

## **BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION REORGANIZATION MEETING MINUTES– APRIL 30, 2009**

**CALL TO ORDER** The Blairstown Township Board of Education held its Regular Meeting in the School Library on Thursday, April 30, 2009.

Mrs. Petty, School Business Administrator, called the meeting to order at 7:30PM, and read the District's Mission Statement.

**SUNSHINE LAW** Mrs. Petty 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.

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

**ROLL CALL** The following board members were present:  
Mr. Benson, Mr. Dieffenbach, Mr. Herrmann, Mr. Jetter, Mrs. Lascari, Mrs. Merkle (Tardy), Mrs. McLain, Mr. O'Toole, Ms. Reilly, and Mrs. Ruben  
Absent: None.

**Also Present:** Mr. Saalfield, Superintendent; Mrs. Goodman, Principal; and Mrs. Petty, School Business Administrator/Board Secretary; as well as Mrs. Besser and Mrs. Carbonaro and one member of the public

**ANNOUNCE ELECTION RESULTS** (Three seats were up for election).

Mr. Benson	239 - Votes
Mrs. Merkle	231 - Votes
Mr. Jetter	214 - Votes
Mr. McGowan	181 – Votes
Mr. DiGiorgio	140 – Votes

**Budget Vote:**  
296 - Yes Votes  
220 - No Votes

**CALL FOR NOMINATIONS FOR PRESIDENT**

At this time Mrs. Petty called for nominations for the Board of Education President.

Mrs. Lascari nominated Ms. Reilly. No other nominations were made.

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A motion was made by Mr. Benson, seconded by Mr. Dieffenbach, and carried unanimously to close the nominations for BOE President.

A motion was made by Mr. Dieffenbach, seconded by Mr. Benson, and carried unanimously to close the slate and cast the ballot for Ms. Reilly as President of the Board of Education.

Ms. Reilly presided over the remainder of the meeting.

Ms. Reilly called for nominations for Vice-President.

Mr. Dieffenbach nominated Mr. Benson. No other nominations were made.

A motion was made by Mr. Herrmann, seconded by Mrs. Ruben, and carried unanimously to close the nominations for BOE President.

A motion was made by Mr. Dieffenbach, seconded by Mrs. Ruben, and carried unanimously to close the slate and cast the ballot for Joshua Benson as Vice-President of the Board of Education.

\*Mrs. Merkle arrived at this time.

**APPOINTMENTS FOR THE 2009-2010 SCHOOL YEAR**

Mrs. Petty advised the Board that new State regulations require Boards to deliberate professional service providers, and a survey of local school districts with their costs for architectural, auditing, and legal services was reviewed and discussed. A motion was made by Mr. Benson, seconded by Mrs. Ruben, and carried by roll call vote (Mr. Jetter abstained) to make the following appointments for the 2009-2010 School Year:

a. Board Architect	Design Resources Group
b. Board Attorney	Courter Kobert & Cohen
c. Board Auditors	Ardito & Co.
d. School Doctor	Evarado Clavel
e. Treasurer	Georgette Range
f. Board Secretary	Molly Petty
g. Public Agency Compliance Officer & Custodian of Records	Molly Petty
h. Right-to-Know Compliance Officer	Molly Petty
i. Qualified Purchasing Agent	Molly Petty
j. Substance Abuse Coordinator	Michele Andrews
k. Attendance, Affirmative Action & 504 Officer	Rosemary Goodman
l. AHERA Coordinator, Chemical Hygiene Officer, & Integrated Pest Management Coordinator	Melvin Bartron
m. Insurance Agents	Brown & Brown

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**DESIGNATIONS OF THE FOLLOWING:**

A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously by roll call vote to designate the following items:

- a. Official Newspaper - Express Times; Alternate – NJ Herald
- b. Bank Depositories - PNC Bank, First Hope Bank, and Lakeland Bank
- c. Designate Board Secretary as the person responsible for investments.
- d. Authorize Superintendent, Mark Saalfield, to make line item transfers in an emergency, to be approved at the next meeting.
- e. BOE Meeting Schedule
- f. Adopt all existing policies, textbooks, and the following curriculum of the Blirstown Twp. Board of Education for the school year July 1, 2009 through June 30, 2010: Math, Science, English, Social Studies, Health, Physical Education, Art, Music, Spanish, Language Arts Literacy, Academic TAG, Art TAG, and Quest.
- g. Designate Superintendent's secretary and CST secretary as the people responsible for each respective petty cash fund.
- h. Designate Superintendent and Board Secretary/SBA to implement 2009-2010 Budget pursuant with local/state policies and regulations.

Mrs. Petty noted that she has been meeting with local bank representatives and will be making a recommendation for 2009-2010 banking services at the May meeting.

**BOARD MEMBER APPOINTMENTS:** Ms. Reilly welcomed Mr. Jetter to the Board and explained the conflict with his wife's employment here and that he will be recusing himself from discussions pertaining in any way to his wife's employment.

After reviewing the 2008-09 list of committee members, Ms. Reilly made the following committee appointments:

1. WCSBA Representative: Mrs. McLain – Rep. & Mrs. Merkle (Alternate)
2. NJSBA Representative: Mrs. Lascari & Mr. Dieffenbach
3. Board Committees:
  - a. Negotiations: Mr. Benson, Mr. Dieffenbach, Mr. Herrmann, Mr. O'Toole, & Ms. Reilly
  - b. Policy: Mr. Dieffenbach, Mrs. Lascari, Mrs. Merkle, and Mrs. Ruben
  - c. Finance: Mr. Benson, Mr. Dieffenbach, Mr. Herrmann, Mr. O'Toole, & Ms. Reilly
  - d. Building & Grounds: Mr. Benson, Mr. Herrmann, Mr. Jetter, Mrs. Lascari, and Mrs. Ruben
  - e. Cluster Council: Ms. Reilly, Mr. Jetter, Mrs. McLain, and Mrs. Merkle
  - f. Planning: Mr. Herrmann, Mrs. Lascari, Mrs. McLain, and Ms. Reilly

**BANK SIGNATORIES:** A motion was made by Mr. Benson, seconded by Mr. Dieffenbach, and carried unanimously by roll call vote to designate the following signatures on each bank account for the 2009-10 School Year:

General – President, Treasurer, Secretary  
Payroll, Agency, Cafeteria, and SUI – Treasurer

**END OF REORGANIZATION**

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## REGULAR BUSINESS MEETING AGENDA

### MINUTES

A motion was made by Mr. Benson, seconded by Mrs. Ruben, and carried (Mr. Jetter abstained) to approve the Meeting Minutes as submitted for March 31, 2009.

### BILLS

A motion was made by Mr. Benson made a motion, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve the payment of the April 30<sup>th</sup> General Fund Bills & Claims List in the amount of \$800,665.02 and the Food Service Fund Bill List in the amount of \$11,722.30 (for Maschio's Food Service).

### FINANCIAL REPORTS

A motion was made by Mr. Benson made a motion, seconded by Mrs. Lascari, and carried unanimously by roll call vote to approve the list of February 2009 transfers in the amount of \$73,225.00 and the February 2009 Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$465,583.52 in Total Government Funds and to certify that as of February 28, 2009, 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:23-2.11 and that sufficient funds are available to meet the district's financial obligation for the fiscal year.

### CORRESPONDENCE

- Mr. Saalfield read the following correspondence:  
a thank-you note from Ms. Goodman for the flowers the BOE sent  
a letter from the Executive County Superintendent approving our Professional Development Plan  
a letter from Mr. Merkler regarding his time on the Board of Education  
a letter from Mr. Jinks, regarding Mr. Saalfield's mentoring program
- Mr. Saalfield noted the QSAC Committee will meet on June 3<sup>rd</sup> at Warren Hills
- Mr. Saalfield noted he had received a phone call from Mr. Lance regarding the pile of dirt across the street, about which Mr. Saalfield will speak to the Executive County Superintendent
- Mr. Saalfield noted there is a Cluster Council meeting tentatively scheduled for May 27<sup>th</sup> at 6:30PM at Frelinghuysen

### PUBLIC HEARING & PETITION

Mrs. Besser and Mrs. Carbonaro introduced themselves. Denise Lubertazzo, a 6<sup>th</sup> grade parent, was in attendance to learn of the outcome of the request for meeting dates.

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**MOTION ITEMS**

**A. PERSONNEL**

1. Accept Retirement Resignation – A motion was made by Mr. Dieffenbach, seconded by Mr. Benson, and carried unanimously to accept Mrs. Clarke’s retirement resignation, with regret and appreciation, effective June 30, 2009.
2. Accept Retirement Resignation – A motion was made by Mr. Benson, seconded by Mr. Dieffenbach, and carried unanimously to accept Mrs. Jackes’s retirement resignation, with regret and appreciation, effective June 30, 2009.
3. Accept Retirement Resignation – A motion was made by Mr. Benson, seconded by Mr. Dieffenbach, and carried unanimously to accept Mrs. Hardiman’s retirement resignation, with regret and appreciation, effective June 30, 2009.
4. Hire Substitute Nurse – A motion was made by Mr. Benson, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Adrienne Peck on an emergent basis as a substitute nurse, pending results of archived fingerprints.

**EDUCATIONAL**

1. Schedule Promotional Exercises - A motion was made by Mr. Dieffenbach, seconded by Mrs. Ruben, and carried unanimously to approve the Grade 6 promotional exercises on June 18, 2009.
2. Approve Revised Professional Development Plan – A motion was made by Mr. Herrmann, seconded by Mr. Benson, and carried unanimously to approve the revised Professional Development Plan.
3. Special Education Self-Assessment– A motion was made by Mr. Benson, seconded by Mr. Herrmann, and carried unanimously to approve our Special Education Self-Assessment Document and Corrective Action Plan. Mr. Saalfield informed the Board that there is a good possibility we will be relocating our preschool program to Frelinghuysen Township School for the 2009-10 School Year.
4. Approve 2009-2010 School Calendar – A motion was made by Mrs. Ruben, seconded by Mr. Dieffenbach, and carried unanimously to approve the 2009-2010 School Calendar.

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**FACILITIES**

1. Accept PEC Determination – A motion was made by Mr. Herrmann, seconded by Mr. Benson, and carried unanimously to accept the New Jersey Department of Education’s Letter of Preliminary Eligible Costs for the Blairstown Township BOE’s Facilities Project Application #0400-030-09-1001 in the amount of \$539,304 (State’s Share) and request State funding in the form of a grant, and will not appeal the Preliminary Eligible Costs.
2. Facilities Project Bid Process – A motion was made by Mr. Benson, seconded by Mr. Dieffenbach, and carried unanimously to approve the April 20<sup>th</sup> advertisement of the bid package for the heating project portion of the State’s Project Application #0400-030-09-1001. (The bids are due on May 11<sup>th</sup>).
3. Architect Contract – A motion was made by Mr. Benson, seconded by Mrs. McLain, and carried by roll call vote (Mr. Herrmann and Mr. Jetter abstained) to approve a contract with DRG Architects to prepare the HVAC bid specifications in the amount of \$5,500.
4. Building Use Requests – A motion was made by Mrs. McLain, seconded by Mr. Dieffenbach, and carried unanimously to approve the attached list of building use requests.

