

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

August 21, 2014 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, August 21, 2014.

Mr. Herrmann, Board 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 Mr. Herrmann read the Notice of Meeting as follows:
Adequate notice of this meeting was given in accordance with the Open Public Meetings Act by publishing in the Express Times and by posting a copy of the meeting schedule on the front door of the school and at the Blairstown Municipal Building.

MISSION STATEMENT Mr. Herrmann read aloud the District's mission statement.

ROLL CALL The following Board members were present:
Mrs. Glory, Mrs. Hadden, Mr. Henke, Mr. Herrmann, Mr. Karolchyk, and Mrs. McLain
Absent: Mr. Cino and Mrs. Wood-Rosso

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; as well as three members of the public. Attorney Andrew Brown was also in attendance.

APPROVE REGULAR MINUTES - A motion was made by Mrs. Hadden, seconded by Mr. Henke, and carried unanimously to approve the minutes as submitted for June 21, 2014.

NEW BUSINESS

1. **Superintendent's Update** – Mr. Saalfield noted that enrollment has been higher than expected for 2014-15 and expressed appreciation for the Board's support of opening up an additional section of First-grade in September. He noted that Maschio's has requested a milk price increase from 50 to 60 cents per carton, and there were no objections. He mentioned the recent change in teacher evaluations, the Violence & Vandalism report (which contained two incidents which were resolved with meetings and counseling). He noted that the audit was completed earlier this month, with no audit recommendations. He also discussed the removal of the TCU's as well as the testing of floor tile in a closet in the Main Office. The Board discussed bus routes with regard to local road/bridge work. The new attendance policy was briefly debated.
2. **Principal's Report** - Mr. Leal reviewed his written report and highlighted upcoming events.
3. **BOE Vacancy** - Mrs. Leslie Ruben, a former Board member, was in attendance and expressed interest in returning to the Board. Mrs. Petty had not received any letters of interest after advertising the vacancy. A motion was made by Mrs. Glory, seconded by Mrs. Hadden, and carried unanimously by roll call vote to appoint Mrs. Leslie Ruben to fill the unexpired vacancy until December 31, 2014. She will be sworn in at the September Board meeting.

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4. BOE Election in November – Mrs. Petty informed the Board that expiring seats belong to Mr. Cino, Mr. Herrmann, and Mrs. Wood-Rosso. Nominating petitions were due to the County Clerk in Belvidere on Monday, July 28. Five candidates are running for three full terms: R. Cino, J. Cook, D. Herrmann, L. Ruben, and J. Wood-Rosso. No one is running for the one-year unexpired term.

PUBLIC HEARING & PETITION – No comments or questions at this time.

APPROVE FINANCIAL REPORTS – A motion was made by Mrs. Hadden, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve May Transfers in the amount of \$28,635, June Transfers in the amount of \$195,349, and Board Secretary’s Reports, in agreement with the Treasurer’s Reports, in the amount of \$1,325,048.65 for May 2014 and \$866,681.17 for June 2014 in total Government Funds; and to certify that as of June 30, 2014, 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 - Motion to approve payment of the Food Service Fund Bill List in the amount of \$5,962.95, and the General Fund Bills List in the following amounts:

June 30 - \$825,791.81

July 31 - \$241,581.50

August 21 - \$372,501.39

MOTION ITEMS

A. PERSONNEL

1. Hire Part-Time World Languages Teacher – There was no motion for this new hire, as a suitable candidate has not yet been found.
2. Hire Full-Time Teacher – A motion was made by Mrs. Hadden, seconded by Mr. Herrmann, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Ms. Katie Kline on Bachelor’s Step 2 of the BTA Salary Guide, as a teacher for the 2014-15 School Year.
3. Hire Part-Time Teacher – A motion was made by Mr. Herrmann, seconded by Mrs. Hadden, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Ms. Alyson Chudley on Bachelor’s Step 1 of the BTA Salary Guide, as a teacher for the 2014-15 School Year.

