls will open. The usual polling hours for a special election are 2-8PM).

EXPLANATORY STATEMENT

THE PROJECTS: In order to ensure a safe and secure learning environment and provide for facilities infrastructure needs, the Board of Education is seeking to undertake capital projects that will renovate and upgrade the Blairstown Elementary School. The projects include roof/gutter repair and replacement, boiler replacement, installation of chair lifts, and upgrade of electrical system to maximize existing generator capability and/or to install of a new generator to accommodate required emergency loads.

The total cost of the expansions, renovations and upgrades set forth in the Proposal is \$1,806,680 and will be funded through the issuance of long term bonds.

STATE FUNDING FOR THE PROJECTS: The State has agreed to contribute 40%, or \$722,000 towards the costs of the projects. The availability of the State funding is contingent on the passing of the Proposal. The State contribution will be in the form of debt service aid.

PROPOSAL

The Board of Education of the Township of Blairstown in the County of Warren, New Jersey (the “Board”) is authorized to (A) undertake the renovation and upgrade of the Blairstown Elementary School including roof/gutter repair and replacement, boiler replacement, installation of chair lifts, and upgrade of electrical system to maximize existing generator capability and/or to install a new generator to accommodate required emergency loads.

2. The Board hereby approves and adopts the Proposal and, subject to the approval of the legal voters of the School District, hereby determines to carry out the same.

3. The Business Administrator/Board Secretary is hereby authorized and directed, in conjunction with Bond Counsel, to deliver a certified copy of this resolution and such other information as shall be necessary to comply with applicable provisions of the Education Law and Election Law, to the Executive Warren County Superintendent of Schools, Warren County Clerk, Warren County Boards of Elections and to the Clerks of the Townships of Blairstown and Hardwick and to request such persons to undertake their respective functions under the Education Law and the Election Law, as applicable, in connection with the Election. The Business Administrator/Board Secretary is hereby authorized to amend the Proposal and the Explanatory Statement to conform same to statutory requirements.

4. The Board hereby acknowledges and confirms that, in accordance with the requirements of Sections 24-16 and 24-17 of the Education Law, a Supplemental Debt Statement has been prepared as of the date of this resolution by each of the Chief Financial Officers of the Township of Blairstown and the Township of Hardwick, giving effect to the proposed total authorization of School Bonds of the School District in the maximum amount provided for in the Proposal, and that such Supplemental Debt Statements have been filed in the offices of the respective Clerks and in the office of the Business Administrator/Board Secretary prior to the adoption of this resolution. The Board hereby directs the Business Administrator/Board Secretary to cause such Supplemental Debt Statements to be filed in the office of the Director of the Division of Local Government Services, State of New Jersey Department of Community Affairs prior to the date of the Election.

5. The School Administration and such other officers, professionals and agents of the Board as are necessary, including Wilentz, Goldman & Spitzer, P.A., Bond Counsel and the Architect for the Project, are each hereby authorized and directed to perform such acts, execute such documents and do such things as are necessary and proper for the submission of the Proposal to the voters of the School District at the Election, including preparation and submission of all required applications for receipt of debt service aid.

6. The Board hereby (i) accepts the determination of Preliminary Eligible Costs as set forth in the letters of the New Jersey Department of Education; (ii) elects to receive the State Share in the form of debt service aid; (iii) determines to construct the Project; (iv) agrees to locally fund any excess costs and (v) delegates the supervision of the Project to the Business Administrator/Board Secretary.

7. This resolution shall take effect immediately.

A motion was made by Mrs. Inscho, seconded by Mrs. McElroy, and carried unanimously to postpone the vote on this resolution until the BOE Retreat scheduled for September 28th.

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 five 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. Sikkes, seconded by Mrs. McElroy, and carried unanimously by roll call vote to approve the attached list of transfers for the month of July in the amount of \$56,000.00 and the July Board Secretary's reports, in agreement with the Treasurer's Reports, in the amount of \$535,255.37, in Total Government Funds; and to certify that as of July 31, 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 Mrs. McElroy, seconded by Mrs. Krauss, and carried unanimously by roll call vote to approve payment of the Bills & Claims List for the General Fund in the amount of \$728,124.61, and for the Food Service Fund in the amount of \$8,987.50.

MOTION ITEMS

A. PERSONNEL

A motion was made by Mrs. McElroy, seconded by Mrs. Krauss, and carried unanimously by roll call vote to approve Personnel items #1-4, as listed below:

1. Appoint 2019-20 Substitutes – To accept Mr. Saalfield's recommendation to add the names of Alyssa Adamsky, Jordan Greszczak, and Christie Sazy to the substitute teacher and aide lists for the 2019-20 School Year.
2. Hire Aide – To accept Mr. Saalfield's recommendation to hire Chikako Drawbaugh as a part-time aide at the hourly rate of \$11.00, effective October 1st, for the 2019-20 School Year.