**FINANCIAL**

1. State Aid Reduction – Mrs. Petty informed the Board that we have been notified by the State that we will be receiving a reduction in the next five state aid payments, amounting to \$21,429.00. This reduction will reduce the year-end surplus.
2. Approve Tuition Contract – A motion was made by Mrs. Ruben, seconded by Mrs. Lascari, and carried by roll call vote (Mr. Jetter abstained) to approve a tuition contract for one special education student with Somerset Hills School, Inc. in the per diem amount of \$398, effective April 2, 2009.
3. Approve Mileage Reimbursement Requests – A motion was made by Mr. Benson, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the attached list of mileage reimbursement requests.

**POLICY**

1. Approve First Reading of Policies 2631 and R6471 – A motion was made by Mr. Herrmann, seconded by Mrs. Ruben, and carried unanimously to approve the first reading of Policy #2631 (NJQSAC) and #R6471.

**DISCUSSION ITEMS**

1. Principal’s Report – Mrs. Goodman reviewed her Principal’s Report.

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**OLD BUSINESS** – None.

**NEW BUSINESS**

1. A motion was made by Mr. Dieffenbach, seconded by Mr. Benson, and carried unanimously to schedule a special, short meeting on Wednesday, May 13 at 8:00PM to award the heating project bid.

**EXECUTIVE SESSION**

A motion was made by Mr. Dieffenbach, seconded by Mrs. McLain, and carried unanimously to convene to Executive Session at 9:10PM to review Executive Session Minutes and to discuss matters of Negotiations and 2009-10 Staff Rehiring, the results of which will be released to the public as soon as reasons for confidentiality no longer exist.

**RETURN TO PUBLIC SESSION** – The meeting re-opened to the public at 9:56PM.

**Hire Tenured Staff** – A motion was made by Mr. Dieffenbach, seconded by Mrs. Lascari, and carried unanimously by roll call vote to accept the Superintendent's recommendation to approve the attached list of employment contracts for tenured certificated staff for the 2009-2010 School Year pursuant to the salary guide set forth in the 2006-2010 Teachers Contract.

**Hire Non-Tenured Staff** – A motion was made by Mr. Herrmann, seconded by Mrs. Ruben, and carried by roll call vote (Mrs. Lascari and Mrs. McLain abstained) to accept the Superintendent's recommendation to approve the attached list of employment contracts for non-tenured certificated staff for the 2009-2010 School Year pursuant to the salary guide set forth in the 2006-2010 Teachers Contract.

**ADJOURNMENT**

A motion was made by Mr. Benson, seconded by Mrs. McLain, and carried unanimously to adjourn the meeting at 9:58PM.

Respectfully submitted,

Molly Petty  
School Business Administrator/Board Secretary

# BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

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

## May 13, 2009 Special Meeting Minutes

**CALL TO ORDER** The Blairstown Township Board of Education held this special meeting in the School Library on Wednesday, May 13, 2009.

Ms. Reilly, Board President, called the meeting to order at 8:06PM, and read the District's Mission Statement.

**SUNSHINE LAW** Ms. Reilly 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.

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

**ROLL CALL** The following board members were present:  
Mr. Benson, Mr. Jetter, Mrs. Merkle, Mrs. McLain, Ms. Reilly, and Mrs. Ruben  
Absent: Mr. Dieffenbach, Mr. Herrmann, Mrs. Lascari, and Mr. O'Toole

**Also Present:** Mr. Saalfield, Superintendent, and Mrs. Petty, SBA/Board Secretary

**AWARD HVAC BIDS**  
The Board reviewed the attached bid summary. Mrs. Petty noted that the attorney has reviewed the low bid and has found that everything was in order. Mrs. Petty informed the Board that there may be one change order needed for the project, according to Mr. Bartron. She also noted that while the unit ventilators in the 4<sup>th</sup> grade wing must be installed by September 1<sup>st</sup>, the air conditioning for the 1929 and 1979 wings do not have to be completed until January 2009, in order to give the contractors enough time to complete the work without having to incur and charge overtime costs. Mrs. Petty noted that she will issue two Purchase Orders to pay for this HVAC project, one for the 4<sup>th</sup> grade wing work to be done this summer, which will be paid with 2008-09 funds, and another for the air conditioning work will be paid with 2009-10 funds. Mrs. Petty called Mr. Cacossa that evening to confirm whether or not the 4<sup>th</sup> grade wing would have air conditioning upon completion of this project. Mr. Cacossa confirmed that the 4<sup>th</sup> grade wing will not have air conditioning hooked up until we have completed an electrical upgrade and installed roof-top condensers for each classroom, which were not included in these bid specifications. A motion was made by Mr. Benson, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept the attached list of bids for the HVAC project and to award a contract to Aero Plumbing & Heating, Inc. in the amount of \$270,600 for the HVAC Project Base Bid.

**ADJOURNMENT**  
A motion was made by Mrs. Ruben, seconded by Mrs. Merkle, and carried unanimously to adjourn the meeting at 8:39PM.

Respectfully submitted,

Molly Petty, School Business Administrator



# BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

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## May 21, 2009 Meeting Minutes

**CALL TO ORDER** The Blairstown Township Board of Education held this meeting in the School Cafeteria on Thursday, May 21, 2009.

Mr. Benson, Board Vice-President, called the meeting to order at 7:32PM, and read the District's Mission Statement.

**SUNSHINE LAW** Mr. Benson 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.

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

**ROLL CALL** The following board members were present:  
Mr. Benson, Mr. Herrmann, Mr. Jetter, Mrs. Merkle, Mrs. McLain, and Mrs. Ruben  
Absent: Mr. Dieffenbach, Mrs. Lascari, Mr. O'Toole, and Ms. Reilly

**Also Present:** Mr. Saalfield, Superintendent; Mrs. Goodman, Principal; and Mrs. Petty, SBA/Board Secretary, and several parents and students, including Mrs. Harrington and Mrs. Reynolds

**STUDENT RECOGNITION** – At this time Mrs. Goodman presented certificates to the Warren County All-Star Band members and Haiku poetry contest winners. A short break was taken for refreshments.

- **Approve the Regular Minutes**  
A motion was made by Mr. Herrmann, seconded by Mr. Jetter, and carried unanimously to approve the minutes as submitted for April 30, 2009.
- **Approve payment of Bills**  
A motion was made by Mr. Herrmann, seconded by Mrs. Ruben, and carried unanimously to approve payment of the May 21, 2009 General Fund Bills & Claims List in the amount of \$524,283.93 and the Food Service Fund List in the amount of \$10,671.99.
- **Approve March Transfers and Board Secretary and Treasurer Reports**  
A motion was made by Mrs. Merkle, seconded by Mrs. McLain, and carried unanimously to approve the list of March 2009 transfers in the amount of \$4,611 and the March 2009 Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$545,947.17 in Total Government Funds and to certify that as of March 31, 2009, 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:23-2.11 and that sufficient funds are available to meet the district's financial obligation for the fiscal year.

- Correspondence - Mr. Saalfield noted he received a leave of absence request from Mrs. Peterson. From the County Office, Mr. Saalfield has received approval of our Memorandum of Agreement as well as information that the State will be delaying both June State Aid payments until July.  
Mr. Saalfield read Dr. Clavel's retirement letter.
- President - Questions and comments from public attending meeting  
Mrs. Harrington thanked Mrs. Ruben for her donation of water bottles for students on Field Day.

## **MOTION ITEMS**

### **A. PERSONNEL**

1. Approve Workshop and Travel Reimbursement Requests – A motion was made by Mr. Herrmann, seconded by Mrs. Ruben, and carried unanimously to approve the attached list of workshops and travel reimbursement requests.
2. Hire 2009-2010 Aides – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire the attached list of aides for the 2009-2010 School Year.
3. Hire Summer Custodial Help – A motion was made by Mrs. McLain, seconded by Mr. Jetter, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Michael Dorn and Brian Dorn as summer custodial help at the minimum wage rate (\$7.15 per hour).
4. Hire A. Bartron - A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Amos Bartron as the Head Custodian, with an increase of 4.4% over his 2008-09 salary, for the 2009-2010 School Year.
5. Hire G. Washburn - A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Gary Washburn as a Custodian, with an increase of 4.4% over his 2008-09 salary, for the 2009-2010 School Year.
6. Hire S. Hendershot - A motion was made by Mrs. Ruben, seconded by Mr. Jetter, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Steve Hendershot as a Custodian, with an increase of 4.4% over his 2008-09 salary, for the 2009-2010 School Year.
7. Hire G. Dugans – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Glenn Dugans as a Custodian, with an increase of 4.4% over his 2008-09 salary, for the 2009-2010 School Year.

A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire the following four staff members:

8. Hire J. Centrella - Joan Centrella as a full-time secretary, with an increase of 4.4% over her 2008-09, salary for the 2009-2010 School Year.
9. Hire P. Rusweiler – Pam Rusweiler as a full-time secretary, with an increase of 4.4% over her 2008-09 salary, for the 2009-2010 School Year.
10. Hire J. Klindt - Joanne Klindt as a part-time secretary, with an increase of 4.4% over her 2008-09 salary, for the 2009-2010 School Year.
11. Hire E. Yeungel - Eileen Yeungel as a part-time secretary, with an increase of 4.4% over her 2008-09 salary, for the 2009-2010 School Year.
12. Hire Substitute – A motion was made by Mrs. Ruben, seconded by Mrs. Merkle, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to add the name of Lori Snead to the teacher substitute list for the 2009-2010 School Year.
13. Hire J. Socha - A motion was made by Mrs. Ruben, seconded by Mrs. Socha, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Jeanne Socha as a part-time bus driver, with an increase of 4.4% over her 2008-09 salary, for the 2009-2010 School Year.
14. Hire L. Crispini - A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Lou Crispini as a part-time custodian, with an increase of 4.4% over his 2008-09 salary, for the 2009-2010 School Year.
15. Hire S. Vezzosi - A motion was made by Mrs. Ruben, seconded by Mr. Jetter, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Salvatore Vezzosi as a full-time custodian, with an increase of 4.4% over his 2008-09 salary, for the 2009-2010 School Year.
16. Approve Mrs. Petersons’ Leave of Absence – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve Mrs. Peterson’s leave of absence request.
17. Approve Mrs. Sutton’s Leave of Absence – A motion was made by Mrs. McLain, seconded by Mr. Jetter, and carried unanimously by roll call vote to approve Mrs. Sutton’s leave of absence request.
18. Ms. Oliveri – Mr. Saalfield commented that while he would not be able to ask the Board to hire Ms. Oliveri as a maternity leave replacement teacher yet, that he would like to have her attend the Pre-First Orientation later this month, to which the Board agreed.
19. Hire P. Duckworth – A motion was made by Mrs. Ruben, seconded by Mr. Jetter, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Phoebe Duckworth as a maternity leave replacement teacher for Mrs. Sutton from September 1, 2009 through December 15, 2009.