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4. Hire Head Custodian – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to provisionally hire Thomas Amalfitano as Head Custodian at the annual salary of \$47,000, effective October 20, 2014, with courses for his certification to be paid in the approximate amount of \$2,600 by the Board, for the 2014-15 School Year. (Mr. Amalfitano has two years to secure his NJ Educational Facilities Manager certificate).
5. Increase Time for S. Flynn – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to increase Shawn Flynn, Custodian, from part-time to full-time, effective September 1, 2014.
6. Approve Substitutes – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried by roll call vote (Mr. Henke abstained from voting on his wife’s name) to accept the Superintendent’s recommendation to hire the attached list of substitute teachers and aides, as well as custodians.
7. Substitute Rates – A motion was made by Mrs. Glory, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the substitute teacher/aide/secretary rate of \$75/day, substitute nurse rate of \$130/\$200 per day (on class trip/in school) and the substitute custodian rate of \$13.00/\$10.50 per hour (with/without Black seal) for the 2014-15 School Year.
8. Traffic Guard – A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve Joan Pelosi as Traffic Guard, with a stipend of \$2,400, for the 2014-15 School Year.
9. Hire Aides – A motion was made by Mrs. McLain, seconded by Mr. Henke, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Loren O’Dell and Shawnee Smith as aides at the hourly rate of \$10.00, effective September 1st, for the 2014-15 School Year.
10. Movement Across Salary Guide – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve the followings requests to move across the BTA Salary Guide, effective September 1st, with the move to be made retroactively, after Negotiations have been completed:

<u>Teacher</u>	<u>Placement</u>
Mrs. Fleming	Bachelor’s +15 Credits
Miss Pennell	Master’s + 30 Credits
Miss Perry	Master’s Degree
Miss Farley	Bachelor’s +30 Credits
11. Salary Increase for B. Roff – A motion was made by Mr. Herrmann, seconded by Mr. Henke, and carried unanimously by roll call vote to increase Bruce Roff’s salary by 2% for the 2014-15 School Year.

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B. FACILITIES

1. Facilities' Use Requests – A motion was made by Mrs. Glory, seconded by Mrs. McLain, and carried unanimously to approve the attached list of Facilities' Use requests.
2. Property Lease – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote 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 2014-15 School Year.
3. Generator Project – A motion was made by Mrs. Glory, seconded by Mr. Herrmann, and carried unanimously by roll call vote to resolve that the Blairstown Township Board of Education authorizes:

Design Resources Group, Architects, 2 Worlds Fair Drive, Somerset, NJ 08873
to “Amend” the district’s currently approved LRFP and to submit all required and appropriate documents to the New Jersey Department of Education for the Generator Project and to bid out the project.

The district is submitting this project to the Department of Education for approval as an “other capital project” and the district understands there will be no funding available from the state for this project.

4. Summer Projects Review – Mrs. Petty shared the following information with the Board:

PROJECT	COMPLETION STATUS	BUDGETED AMOUNT	ACTUAL COST	AMOUNT OVER/UNDER BUDGET
Lavatory across from Main Office	Approx. 75% complete	\$15,000	\$40,700	\$25,700
Asbestos Removal & Tile flooring Replacement in four Schaare Wing Classrooms	Finished as of August 1, on schedule	\$55,000	\$17,700 <u>+12,500</u> \$30,200	(\$24,800)
Culvert Project	Finished in two days in mid-July	\$60,000	\$66,384	\$ 6,384
Card Swipe System	Finished in mid-July	Last year’s \$	N/A	N/A
Fire Alarm System Upgrades – Phase 2	To start last week in August	0	\$35,750	\$35,750
Front Stoop Replacement	Finished Aug. 14	0	\$10,200	\$10,200
Classroom Walls in Library & Schaare Wing, New Windows in Faculty Room, & new doors in 4 th grade	Finished by end of June, on schedule	\$26,000	\$45,500	\$19,500

New Bleachers	To be installed last week in August	\$57,350	\$57,350	
Door Project	Not yet started	\$85,000 (local \$)	\$77,042	(\$ 7,958)
Generator Project	Not yet started	\$186,000	TBD	TBD
Faculty Room Lav. Upgrades	To be done by 8/31	\$1,800	Was in misc.	N/A

Mrs. Glory suggested that the playground wall be cleaned and/or repainted.