3. Approve Maternity Leave – To approve Mrs. Baker’s maternity/disability leave of absence request, beginning on January 21, 2020, and ending on June 18, 2020.
4. Approve Movement Across BEA Salary Guide – To approve Mrs. Sambolec’s (formerly Miss Cappiello) request to move across the BEA Salary Guide to the Master’s Degree column, effective September 1, 2019.
5. Testing Coordinator – After Board discussion, a motion was made by Mrs. McElroy, seconded by Mrs. Gerhardt, and failed (2-yes <Mrs. Gerhardt and Mrs. McElroy>; 1-abstention <Mr. Cook>; and 5-no votes) to approve Miss Katie Kline as the District’s Testing Coordinator, with a stipend in the amount of \$2,000, for the 2019-20 School Year.
6. Approve Publicity Coordinator – After Board discussion, a motion was made by Mrs. McElroy and seconded by Mr. Karolchyk, to approve Mrs. Colomba Kampfe as the District’s Publicity Coordinator, with a stipend in the amount of \$1,500, for the 2019-20 School Year. After further discussion, a motion was made by Mrs. McElroy, seconded by Mrs. Inscho, and carried to table this motion until the October meeting.
7. Hire Ryan Lilly – After Mr. Cook read a letter written by the owner of Cloudcom, the Board discussed the proposed arrangement. A motion was made by Mrs. Sikkes, seconded by Mrs. Krauss and failed unanimously by roll call vote to accept the Superintendent’s recommendation to hire Ryan Lilly, effective October 1, 2019, as the full-time Technology Coordinator at an annual salary of \$72,000 (pro-rated to \$54,000) for the 2019-20 School Year.
8. Approve NJSBA Superintendent’s Evaluation Format – A motion was made by Mrs. McElroy and seconded by Mrs. Rolph to approve the NJSBA instrument as the Superintendent’s Evaluation Format. After a brief discussion, a motion was made by Mrs. Rolph, seconded by Mrs. Sikkes, and carried unanimously to table this topic.
9. Hire Receptionist – A motion was made by Mrs. McElroy, seconded by Mrs. Sikkes, and carried unanimously by roll call vote to hire Marissa Hardy as the Receptionist at the annual salary of \$25,000, effective September 23rd, for the 2019-20 School Year.

B. FINANCE

A motion was made by Mrs. McElroy, seconded by Mrs. Sikkes, and carried unanimously by roll call vote to approve the following two Finance items:

1. Approve Increase in Mileage Reimbursement Rate – To approve an increase in the mileage reimbursement rate as permitted by a recent change in the law, to 35 cents per mile.
2. Workshops & Mileage Reimbursement – To approve the attached list of workshop and mileage reimbursement requests.

C. EDUCATIONAL

1. HIB Report 18192 – A motion was made by Mrs. Inscho, seconded by Mrs. Krauss, and carried unanimously to approve the Superintendent’s actions for HIB Report 18192.
2. Class Trips for 2019-20 – After a plea for more American-history trips by Mr. Karolchyk, a motion was made by Mrs. McElroy, seconded by Mrs. Sikkes, and carried unanimously by roll call vote to approve the list of class trips for 2019-20 as submitted.
3. NJSLA Test Results Presentation by Dr. Susan Elias – Dr. Elias reviewed her written results of student testing last spring. Mr. Karolchyk expressed dissatisfaction with the low scores.
4. MOA Approval – A motion was made by Mrs. McElroy, seconded by Mrs. Rolph, and carried unanimously to approve the State Police Memorandum of Agreement for 2019-20.

D. FACILITIES

1. Approve Facilities’ Use Requests– A motion was made by Mrs. Gerhardt, seconded by Mrs. McElroy, and carried unanimously to approve the attached list of Facilities’ Use Requests.
2. Land Sale Update – A. Brown did not add any comments to his earlier review of his memo on this subject.

E. TRANSPORTATION

1. Approve Joint Transportation Contracts with Knowlton Township BOE – A motion was made by Mr. Cook, seconded by Mrs. Krauss, and carried unanimously by roll call vote to approve a joint transportation contract with the Knowlton Township BOE for our transportation of three of their students on our Bluebird bus (Bus Route #8) in the amount of \$481.40 per student for a total of \$1,444.20, and another joint transportation contract with the Knowlton Township BOE for our transportation of three of their students on our RVCS shuttle route in the amount of \$440.85 per student, for a total amount of \$1322.55, for the 2019-20 School Year.

F. POLICY

1. Second Reading & Adoption – A motion was made by Mrs. McElroy, seconded by Mrs. Krauss, and failed by roll call vote (3-yes <Mrs. Gerhardt, Mrs. Inscho, and Mrs. McElroy; 2-abstention <Mr. Karolchyk and Mrs. Rolph>; 3-no) to approve the second reading and adoption of Policy #5756, Transgender Students.

CORRESPONDENCE - None

OLD BUSINESS - Mr. Karolchyk asked Mrs. Petty to register him for the November Delegate Assembly to be held by NJSBA.

PUBLIC HEARING & PETITION – None.

LEGISLATIVE UPDATE – J. Karolchyk reported that Senator Bucco, a great friend of education, died recently.

EXECUTIVE SESSION – A motion was made by Mrs. Krauss, seconded by Mrs. Inscho, and carried unanimously to convene to Executive Session at 10:22PM to discuss matters of Personnel, 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. McElroy, seconded by Mrs. Krauss, and carried unanimously to adjourn at 11:47PM.

Respectfully submitted,

Molly Petty

School Business Administrator