**B. FINANCIAL**

1. Approve 2008-09 Grant Salaries – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the following salaries paid through grants for the 2008-09 School Year:

Mrs. Reade	Basic Skills Teacher	Title I Funds	\$25,033
Mrs. Kovacs	Sixth Grade Teacher	Title II Funds	\$18,340
Ms. Bronstein	Personal Aide	IDEA Funds	\$10,717
Ms. Caputo	Personal Aide	IDEA Funds	\$ 8,488
Ms. Castellano	Personal Aide	IDEA Funds	\$10,717

**C. EDUCATIONAL**

1. Approve Job Descriptions – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to approve the following job descriptions:

Principal	School Psychologist
Teacher	Occupational Therapist
Special Education Teacher	Learning Disabilities Teacher Consultant
Secretary	Guidance Counselor
Receptionist	School Nurse
Head Custodian	Media Specialist
Custodial Night Supervisor	Bus Driver
Custodian	Bus Aide
CST/Special Services Spvsr	Classroom Aide
Speech Language Specialist	Personal Care Aide
School Social Worker	Security Aide

2. Approve Class Trips – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to approve the class trip requests for the Multiple Disabilities Class to go to Agway on 5/26 and to Foot Bridge Park on 6/12, both at no cost.

**D. FACILITIES**

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

**E. POLICY**

1. Approve Second Reading and Adoption – A motion was made by Mr. Herrmann, seconded by Mr. Jetter, and carried unanimously to approve the second reading and adoption of the following policies:

#2631 - New Jersey Quality Single Accountability Continuum  
#R6471 – School District Travel Procedures

2. Approve First Reading – A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously to approve the first reading of Policy #4250 – Support Staff Employment Conditions. Mr. Saalfield reviewed his proposed changes. The Board debated whether or not to include a \$500 increase for custodians after they obtain their Black Seals.

### **TRANSPORTATION**

1. Warren County Special Services School District – A motion was made by Mrs. McLain, seconded by Mrs. Merkle, and carried unanimously to participate in the 2009-2010 WCSSSD Coordinated Transportation Program.
2. Sussex County Regional Transportation Cooperative Program – A motion was made by Mrs. Merkle, seconded by Mrs. McLain, and carried unanimously to participate in the 2009-2010 SCRTS Coordinated Transportation Program.

### **DISCUSSION ITEMS**

1. Principal's Report – Mrs. Goodman reviewed the highlights of her report.

### **OLD BUSINESS**

1. Security Grant – Mrs. Petty advised the Board that our New Jersey School Boards Association Insurance Group security grant for the playground gate and fencing was approved. The money is expected in September.

### **NEW BUSINESS**

Mrs. Petty noted she has a conflict with the scheduled meeting date of August 20<sup>th</sup> and asked if the Board could reschedule to August 13<sup>th</sup>. A motion was made by Mrs. McLain, seconded by Mrs. Merkle, and carried unanimously to reschedule the August 20<sup>th</sup> meeting date to August 13<sup>th</sup>. Mrs. Petty will advertise this change.

### **EXECUTIVE SESSION**

A motion was made by Mrs. Ruben, seconded by Mr. Jetter, and carried unanimously to convene to Executive Session at 8:55PM to review Executive Session Minutes and to discuss matters of Negotiations and Personnel, the results of which will be released to the public as soon as reasons for confidentiality no longer exist.

The meeting re-opened to the public at 9:40PM and continued with the following action items:

A motion was made by Mrs. McLain, seconded by Mrs. Merkle, and carried unanimously to approve the April 30<sup>th</sup> Executive Session minutes as submitted.

A motion was made by Mr. Herrmann, seconded by Mrs. Ruben, and carried by roll call vote (Mr. Jetter abstained) to approve the 2009-10 Salary Guides as submitted by the BTA and analyzed by NJSBA.

A motion was made by Mrs. Ruben, seconded by Mrs. Merkle, and carried by roll call vote (Mr. Jetter abstained) to adopt the attached resolution to participate in the New Jersey State Health Benefits Plan as of August 1, 2009, pending approval by the Blairstown Teachers' Association before May 31, 2009.

A motion was made by Mr. Herrmann, seconded by Mrs. Merkle, and carried by roll call vote (Mr. Jetter abstained) to accept the Superintendent's recommendation to hire Rolanda Jetter as a part-time secretary, at an increase of 4.4% over her 2008-09 salary, for the 2009-2010 School Year.

#### **ADJOURNMENT**

A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to adjourn the meeting at 9:42PM.

Respectfully submitted,

Molly Petty, School Business Administrator

# BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

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

## June 25, 2009 Meeting Minutes

**CALL TO ORDER** The Blairstown Township Board of Education held this meeting in the School Library on Thursday, June 25, 2009.

Ms. Reilly, Board President, called the meeting to order at 7:32PM, and read the District's Mission Statement.

**SUNSHINE LAW** Ms. Reilly 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.

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

**ROLL CALL** The following Board members were present:  
Mr. Dieffenbach, Mr. Herrmann, Mrs. Lasacari, Mrs. McLain, Mr. O'Toole, Ms. Reilly, and Mrs. Ruben  
Absent: Mr. Benson, Mr. Jetter, and Mrs. Merkle

**Tardy:** Mrs. McLain arrived at 8:08PM, and Mrs. Lascari arrived at 8:30PM

**Also Present:** Mr. Saalfield, Superintendent; Mrs. Goodman, Principal; and Mrs. Petty, SBA/Board Secretary

As there was no quorum in the beginning of the meeting, Mrs. Goodman reviewed her presentation on Core Values. Also, Mr. Saalfield reviewed his correspondence. Mr. Saalfield updated the Board on his research on solar panels.  
\*Mrs. McLain arrived at this point, and a quorum was present.

- **Approve Regular Minutes**  
A motion was made by Mr. Herrmann, seconded by Mrs. Ruben, and carried unanimously to approve the minutes as submitted for May 13 and May 21, 2009.
- **Approve Payment of Bills**  
A motion was made by Mr. O'Toole, seconded by Mr. Dieffenbach, and carried unanimously by roll call vote to approve payment of the June 25, 2009 General Fund Bills & Claims List in the amount of \$988,279.50, the July 1, 2009 General Fund Bills & Claims List in the amount of \$102,082.76, and the Food Service Fund List in the amount of \$11,551.62.
- **Approve April Transfers and April/May Board Secretary and Treasurer's Reports**  
A motion was made by Mr. O'Toole, seconded by Mrs. McLain, and carried unanimously to approve the list of April 2009 transfers in the amount of \$90,351.00 and the April & May 2009 Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amounts of \$327,432.34 and \$397,070.37 in Total Government Funds and to certify that as of May 31, 2009, 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:23-2.11 and that sufficient funds are available to meet the district's financial obligation for the fiscal year.

## **MOTION ITEMS**

### **A. PERSONNEL**

1. Approve Workshop and Travel Reimbursement Requests – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve the attached list of workshops and travel reimbursement requests.
2. Hire Summer Custodial Help – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire the following summer custodial help at the minimum wage rate (\$7.15 per hour): Charlotte Yiu, Kathryn Goldner, and Daniel Adezio, and to hire Robert Farrell at the hourly rate of \$11.00 as the summer painter.
3. Hire Mrs. Smith - A motion was made by Mr. Dieffenbach, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Mrs. Mary Smith as a half-time teacher on Bachelor's Step 1 (\$47,000, pro-rated to \$23,500) for the 2009-2010 School Year.
4. Hire Miss Zaimis - A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Miss Jennifer Zaimis as a full-time teacher on Bachelor's Step 1 for the 2009-2010 School Year.
5. Hire Replacement Teacher - A motion was made by Mrs. McLain, seconded by Mr. Dieffenbach, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Ms. Jenny Oliveira as a replacement teacher (for Mrs. Stiles) on Bachelor's Step 1 (\$47,000, pro-rated to March 23rd) for the 2009-2010 School Year.
6. Approve Superintendent's Salary Increase – A motion was made by Mr. O'Toole, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve a salary of \$128,000 per the terms of his contract for Mr. Saalfield, Superintendent (4% over his 2008-09 salary) for the 2009-2010 School Year.
7. Approve Principal's Salary Increase – A motion was made by Mr. Herrmann, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve Mrs. Goodman's employment contract in the amount of \$108,000 (4.4% over her 2008-09 salary) for the 2009-2010 School Year.
8. SBA Contract – Per code, a discussion of and action taken for Mrs. Petty's contract were advertised more than 30 days in advance. A motion was made by Mr. O'Toole, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve Mrs. Petty's employment contract in the amount of \$88,740 (4.4% over 2008-09) for the 2009-2010 School Year.
9. Approve Mrs. Stiles's Leave of Absence Request – A motion was made by Mr. Herrmann, seconded by Mrs. Ruben, and carried unanimously to approve Mrs. Stiles's leave of absence request, dated April 20, 2009.
10. Approve Mrs. Huston's Family Medical Leave of Absence Request - A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to approve Mrs. Huston's June 8<sup>th</sup> email request to be placed on Federal Family Leave of Absence as of June 8<sup>th</sup> until she returns to work in September 2009.



11. Appoint Night Custodian Supervisor – A motion was made by Mr. Dieffenbach, seconded by Mrs. Lascari, and carried unanimously to appoint Gary Washburn as the Night Custodian, at a stipend amount of \$1,000.
12. Hire Bus Aide – A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Ann Gnall as a bus aide for one hour per day at the hourly rate of \$9.40 for the 2009-2010 School Year.
13. Hire Health and Safety Aide – A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Anna Weiss as a health and safety aide at the hourly rate of \$10.24 for the 2009-2010 School Year.
14. Approve Job Descriptions – A motion was made by Mr. Dieffenbach, seconded by Mrs. Lascari, and carried unanimously to approve the following job descriptions: Health & Safety Aide, Lunch Aide, and Business Office Clerk.
15. Approve Superintendent's Goals – A motion was made by Mr. Dieffenbach, seconded by Mr. Herrmann, and carried unanimously to approve the attached list of goals for Mr. Saalfield for the 2009-2010 School Year.
16. Hire Substitutes – A motion was made by Mr. Dieffenbach, seconded by Mr. O'Toole, and carried unanimously by roll call vote to accept the Superintendent's recommendation to add the attached list of names to the teacher and aide substitute list for the 2009-2010 School Year.