5. TCU's – Since there was no further interest in the purchase of our temporary classroom units, Mrs. Petty advertised for quotes for their disposal. Three quotes have been received for the removal and/or disposal of the four temporary classroom units. A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously by roll call vote to accept quotes from: Grinnell Enterprises, Inc. (\$20,500), Caravella Contractors, Inc. (\$22,112), and Maio Construction Co., (\$23,500) and to award the contract to Grinnell in the amount of \$23,500.

C. FINANCE

A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve Finance items 1-9:

1. Approve Workshop & Mileage Reimbursement Requests - To approve the attached list of workshop and mileage reimbursement requests.
2. PT Contract – To approve a contract with Allison M. Peck for physical therapy services, at the hourly rate of \$83, for the 2014-15 School Year.
3. Legal Services – To re-appoint Schwartz Simon Edelstein & Celso as board attorneys, at the hourly rate of \$160 for partners and counsel; \$150 for associates; and at \$100 for paralegals and law clerks, for the 2014-15 School Year (same rates as 2013-14).
4. NJSIG Trust Renewal Agreement – To adopt the attached resolution to renew its membership with New Jersey Schools Insurance Group (NJSIG) for a three-year period, beginning July 10, 2014, and ending July 1, 2017.
5. Tuition Contracts – To approve a summer tuition contract with Knowlton Township BOE in the amount of \$2,500 and the following 2014-15 Tuition Contracts:

Celebrate the Children	\$65,907	180 Days
Inclusive Learning Academy	\$61,862.40	180 Days
Knowlton Township BOE	\$39,083	180 Days

6. Summer Program Tuition Contract – To approve a contract with the Frelinghuysen Township BOE for them to send two preschool students to our summer PSD program in the amount of \$500 each.
7. Parent Transportation Contract – To approve a Parent Transportation Contract to transport their child to Celebrate the Children in the amount of \$50 per day, up to \$9,000, for the 2014-15 School Year.

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8. Machio's Food Service Contract – To approve a contract with Maschio's Food Service for 2014-15 with a management fee of \$7,213, and a break-even guarantee.
9. CST Services Contract – To approve a contract with Frelinghuysen Township BOE for our provision of CST services for their students for the 2014/15 School Year. (We will invoice them for their share of the services).
10. Mrs. Petty advised the Board that the audit of the 2013-14 books was conducted August 5, 6, & 7.

D. POLICY

A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously to approve second reading and adoption of the following policies:

0141, 0152, 0168, 1110, 2415.1, 2430, 2460.1, 5533, 5600.2, 6511, 8130,

After a discussion about the new attendance policy, a motion was made by Mrs. McLain, seconded by Mr. Henke, and carried unanimously to approve the first reading of the following policies (with Policy #5200 amended as proposed by Mrs. McLain):

P&R 2412, P&R 2417, P&R 2481, P3283, P4283, P&R 5200, P&R 5610, P&R 5611, P&R 5612, P&R 5613, P5620, and P&R 8462

OLD BUSINESS - None.

NEW BUSINESS –

- Thank you to Jami Tirone for volunteering to assist with recording of old personnel files.
- Blairstown Youth Basketball Association requested to hang a banner in gym during games. Mr. Helck elaborated on their request. The Board will approve it after a sample has been provided. Mr. Brown suggested that a policy be developed for this purpose.

CORRESPONDENCE – None.

PUBLIC HEARING & PETITION – None.

LEGISLATIVE UPDATE – J. Karolchuk had nothing to report.

*At this point Mr. Henke and Mr. Leal left the meeting.

EXECUTIVE SESSION – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously at 9:20PM to convene to Executive Session to review previous minutes as well as discuss matters of Negotiations, and conduct the Superintendent's evaluation.

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The meeting re-opened to the public at 12:20AM and continued with the following action.

A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously to accept the resignations of Sean Wallace (effective August 15th) and Gary Washburn (effective June 30th), and to accept Mr. Saalfield's recommendation to hire Cody Newbauer and Glenn van Horn as part-time Custodians at the hourly rate of \$13.00 for the 2014-15 School Year, effective September 1, 2014.

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

ADJOURNMENT – A motion was made by Mrs. Glory, seconded by Mrs. McLain, and carried unanimously to adjourn the meeting at 12:21AM.

Respectfully submitted,

Molly Petty
School Business Administrator