## **B. FINANCIAL**

1. Accept Merck Donation – A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried unanimously to accept the matching funds donation of \$100 from Merck.
2. Accept Tilcon Donation - A motion was made by Mr. Dieffenbach, seconded by Mr. O'Toole, and carried unanimously to accept the donation of \$250 from Tilcon for the purchase of Trait Crates in Mrs. Groh's classroom.
3. Accept Air BP Donation - A motion was made by Mr. Herrmann, seconded by Mr. Dieffenbach, and carried unanimously to accept the donation of \$500 from Air BP for the purchase of Trait Crates in Mrs. Groh's classroom.
4. Approve CAP Grant Application - A motion was made by Mrs. Lascari, seconded by Mr. O'Toole, and carried unanimously to approve the New Jersey Child Assault Prevention 2009-2010 grant application in the amount of \$985.60.
5. Approve Tuition Contract - A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously to approve the Summer 2009 tuition contract with CTC Center, LLC, for one student in the amount of \$6,513.75.
6. Approve Classroom Lease - A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously to approve a classroom lease agreement with the Frelinghuysen Township Board of Education in the

amount of \$6,000 for the 2009-2010 School Year.

## Blairstown Township BOE

June 25, 2009 Meeting Minutes

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7. Approve ABC Contract - A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously to approve a contract with Applied Behavioral Consulting, LLC for applied behavior analysis services at a fee of \$100 per hour, not to exceed 12 hours per month, for the 2009-2010 School Year.
8. B&G Elevator Contract - A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously to approve a contract with B&G Elevator, Inc. for the annual maintenance of the school's elevator in the amount of \$225 per month for the 2009-2010 School Year.
9. Accept Tuition Student – A motion was made by Mrs. McLain, seconded by Mr. Dieffenbach, and carried unanimously to accept Mrs. Harrington's son as a tuition student in first grade in the amount of \$5,173 (50% of the calculated rate for Grades 1-5) for the 2009-2010 School Year.
10. Payment of July Invoices - A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously by roll call vote to authorize Mrs. Petty to release payment of important invoices in July, before the Board formally approves them at their August meeting, such as the 2009-2010 insurance premiums, health insurance, and utilities.

A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously to approve the following three motions:

11. PSD Summer Tuition Rate – To establish the tuition rate for the Summer 2009 Preschool Disabilities program in the amount of \$925 per student. (There are currently 12 students registered for this summer class).
12. PSD Frelinghuysen Tuition Contract – To approve a special education tuition contract with the Frelinghuysen Township Board of Education for three PSD students in the amount of \$925 each for our summer 2009 PSD program.
13. PSD Hardwick Tuition Contract - To approve a special education tuition contract with the Hardwick Township Board of Education for one PSD student in the amount of \$925 for our summer 2009 PSD program.

### **C. EDUCATIONAL**

1. Comprehensive Equity Plan – A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously to approve the Comprehensive Equity Plan Annual Assurance Statement for the 2008-09 School Year.

### **D. FACILITIES**

1. Solar Panels - Mr. Saalfield gave the Board information on solar panels in the beginning of the meeting, and noted he hopes to have a full report for the August meeting.

**E. POLICY**

1. Approve Second Reading and Adoption – A motion was made by Mr. Herrmann, seconded by Mr. O’Toole, and carried unanimously to approve the second reading and adoption of Policy #4250 – Support Staff Employment Conditions.

**TRANSPORTATION**

1. Approve 2009-2010 Stocker Transportation Contracts – A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously by roll call vote to approve the 2009-2010 transportation contracts with Stocker Bus Company in the following amounts (an increase of 3.34% over 2008-09) in the total amount of \$247,812.29

Route #1	\$28,030.00	Route #6	\$33,162.35
Route #2	\$21,653.11	Route #7	\$24,734.00
Route #3	\$25,661.84	Route #8	\$21,041.05
Route #4	\$25,166.74	Route #9	\$20,859.54
Route #5	\$21,305.10	Route #10	\$26,198.56

**DISCUSSION ITEMS**

1. Principal’s Report – Mrs. Goodman reviewed the highlights of her report.

**OLD BUSINESS**

Gym Space - Ms. Reilly discussed the subject of using the Frelinghuysen and Knowlton gym space, and the Board requested Mrs. Petty to send their boards a letter about the wrestling/basketball situation.

Rescind State Health Benefits Motion - A motion was made by Mr. Dieffenbach, seconded by Mr. O’Toole, and carried by roll call vote to rescind the May 21<sup>st</sup> motion to adopt the attached resolution to participate in the New Jersey State Health Benefits Plan as of August 1, 2009, pending approval by the Blairstown Teachers’ Association before May 31, 2009.

**NEW BUSINESS**

1. Cell Phones for Soldiers Certificate Presentation – Mrs. Ruben presented a certificate to the school for their participation in this project.

2. Miscellaneous – Mr. Saalfield reported on the following topics:

Possible summer band camp next year  
Expense of crossing guards possibly to be borne by school districts  
Little League field  
Meeting with Kevin Dole regarding a community partnership  
Meeting with Digirati regarding future technology needs  
Lambert Road fields lease with North Warren  
Discussion with Mr. McGowan regarding the Historical Commission and the Vail Schoolhouse

**ADJOURNMENT**

A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried unanimously to adjourn the meeting at 10:19PM.

Respectfully submitted,

Molly Petty, School Business Administrator

# **BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

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

## **August 27, 2009 Meeting Minutes**

- CALL TO ORDER** The Blairstown Township Board of Education held this meeting in the School Library on Thursday, August 27, 2009.
- Mrs. Petty, Board Secretary, called the meeting to order at 7:32PM, and read the District's Mission Statement.
- SUNSHINE LAW** Mrs. Petty 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.
- FLAG SALUTE** Everyone present was requested to rise and repeat the Pledge of Allegiance.
- ROLL CALL** The following Board members were present:  
Mr. Dieffenbach, Mr. Herrmann, Mrs. McLain, Mr. O'Toole, Ms. Reilly, and Mrs. Ruben  
Absent: Mr. Benson, Mr. Jetter, and Mrs. Merkle
- Tardy:** Mrs. Lascari arrived at 7:59PM.
- Also Present:** Mr. Saalfield, Superintendent; Mrs. Goodman, Principal; and Mrs. Petty, SBA/Board Secretary

### **DISCUSSION OF HARDWICK'S CONSOLIDATION WITH THE BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

Dr. Kevin Brennan, Executive County Superintendent, and Mr. William Poch, County School Business Administrator, were invited to discuss the July 1, 2009 consolidation of the Hardwick and Blairstown Township Boards of Education. After a brief review of the timing of this consolidation by Dr. Brennan and reference to last night's meeting with the Hardwick Township Committee, the Board asked questions.

Ms. Reilly challenged the fairness of having to repay any prior year tuition adjustments in light of the fact that the Hardwick taxpayers now share in the ownership of the Blairstown school buildings. Mrs. Ruben questioned what would happen in the future if Hardwick should need to build its own school. Mr. Herrmann asked for an explanation of the difference in assessed values and how that would impact future tax levies. Mr. O'Toole questioned financial responsibility for the audit expenses. Future budget votes will require a simple majority to pass.

Mr. Poch reviewed the status of the Hardwick Federal Impact Aid applications, noting that he and Mrs. Petty, along with Mr. Saalfield and Mrs. McLain, met with three officials from Washington, DC a few weeks ago to discuss our situation. These final payments are four years behind, and no resolution has yet been determined. Mr. Poch did note, however, that if Washington, DC owes any money to the Hardwick Township BOE for the following years: 2006, 2007, 2008, 2009, and 2010, that checks will be made payable to the Blairstown Township BOE, who will then have to turn over these checks to the Hardwick Township Municipal Committee. Dr. Brennan noted that the Blairstown Township Board of Education will act as a "conduit" for this money.

If it is determined that any money is owed to Washington, DC, then the municipality of Hardwick will have to make the refund. Mrs. Petty does not believe that the newly-merged school districts will be able to meet all of the criteria for 2011 (and beyond) Federal Impact Aid applications and will therefore be ineligible for any future awards.

Mrs. Petty advised the Board that the attorney for the former Hardwick Township BOE believes that the Blairstown Township BOE inherits the use of the Old Spring Valley Schoolhouse, according to the deed, while the attorney for the Hardwick Township Municipality believes that the Hardwick Township Municipality inherits the Old Spring Valley Schoolhouse. Mr. Saalfeld informed the Board that the Blairstown Township BOE attorney feels it would be best to not accept the use of the Old Spring Valley Schoolhouse.

## **REORGANIZATION ITEMS**

**SWEAR IN MRS. MCLAIN** – Mrs. Petty swore in Mrs. McLain as a Blairstown Township Board of Education member, with full voting rights, until the April 2010 election, per Dr. Brennan’s July 20<sup>th</sup> letter.

**RECOGNIZE NEWLY MERGED DISTRICT** – A motion was made by Mr. O’Toole, seconded by Mr. Dieffenbach, and carried unanimously to formally acknowledge responsibility for all matters related to the elimination of the Hardwick Township Board of Education and commencement of the new merged district called the Blairstown Township School District, pursuant to PL 2009 c.78 effective July 1, 2009, including but not limited to: pupil transportation, tax levy payment schedule from Hardwick Township, liquidation of the assets of the former Hardwick Township Board of Education, transfer of records, facilities and the final audit.

**TRANSFER ALL FUNDS AND CONTRACTS** – A motion was made by Mr. Herrmann, seconded by Mrs. Lascari, and carried unanimously to transfer all funds and contracts from the former Hardwick Township Board of Education to the Blairstown Township Board of Education.

**APPROVE NEW 2009-2010 BUDGET** – A motion was made by Ms. Reilly, seconded by Mr. O’Toole, and carried unanimously to approve the 2009-2010 amended budget for the new merged district called the Blairstown Township School District in the amounts of:

Fund 10	\$8,900,840
Fund 20	229,350
Total Budget	\$9,130,190

**APPROVE STIPEND FOR BUSINESS ADMINISTRATOR** – A motion was made by Mrs. Lascari, seconded by Ms. Reilly, and carried unanimously to accept the Superintendent’s recommendation to pay a stipend to Mrs. Molly Petty, School Business Administrator, for July 1 through August 31, 2009, in the monthly amount of \$5,000 for duties she will perform during and beyond the transition process.

**APPROVE SALARY INCREASE FOR P. RUSWEILER** – A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously to accept the Superintendent’s recommendation to increase the salary of Pam Rusweiler, for additional duties created by the consolidation of the Hardwick and Blairstown school districts, by \$2,700 to \$52,877 for the 2009-2010 School Year.

HIRE MARTHA PAVLIK – A motion was made by Mr. O’Toole, seconded by Mr. Dieffenbach, and carried unanimously to accept the Superintendent’s recommendation to hire Martha Pavlik as the Treasurer for the Hardwick Township Board of Education bank account reconciliations, effective July 1, 2009, in the monthly amount of \$115, through September 30, 2009. (The Hardwick Township BOE bank accounts are supposed to be physically closed out by August 31, 2009.)

APPROVE AUDITOR –A motion was made by Mr. O’Toole, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve Ardito & Company to complete the audit of the former Hardwick Township Board of Education for the 2008-09 School Year.

APPROVE PAYMENT SCHEDULE – A motion was made by Mr. O’Toole, seconded by Ms. Reilly, and carried unanimously by roll call vote to approve the following payment schedule for the tax levy from Hardwick Township (2009-2010 total amount will be \$1,275,000).

August 15, 2009	\$318,750
November 15, 2009	\$318,750
February 15, 2010	\$318,750
May 15, 2010	\$318,750

#### CALL FOR NOMINATIONS FOR PRESIDENT

Ms. Reilly was nominated by Mr. Herrmann and Mrs. Lascari. No other nominations were made.

A motion was made by Mr. Dieffenbach, seconded by Mr. O’Toole, and carried unanimously to close the nominations for BOE President and cast the ballot for Ms. Reilly as President of the Board of Education.

Ms. Reilly presided over the remainder of the meeting.

#### CALL FOR NOMINATIONS FOR VICE-PRESIDENT

Mr. Benson was nominated by Mr. O’Toole and Mr. Dieffenbach. No other nominations were made.

A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously to close the nominations for Vice-President and cast the ballot for Mr. Benson as Vice-President of the Board of Education.

#### APPOINTMENTS FOR 2009-2010 SCHOOL YEAR

A motion was made by Mr. O’Toole, seconded by Mr. Herrmann, and carried unanimously to approve the remaining reorganization motions:

To appoint the following parties, which were previously discussed at the April Reorganization Meeting:

- |   |                        |
|---|------------------------|
| a. Board Architect  | Design Resources Group |
| b. Board Attorney   | Courter Kobert & Cohen |
| c. Board Auditors   | Ardito & Co.           |
| d. Treasurer  | Georgette Range        |
| e. Board Secretary  | Molly Petty            |
| f. Public Agency Compliance Officer & Custodian of Records                                  | Molly Petty            |
| g. Right-to-Know Compliance Officer   | Molly Petty            |
| h. Qualified Purchasing Agent   | Molly Petty            |
| i. Substance Abuse Coordinator  | Michele Andrews        |
| j. Attendance, Affirmative Action & 504 Officer   | Rosemary Goodman       |
| k. AHERA Coordinator, Chemical Hygiene Officer, &<br>Integrated Pest Management Coordinator | Melvin Bartron         |
| l. Insurance Agents   | Brown & Brown          |

#### DESIGNATIONS OF THE FOLLOWING:

To designate the following appointments:

- a. Official Newspaper: Express Times; Alternate – NJ Herald
- b. Bank Depositories: PNC Bank, First Hope Bank, and Lakeland Bank
- c. Designate Board Secretary as the person responsible for investments.
- d. Authorize Superintendent, Mark Saalfeld, to make line item transfers in an emergency, to be approved at the next meeting.
- e. Adopt all existing policies, textbooks, and the following curriculum of the Blairstown Twp. Board of Education for the school year July 1, 2009 through June 30, 2010: Math, Science, English, Social Studies, Health, Physical Education, Art, Music, Spanish, Language Arts Literacy, Academic TAG, Art TAG, and Quest.
- f. Designate Superintendent's secretary and CST secretary as the people responsible for each respective petty cash fund.
- g. Designate Superintendent and Board Secretary/SBA to implement 2009-2010 Budget pursuant with local/state policies and regulations.
- h. Adopt the NJSBA Code of Ethics

#### BOARD MEMBER APPOINTMENTS:

To continue with the following Board Member appointments:

1. WCSBA Representative: M. McLain, M. Merkle, Alternate
2. NJSBA Representative: R. Dieffenbach, D. Lascari
3. Board Committees:
  - a. Negotiations: J. Benson, R. Dieffenbach, D. Herrmann, J. O'Toole, B. Reilly
  - b. Policy: R. Dieffenbach, D. Lascari, M. Merkle, L. Ruben
  - c. Finance: J. Benson, R. Dieffenbach, D. Herrmann, J. O'Toole, B. Reilly
  - d. Building & Grounds: J. Benson, D. Herrmann, D. Lascari, L. Ruben
  - e. Cluster Council: M. Merkle, M. McLain, B. Reilly
  - f. Planning: D. Herrmann, D. Lascari, M. McLain, B. Reilly



**BANK SIGNATORIES:** To designate the following signatures on each bank account for the 2009-10 School Year:

General – President, Treasurer, Secretary  
Payroll – Treasurer  
Agency- Treasurer  
SUI – Treasurer  
Cafeteria – Treasurer

## END OF REORGANIZATION PORTION OF MEETING

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- Accept Mr. Jetter's Resignation  
A motion was made by Mr. Dieffenbach, seconded by Mrs. Lascari, and carried unanimously to accept Mr. Jetter's letter of resignation.
- Approve Regular Minutes  
A motion was made by Mr. Herrmann, seconded by Mrs. Lascari, and carried unanimously to approve the minutes as submitted for June 25, 2009.
- Approve Payment of Bills  
A motion was made by Mr. O'Toole, seconded by Mr. Dieffenbach, and carried unanimously by roll call vote to approve payment of the June 30, 2009 General Fund Bills & Claims List in the amount of \$127,080.95, the July 2 - August 27, 2009 list in the amount of \$435,753.60, and the August 28, 2009 list in the amount of \$251,830.05.
- Approve June Transfers & Board Secretary and Treasurer Reports  
A motion was made by Mrs. McLain, seconded by Mr. Dieffenbach, and carried unanimously by roll call vote to approve the list of June 2009 Transfers in the amount of \$166,059 and the June 2009 Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$319,159.92 in Total Government Funds and to certify that as of June 30, 2009, 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:23-2.11 and that sufficient funds are available to meet the district's financial obligation for the fiscal year.
- Correspondence - Mr. Saalfield noted he received a letter from Dr. Brennan regarding his appointment of Mrs. McLain to the Blairstown BOE, two letters from the DOE regarding the close-out of complaints, and a letter from the DOE noting that Mr. Saalfield has met the requirements for his permanent certificate.
- President – No public was in attendance at this meeting.

## MOTION ITEMS

### A. PERSONNEL

1. Approve Workshop Requests & Travel Expenditures - A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the attached list of workshop requests and anticipated travel expenditures.
2. Hire Substitutes – A motion was made by Mr. Dieffenbach, seconded by Mr. O’Toole, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to add the attached list of names to the appropriate Substitute Lists for the 2009-10 School Year.
3. Hire Replacement Teacher – A motion was made by Mrs. McLain, seconded by Mr. O’Toole, and carried un-animously by roll call vote to accept the Superintendent’s recommendation to hire Ms. Sherry Hodapp as a Re-placement Teacher (for Mrs. Sutton) for a maternity leave on Bachelor’s Step 1, at the full-time salary of \$47,000, pro-rated in the amount of \$17,369, for the period September 1 to December 15, 2009 (68 work days).
4. Hire Mrs. Trotter – A motion was made by Mr. Herrmann, seconded by Mrs. Lascari, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Mrs. Catherine Trotter as a full-time teacher on Bachelor’s +15, Step 2, at the full-time salary of \$48,500, for the 2009-2010 School Year.
5. Hire Cafeteria Aide – A motion was made by Mr. Dieffenbach, seconded by Mr. Herrmann, and carried unani-mously by roll call vote to accept the Superintendent’s recommendation to hire Ann Gnall as a cafeteria aide at the hourly rate of \$9.00 for the 2009-2010 School Year.
6. Movement on Guide – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unani-mously (Mrs. Lascari abstained) to approve Mrs. Kovacs’s request to move to the Master’s Degree column of the BTA salary guide, effective September 1, 2009.
7. Approve Morning Traffic Guide – A motion was made by Mr. Herrmann, seconded by Mr. O’Toole, and car-ried unanimously to approve Dana Mosca as the Morning Traffic Guide with an annual stipend of \$2,400 for the 2009-2010 School Year.
8. Accept Resignation of Bus Aide – A motion was made by Mr. O’Toole, seconded by Mr. Dieffenbach, and car-ried unanimously to accept the resignation of Nancy Taylor, bus aide, for the 2009-2010 School Year.
9. Hire Classroom & Bus Aide – A motion was made by Mrs. Lascari, seconded by Mr. Herrmann, and carried unanimously to accept the Superintendent’s recommendation to hire Mary Colby as a part-time Bus Aide and as a classroom aide for two hours/day for the 2009-10 School Year.
10. Accept Mrs. Jetter’s Resignation – A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously to accept the resignation of Mrs. Jetter, School Receptionist, effective August 31, 2009

11. Extend Employment Contract – A motion was made by Mrs. Lascari, seconded by Mr. O’Toole, and carried unanimously to increase Mrs. Mary Smith’s 2009-10 part-time employment contract to .55 (instead of .50), thereby increasing her salary from \$23,500 to \$25,850.
12. Approve Job Descriptions – A motion was made by Mr. O’Toole, seconded by Mr. Dieffenbach, and carried unanimously to approve the attached Traffic Guide and Guidance Counselor Job Descriptions.
13. Amend Night Custodian Supervisor Motion – A motion was made by Mr. Herrmann, seconded by Mrs. Lascari, and carried unanimously to amend the June 25, 2009 motion to hire Gary Washburn as a Night Custodian Supervisor at a stipend amount of \$1,000, FOR THE 2009-2010 SCHOOL YEAR.

**B. FINANCIAL**

1. Approve Food Service Contract – A motion was made by Mr. O’Toole, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve a contract for food service management with Maschio’s Food Service, Inc., with an operating fee of \$6,969 and a guarantee of \$5,000 profit for the 2009-2010 School Year.
2. Approve School Doctor – A motion was made by Mr. Dieffenbach, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve Eugene Cullen, MD, as the school doctor in the amount of \$1,500.00 for the 2009-2010 School Year.
3. Approve Tuition Contract – A motion was made by Mr. O’Toole, seconded by Mrs. Lascari, and carried unanimously by roll call vote to approve a special education tuition contract for one student to attend Celebrate the Child School in the amount of \$58,944 for the 2009-2010 School Year.
4. Approve Tuition Contract – A motion was made by Mrs. Lascari, seconded by Mr. O’Toole, and carried unanimously by roll call vote to approve a special education tuition contract for one student to attend Somerset Hills School, Inc. in the amount of \$74,239.00 for the 2009-2010 School Year.
5. Approve Transportation Contracts – A motion was made by Mrs. Lascari, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve the following transportation contracts with Stocker Bus Company, which were transferred from the Hardwick Township Board of Education, for the 2009-2010 School Year.

ST #1	\$28,299.90
ST#2	\$29,322.01
ST#3	\$30,347.35

6. Approve Groseclose – A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously to approve Groseclose as the providers of our student accident insurance policies for the 2009-2010 School Year.
7. Approve IDEA Grant Application – A motion was made by Mr. O’Toole, seconded by Mr. Dieffenbach, and carried unanimously to approve the 2009-2010 IDEA Grant applications in the following amounts:

		<u>ARRA Grants</u>	
Basic	\$163,533	Basic	\$153,804
Preschool	\$ 13,335	Preschool	\$ 5,559

Mr. Saalfield informed the Board that with the purchases made with ARRA funds, every teacher will have a white board/mimio and projector in his/her classroom this year. Additionally, with the ARRA funds we will be purchasing an IEP software management system and 90 Fusion writers for students.

8. Approve NCLB Grant Application – A motion was made by Mr. O’Toole, seconded by Mrs. McLain, and carried unanimously to approve the 2009-2010 No Child Left Behind Grant application in the following amounts:

	<u>Blairstown</u>	<u>Consortium</u>	<u>ARRA Grant</u>
Title I	\$39,822	\$82,100	Title I \$13,103
Title IIA	\$ 22,453	\$65,914	
Title IID	\$ 304	\$ 722	
Title IV	\$ <u>1,372</u>	\$ <u>4,077</u>	
Total	\$63,951	\$152,813	

9. Approve CST Services Contract – A motion was made by Mrs. Lascari, seconded by Mrs. Ruben, and carried unanimously to approve a contract for Child Study Team Services with the Frelinghuysen Township Board of Education for the 2009-2010 School Year. (The amount of the contract will be determined in September, once the caseload has been confirmed).

10. Award Transportation Contract – A motion was made by Mr. Dieffenbach, seconded by Mr. O’Toole, and carried unanimously by roll call vote to award a transportation bid and contract with Stocker Bus Company, Inc. in the amount of \$12,060 for the A.M./P.M. shuttle and Wednesday transportation to/from the Ridge & Valley Charter School for the 2009-2010 School Year. Mrs. Petty noted that no other bids were received.

11. Establish Transportation Cost – The Board briefly discussed the request from RVCS to allow out-of-district students to ride the shuttle bus to our before/after school care programs, but no action was taken to permit this.

12. Approve Physical Therapy Services Contract – A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously by roll call vote to approve a contract with Allison Peck for physical therapy services in the amount of \$78 per hour for the 2009-2010 School Year.

13. ACES Resolution – A motion was made by Mr. Dieffenbach, seconded by Mrs. McLain, and carried unanimously by roll call vote to adopt the attached resolution to purchase electric generation services through the Alliance for Competitive Energy Services

14. Parental Transportation Contract – A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried unanimously by roll call vote to approve a transportation contract with KW for the daily transportation of her daughter, with a reimbursement rate of 55 cents per mile for the 2009-10 School Year.

15. Add Robert Farrell to Custodian Substitute List – A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously to add the name of Robert Farrell to the Custodian Substitute List.

16. Contract with FEA – A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously by roll call vote to approve a contract with the Foundation for Educational Administration for R. Goodman and M. Rudolph in the amount of \$300 each for their “Legal One” program for required 12 hours’ instruction in school law, ethics, and government. Mr. Saalfield will also participate in this required training, but his is free.

### C. FACILITIES

1. Temporary Instructional Space – A motion was made by Mr. Dieffenbach, seconded by Mr. O’Toole, and carried unanimously to approve the 2009-2010 Renewal Application for Temporary Instructional Space (for Room 35) and the four Temporary Classroom Units.

2. Summer Projects Update – Mr. Saalfield informed the Board that the following items have been completed:

- New ADA doorhandles have been purchased and installed
- Summer painting has been completed in many areas of the building
- Stair Treads have been applied in the Schaar wing
- New dishwasher has been purchased and installed
- Two new copiers have been leased and one for the Main Office has been purchased
- The move from Vail Preschool to Frelinghuysen has been made.

3. HVAC Project Update & Change-Orders - Mr. Saalfield noted that the HVAC project is ongoing in the Schaar wing; the fourth grade wing is complete except for the unit ventilators; and the 1929 wing is ready now for air conditioning. He reviewed the requested change-orders for the Board.

A motion was made by Mr. Herrmann, seconded by Mr. O’Toole, and carried unanimously by roll call vote to approve the list of change-orders in the amount of \$19,004.20. Mrs. Petty noted that she is expecting two small additional invoices as well.

4. Approve Facilities’ Use Requests – A motion was made by Mr. Herrmann, seconded by Mrs. Ruben, and carried unanimously to approve the attached list of facilities’ use requests.

### D. EDUCATIONAL

1. School Objectives – Mrs. Goodman reviewed the school objectives. A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously to approve the School Objectives as presented for the 2009-2010 School Year.

2. Core Ethical Values & Student Conduct Guide – A motion was made by Mr. Dieffenbach, seconded by Mr. O’Toole, and carried unanimously to approve the Core Ethical Values and Student Conduct Guide.

3. Student Incident Report – A motion was made by Mrs. Ruben, seconded by Mr. O’Toole, and carried unanimously to approve the attached Student Incident Report form.

4. Eliminate LLD Class – A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried unanimously to eliminate the primary LLD Class and add another Resource Center Program.

#### **E. POLICY**

1. Policy 0176 – A motion was made by Mrs. Lascari, seconded by Mrs. Ruben, and carried unanimously to approve the first reading of Policy 0176 (School Physician).

#### **DISCUSSION ITEMS**

1. Principal's Report – Mrs. Goodman summarized her report.

2. Solar Panels Information - Mr. Saalfield noted that the lighting audit has been completed and that we are looking into having a full energy audit done by professionals. He is a member of the Sustainable Blairstown Partnership and has been attending local meetings. They have discussed the possibility of building a greenhouse here at the school.

3. Board Meeting Days – The Board discussed switching to third Tuesdays, and established the following meeting schedule: September 15<sup>th</sup>, October 20<sup>th</sup>, November 10<sup>th</sup> (2<sup>nd</sup> Tuesday), and December 15<sup>th</sup>.

4. Tree Sculpture Discussion – Mr. Saalfield advised the Board that the large pine tree next to the school entrance needs to be cut down, and that Mr. Jetter had suggested having the stump professionally sculpted into a bear, our school mascot. This would cost between \$1,500 and \$2,000. The Board liked this idea. Mrs. Saalfield will discuss this with the PTG.

5. NWR Lease Update – Mrs. Petty will email the former School Business Administrator to see if she knows if there had been a lease. If not, Mr. Saalfield will ask our attorney to draft one, and the cost will be part of the lease cost for NWR.

6. New Chair – Mr. Saalfield asked the Board if they knew of any chairs that could be donated for his office.

#### **NEW BUSINESS**

1. Board Member Training Schedules – Mrs. Petty included the information for 2009-10 training requirements in the agenda packets. Board members should register for needed sessions as soon as possible.

2. Flu/Lice – Mrs. Ruben brought up the subject of the flu and lice, with concern for back-to-school students and staff.

3. Hardwick's Old Spring Valley Schoolhouse – A motion was made by Mr. Dieffenbach, seconded by Mr. Herrmann, and carried unanimously by roll call vote to decline ownership of Hardwick's Old Spring Valley Schoolhouse.

**ADJOURNMENT**

A motion was made by Mr. Dieffenbach, seconded by Mrs. McLain, and carried unanimously to adjourn the meeting at 10:35PM.

Respectfully submitted,

Molly Petty, School Business Administrator

**BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

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

**September 15, 2009 Meeting Minutes**

**CALL TO ORDER** The Blairstown Township Board of Education held this meeting in the School Library on Tuesday, September 15, 2009.

Ms. Reilly, Board President, called the meeting to order at 7:30PM, and read the District's Mission Statement.

**SUNSHINE LAW** Ms. Reilly 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.

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

**ROLL CALL** The following board members were present:  
Mr. Benson, Mr. Herrmann, Mrs. Lascari, Mrs. Merkle, Mrs. McLain, Mr. O'Toole, Ms. Reilly, and Mrs. Ruben  
Absent: Mr. Dieffenbach

**Also Present:** Mr. Saalfield, Superintendent; Mrs. Goodman, Principal; and Mrs. Petty, SBA/Board Secretary, and several PTG members

- **Approve the Regular Minutes**  
A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously to approve the minutes as submitted for August 27, 2009.
- **Approve payment of Bills**  
A motion was made by Mr. O'Toole, seconded by Mr. Benson, and carried unanimously by roll call vote to approve payment of the September 15, 2009 General Fund Bills & Claims List in the amount of \$607,428.32.
- **Approve July Board Secretary and Treasurer Reports**  
A motion was made by Mrs. Lascari, seconded by Mr. O'Toole, and carried unanimously by roll call vote to approve the attached list of July 2009 transfers in the amount of \$74,566.00 and the July 2009 Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$450,893.23 in Total Government Funds and to certify that as of July 31, 2009, 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:23-2.11 and that sufficient funds are available to meet the district's financial obligation for the fiscal year.
- **President** – Ms. Reilly welcomed the public, who introduced themselves. All were PTG members: Renee Scheer, Debbie O'Brien, Mabell Rosko, Leisa Meyer, and Beth Kovalcik. Ms. Reilly and other members of the Board expressed their appreciation for all of the PTG's efforts and contributions through the years.



## **MOTION ITEMS**

### **A. PERSONNEL**

1. Approve Workshop Requests - A motion was made by Mrs. Lascari, seconded by Mr. Benson, and carried unanimously to approve the revised list of workshop requests.
2. Hire Substitutes – A motion was made by Mr. Benson, seconded by Mrs. Ruben, and carried unanimously to accept the Superintendent’s recommendation to add the names of Melissa Lashevicki, Pamela Rogers, and Rosetta Wood to the Substitute Teacher List for the 2009-10 School Year.
3. Hire Custodian – A motion was made by Mrs. McLain, seconded by Mr. O’Toole, and carried unanimously to accept the Superintendent’s recommendation to hire Robert Farrell as a custodian for the 2009-2010 School Year, at the salary of \$26,500, pro-rated to his start date of September 16, 2009, in the amount of \$21,000.
4. Extend Employment Contract for J. Socha - A motion was made by Mrs. Lascari, seconded by Mrs. Ruben, and carried unanimously to extend the employment contract for Jeanne Socha to 6.2 hours per day (to work an additional one hour per day as either a classroom or lunchroom aide).

### **B. EDUCATIONAL**

1. Camp Invention Program – Mr. Felix Staffaroni addressed the Board about this proposed program and provided Camp Invention information for Board members to review. After some discussion, a motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously to approve this program at a cost of \$205 per student for next summer.
2. Class Trips – A motion was made by Mrs. McLain, seconded by Mr. Benson, and carried unanimously to approve a 6<sup>th</sup> grade class trip to Merrill Creek Reservoir on October 5, 2009 and a 2<sup>nd</sup> grade trip to Kettle Creek Wildlife Sanctuary on October 14, 2009.

### **C. FACILITIES**

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

### **D. POLICY**

1. Policy #0176 - Approve Second Reading and Adoption – A motion was made by Mrs. Ruben, seconded by Mr. Benson, and carried unanimously to approve the second reading and adoption of Policy #0176 – School Physician.

2. First Readings – A motion was made by Mrs. Lascari, seconded by Mr. O’Toole, and carried unanimously to approve the first reading of the following policies:

#1220 – Employment of CSA (one change was made)

#3159 – Teaching Staff Member/School District Reporting Responsibilities

#8760 – Pupil Accident Insurance

### **DISCUSSION ITEMS**

1. Principal’s Report – Mrs. Goodman briefly reviewed her report.

2. After School Detention Program – Mrs. Goodman briefly reviewed this new program, which is partially funded by our Municipal Alliance Grant. Ms. Reilly expressed unhappiness with the name of the program.

### **NEW BUSINESS**

1. Gymnasium Floor – Mr. Saalfield informed the Board that the floor in the gymnasium is severely warped and will require an immediate repair, which may be costly.

2. Courtesy Bussing – Mr. Saalfield explained the strains on the transportation system and will draft a policy for the Board’s review.

3. Approve Emergency Management Plan - A motion was made by Mrs. Lascari, seconded by Mr. Herrmann, and carried unanimously to approve the Emergency Management Plan

4. Memorandum of Agreement - A motion was made by Mr. Herrmann, seconded by Mr. O’Toole, and carried unanimously to approve the State Memorandum of Agreement 2009 Revisions.

5. NWR Lease Review – A motion was made by Mr. Benson, seconded by Mr. O’Toole, and carried unanimously to approve the lease as prepared by Mr. Selvaggi, pending verification of insurance requirements.

**ETHICS TRAINING** – At 8:30PM Mrs. Diane Morris, NJSBA, provided the annually required ethics training for all Board members. She shared several hand-outs with the Board for their keeping.

**UPDATE** - Ms. Reilly advised the Board that we will be advertising again to fill the BOE vacancy and that she hopes to interview candidates at the October meeting.

**ADJOURNMENT** – A motion was made by Mr. Benson, seconded by Mr. O’Toole, and carried to adjourn the meeting at 9:17PM.

Respectfully submitted,

Molly Petty, School Business Administrator

**BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

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

**October 20, 2009 Meeting Minutes**

**CALL TO ORDER** The Blairstown Township Board of Education held this meeting in the School Library on Tuesday, October 20, 2009.

Ms. Reilly, Board President, called the meeting to order at 7:30PM, and read the District's Mission Statement.

**A MOMENT OF SILENCE FOR MRS. HINTON WAS OBSERVED.**

**SUNSHINE LAW** Ms. Reilly 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.

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

**ROLL CALL** The following board members were present:  
Mr. Benson, Mr. Herrmann, Mrs. Lascari, Mrs. Merkle, Mrs. McLain, Mr. O'Toole, Ms. Reilly, and Mrs. Ruben  
Absent: Mr. Dieffenbach

**Also Present:** Mr. Saalfield, Superintendent; Mrs. Goodman, Principal; and Mrs. Petty, SBA/Board Secretary, and several members of the public

- Approve the Regular Minutes  
A motion was made by Mrs. Merkle, seconded by Mrs. Ruben, and carried unanimously to approve the minutes as submitted for September 15, 2009.
- Approve payment of Bills  
A motion was made by Mr. Benson, seconded by Mr. O'Toole, and carried unanimously by roll call vote to approve payment of the October 20, 2009 General Fund Bills & Claims List in the amount of \$858,562.35 and the Food Service Fund in the amount of \$14,958.00.
- Amend June and July Financial Report Balances  
A motion was made by Mr. Benson, seconded by Mr. Herrmann, and carried unanimously by roll call vote to amend the June and July 2009 Total Government Funds amounts to include the Hardwick 2009-10 Budgeted Fund Balance amount of \$267,397, for a new total of \$585,772.68 in June 2009 and \$718,290.23 in July 2009.

- Approve August Transfer and Board Secretary and Treasurer Reports  
A motion was made by Mr. O'Toole, seconded by Mrs. Lascari, and carried unanimously by roll call vote to approve one August 2009 transfer in the amount of \$29,000 and the August 2009 Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$940,864.85 in Total Government Funds and to certify that as of August 31, 2009, 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:23-2.11 and that sufficient funds are available to meet the district's financial obligation for the fiscal year.
- Correspondence - Mr. Saalfield read thank-you notes from Mrs. Welsh and Mrs. Fox regarding the bagels provided to the staff in September. He also read letters from the State's Special Education department as well as NORWESCAP, and a letter that he sent to local police regarding reports of cars passing our stopped school buses.
- Public Hearing & Petition – Ms. Reilly welcomed the public. Mr. Perschy asked for clarification of gym time for the recreational basketball program. After a short discussion about the subject, Ms. Reilly asked that the recreational basketball program send a representative to Board of Education meetings in Frelinghuysen and Knowlton to ask their Boards directly for gym time.

## **MOTION ITEMS**

### **A. PERSONNEL**

1. Approve Workshop Requests - A motion was made by Mr. Benson, seconded by Mr. O'Toole, and carried unanimously by roll call vote to approve the attached list of workshop requests.
2. Hire Substitutes – A motion was made by Mr. O'Toole, seconded by Mr. Benson, and carried unanimously by roll call vote to accept the Superintendent's recommendation to add the names of Karen Gaba, Nancy Kearney, Laura Liegner, Natalie Morrison, and Catherine Pasculli to the Substitute Teacher List for the 2009-10 School Year.
3. Hire Music Teacher – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Catherine Pasculli as a part-time Music Teacher on Bachelor's Step 2 at the per diem rate of \$260.87, effective October 22 through December 18, and as a full-time Music Teacher on Bachelor's Step 2 (annual salary is \$48,000, pro-rated to \$28,695 for 110 days), effective January 4, 2010, or sooner, if her current employer will release her early from her existing contract.

4. Hire Receptionist - A motion was made by Mrs. McLain, seconded by Mr. Benson, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Colomba Kampfe as the part-time School Receptionist for the 2009-2010 School Year, at the annual salary of \$14,000, prorated to her start date of October 21, 2009 in the amount of \$9,692.30 (for 36 weeks).
5. Increase Contract for M. Colby – A motion was made by Mr. O'Toole, seconded by Mrs. Merkle, and carried unanimously by roll call vote to increase M. Colby's employment contract by 50 minutes per day, retroactive to September 1, 2009, and by 15 minutes per day, retroactive to September 23, 2009.
6. Increase Contract for A. Gnall – A motion was made by Mr. O'Toole, seconded by Mr. Benson, and carried unanimously to increase A. Gnall's employment contract by 1 hour and 25 minutes per day, effective Monday, September 21<sup>st</sup>, by 45 minutes per day effective Thursday, October 1<sup>st</sup>, and by 1.5 hours per day effective Monday, October 19<sup>th</sup>.
7. Accept Ms. Giordano's Resignation – A motion was made by Mrs. McLain, seconded by Mr. Benson, and carried unanimously to accept Jennifer Giordano's resignation, effective October 23, 2009.
8. Hire Lindsay Kruger – A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Lindsay Kruger as a Personal Care Aide at the hourly rate of \$9, effective October 21, 2009, for the 2009-2010 School Year.

## **B. FACILITIES**

1. Facilities' Use Requests – A motion was made by Mr. Benson, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve the attached list of Facilities' Use Requests.
2. Comprehensive Maintenance Plan & M1 Form – A motion was made by Mr. Herrmann, seconded by Mr. O'Toole, and carried unanimously by roll call vote to approve the Comprehensive Maintenance Plan and M1 Form.
3. SDA Grant - A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to delegate authority to the School Business Administrator for supervision of the School Facilities Project.
4. SDA Grant - A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to authorize execution and delivery of the Section 15 Grant Agreement for the HVAC project.

## **C. FINANCIAL**

1. Approve Transportation Contract – A motion was made by Mrs. Lascari, seconded by Mr. Benson, and carried unanimously by roll call vote to approve a transportation contract with one parent in the amount of \$11,460.24 to go to/from Celebrate the Children for the 2009-10 School Year.

2. Approve Transportation Contract – A motion was made by Mr. Benson, seconded by Mr. O’Toole, and carried unanimously by roll call vote to approve a transportation contract with Stocker Bus Company in the amount of \$ 11,830 for 2009-2010 class trips per the attached list.
3. Approve Joint Transportation Agreement – A motion was made by Mr. Herrmann, seconded by Mr. Benson, and carried unanimously by roll call vote to approve a joint transportation agreement with the Frelinghuysen Township Board of Education to transport one Frelinghuysen student in the amount of \$1.00 for the 2009-10 School Year. This contract is for one preschooler and is part of our shared services class held at the Frelinghuysen Township School.
4. Approve Joint Transportation Agreement – A motion was made by Mrs. McLain, seconded by Mr. Benson, and carried unanimously by roll call vote to approve a joint transportation agreement with the North Warren Regional Board of Education to transport five NWR students in the amount of \$2,010.40 for the 2009-10 School Year. This contract is for RCVS students on our daily shuttle.

#### **E. POLICY**

1. Policy #0176 - Approve Second Reading and Adoption – A motion was made by Mr. Benson, seconded by Mrs. Merkle, and carried unanimously by roll call vote to approve the second reading and adoption of the following Policies, as amended by Ms. Reilly (for #1220):

#1220 – Employment of CSA

#3159 – Teaching Staff Member/School District Reporting Responsibilities

#8760 – Pupil Accident Insurance

#### **DISCUSSION ITEMS**

1. Principal’s Report – Mrs. Goodman reviewed her report.
2. Courtesy Busing Procedures – Mr. Saalfield reviewed his proposal, with which the Board agreed. Mr. Saalfield will continue to work on these procedures.
3. Energy Presentation – Mrs. Harrington presented the Board with information regarding energy conservation and savings. Mr. Saalfield asked for and received permission to conduct an energy audit, most of which is reimbursable by the State of New Jersey.

#### **OLD BUSINESS**

1. Follow-up on BOE Training Requirements – Mrs. Petty distributed a memo to the Board members who are required to complete their annual training: Mr. Benson, Mr. Herrmann, Mrs. Lascari, Mrs. Merkle, and Mrs. Ruben. This is a follow-up to the memo she distributed to Board members in August.

## 2. Superintendent's Updates

Mr. Saalfield advised the Board of the dates for QSAC reviews, which are November 19<sup>th</sup> for the facilities inspection and December 11<sup>th</sup> for the full monitoring. There is a lice situation again this year. Mr. Saalfield updated the Board on the progress of the HVAC project. The Board agreed to sell the fryers in the kitchen. Mr. Saalfield will be attending the Memorandum of Agreement with local police meeting tomorrow.

## NEW BUSINESS

1. December Meeting Date – A motion was made by Mr. O'Toole, seconded by Mrs. McLain, and carried unanimously to change the December meeting date to Tuesday, December 8<sup>th</sup>.
2. NJSBAIG Safety Grant – Mrs. Petty informed the Board that she received a check from the New Jersey School Boards Insurance Group for the Safety Grant. This money was used to purchase the new gate and fencing for the playground area.

## 8:30P.M. – Interview BOE Candidates

The Board interviewed three candidates for the vacancy: Mrs. Patricia Rokosz, Mrs. Mabell Rosko, and Mr. Jamie Kampfe.

## EXECUTIVE SESSION

A motion was made by Mrs. Lascari, seconded by Mr. O'Toole, and carried unanimously to convene to Executive Session at 9:50PM to discuss matters of personnel and to review May Executive Session minutes, the results of which will be released to the public as soon as reasons for confidentiality no longer exist.

The meeting re-opened to the public at 10:18PM and continued with the following items:

1. Payment of Unused Sick Days – A motion was made by Mr. O'Toole, seconded by Mrs. Ruben, and carried unanimously by roll call vote to issue payment for unused sick days in the amount of \$3,465 to Elaine Hinton.
2. Appointment of Mabell Rosko - A motion was made by Mr. O'Toole, seconded by Mrs. Ruben, and carried unanimously to appoint Mrs. Mabell Rosko to fill the unexpired term left open by Mr. Jetter.
3. Approve Executive Session Minutes – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried to approve the May 21<sup>st</sup> Executive Session minutes (Mrs. Lascari, Mr. O'Toole, and Ms. Reilly abstained).

**ADJOURNMENT** – A motion was made by Mr. Benson, seconded by Mrs. McLain, and carried to adjourn the meeting at 10:31PM.

Respectfully submitted,

Molly Petty

School Business Administrator



**BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

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

**November 10, 2009 Meeting Minutes**

**CALL TO ORDER** The Blairstown Township Board of Education held this meeting in the School Library on Tuesday, November 10, 2009.

Ms. Reilly, Board President, called the meeting to order at 7:30PM, and read the District's Mission Statement.

**SUNSHINE LAW** Ms. Reilly 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.

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

**ROLL CALL** The following board members were present:  
Mr. Benson, Mr. Dieffenbach, Mr. Herrmann, Mrs. Lascari, Mrs. Merkle, Mrs. McLain, Mr. O'Toole, Ms. Reilly, Mrs. Rosko, and Mrs. Ruben  
Absent: None.

**Also Present:** Mr. Saalfield, Superintendent; Mrs. Goodman, Principal; and Mrs. Petty, SBA/Board Secretary, and several members of the public

- Approve the Regular Minutes  
A motion was made by Mr. Herrmann, seconded by Mrs. Merkle, and carried unanimously to approve the minutes as submitted for October 20, 2009.
- Approve payment of Bills  
A motion was made by Mr. Benson, seconded by Mr. O'Toole, and carried unanimously by roll call vote to approve payment of the November 10, 2009 General Fund Bills & Claims List in the amount of \$609,425.34, the Food Service Fund in the amount of \$12,378.54, and one Hardwick check in the amount of \$2,448.
- Approve September Transfer and Board Secretary and Treasurer Reports & Hardwick Reports  
A motion was made by Mr. O'Toole, seconded by Mr. Dieffenbach, and carried unanimously by roll call vote to approve one September 2009 transfer in the amount of \$6,000 and the September 2009 Blairstown Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$1,049,827.66 in Total Government Funds, and the Hardwick July, August, and September Treasurer's Reports in the amounts of \$192,514.62, \$192,514.62, and \$229,330.05, respectively, and to certify that as of September 30, 2009, 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:23-2.11 and that sufficient funds are available to meet the district's financial obligation for the fiscal year.

- Correspondence - None.
  
- Public Hearing & Petition – Ms. Reilly welcomed the public. Mr. Helck represented the Blairstown Basketball Youth Association and spoke of the need for additional times for recreational basketball program, particularly the 6PM-9PM timeframe, which would provide better time for scheduling games during the week and thereby reduce the custodian fees they have to pay on Saturdays. Several people expressed dissatisfaction with the adults still being permitted to use the gym before 9PM on Wednesdays and Thursdays, and noted that they did not feel the Board was giving preference to the students. Several people questioned the custodial issue with regard to the adults using the gym later in the evening.

## **MOTION ITEMS**

### **A. PERSONNEL**

1. Approve Workshop Requests - A motion was made by Mr. Dieffenbach, seconded by Mr. Benson, and carried unanimously by roll call vote to approve the attached list of workshop requests.
  
2. Hire Substitutes – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to add the names of Patricia Duplak and Karen Shanaman to the Substitute Teacher List for the 2009-10 School Year.
  
3. Extend Mrs. Sutton’s Leave of Absence – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve Mrs. Sutton’s November 9<sup>th</sup> request to extend her maternity leave until March 1, 2010 and to extend Mrs. Hodapp’s Replacement Teacher Contract until that date.

### **B. FACILITIES**

1. Facilities’ Use Requests – A motion was made by Mr. O’Toole, seconded by Mr. Benson, and carried unanimously to approve the attached list of Facilities’ Use Requests.
  
2. Energy Audit Program – A motion was made by Mrs. Ruben, seconded by Mr. Herrmann, and carried unanimously to submit an application to participate in the Local Government Energy Audit Program.

### C. FINANCIAL

1. Accept Audit and Approve Corrective Action Plans – After distribution and presentation of the Audit Synopsis to the public and the Board by Mrs. Petty, a motion was made by Mr. Benson, seconded by Mr. O’Toole, and carried unanimously by roll call vote to accept the Blairstown and Hardwick 2008-09 financial audits performed by Ardito & Company and to approve the Blairstown Corrective Active Plan with three recommendations in the following categories and the Hardwick Corrective Action Plan with no recommendations:

1. Administrative Practices & Procedures – None.
2. Financial Planning, Accounting & Reporting – None.
3. School Purchasing Programs – None.
4. School Food Service – The district should consider the cost of the beginning inventory in relation to the contractual guaranteed profit by the outside food service company.
5. Student Body Activities – The district should consider requiring two signatures on the checking account to enhance internal controls.
6. Application for State School Aid – None.
7. Pupil Transportation – None.
8. Facilities & Capital Assets – None.
9. Miscellaneous – That excess payroll cash be transferred to the general fund and minimal cash balances be maintained in the payroll accounts.
10. Follow-up on Prior Year Findings – None.

2. Computer Lab in Library – A motion was made by Mrs. Merkle, seconded by Mr. Benson, and carried unanimously by roll call vote to use accumulated funds in the Student Activity Fund to finance the construction and installation of a computer lab in the library in an amount not to exceed \$25,000.

3. Tuition Contract – A motion was made by Mr. Dieffenbach, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve a tuition contract with the Banyan School for one student in the amount of \$29,333.60 (\$198.20 per diem for 148 days), effective October 28, 2009.

4. Transportation Contract - A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve a parental transportation contract in the amount of \$14,284.08 for 148 days @ \$96.52/day, effective October 28, 2009, to transport to a school in Fairfield.

5. Transportation Jointure – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve a transportation jointure with the North Warren Regional Board of Education for transportation of five students on Route #NP04 in the amount of \$2,954.60. (This jointure is for the transportation of 7-12<sup>th</sup> grade students who attend non-public schools).

6. Insurance – A motion was made by Mr. Dieffenbach, seconded by Mr. Benson, and carried unanimously by roll call vote to extend liability coverage to the PTG at no cost. This request was made so that the PTG can hold the Family Portraits Fundraiser offsite without having to pay for their own insurance.

7. Student Activity Account Signatures – A motion was made by Mrs. Ruben, seconded by Mr. O’Toole, and carried unanimously to require two signatures on the Student Activity Account checks.

### **DISCUSSION ITEMS**

1. Principal’s Report – Mrs. Goodman briefly reviewed her report.

2. Violence & Vandalism Report - Mrs. Goodman reported that three students were suspended during the 2008-09 School Year.

3. Courtesy Busing Procedures – The Board briefly discussed the proposed procedures and then tabled the discussion until the next meeting.

4. NJ ASK Test Scores Presentation by Mrs. Goodman – Mrs. Goodman delivered a Power Point presentation to the Board on last year’s standardized test scores.

### **POLICY**

1. Proposed Amendment to #8601 - Pupil Supervision After School Dismissal – Mrs. Goodman proposed an amendment to this policy. A motion was made by Mr. Benson, seconded by Mrs. Lascari, and carried unanimously to approve the first reading of Policy #8601 as proposed by Mrs. Goodman.

### **OLD BUSINESS**

1. Superintendent’s Updates – Mr. Saalfield informed the Board that the QSAC building inspection is next week.

**NEW BUSINESS** – None.

**EXECUTIVE SESSION** – A motion was made by Mr. O’Toole, seconded by Mr. Dieffenbach, and carried unanimously to convene to Executive Session at 9:29PM to discuss matters of Negotiations and to review minutes from October 20<sup>th</sup>, the results of which will be released to the public as soon as reasons for confidentiality no longer

The meeting re-opened to the public at 10:17PM and continued with the following action items.

Approve Minutes - A motion was made by Mrs. Merkle, seconded by Mr. O'Toole, and carried unanimously to approve the October 20, 2009 Executive Session minutes as submitted.

Mileage Reimbursement - A motion was made by Mr. Herrmann, seconded by Mr. O'Toole, and carried unanimously by roll call vote to approve Mrs. Merkle's request for mileage reimbursement in the amount of \$38.44 to attend the NJSBA Delegate Assembly on November 21, 2009.

Establish Ad Hoc Committee - A motion was made by Mr. Dieffenbach, seconded by Mr. O'Toole, and carried unanimously to establish an ad hoc committee to review facilities' use procedures. Committee members will be Mr. Benson, Mr. Herrmann, Mrs. Merkle, and Mrs. Rosko.

**ADJOURNMENT** – A motion was made by Mr. Benson, seconded by Mr. Dieffenbach, and carried unanimously to adjourn the meeting at 10:25PM.

Respectfully submitted,

Molly Petty

School Business Administrator

**BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

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

**December 8, 2009 Meeting Minutes**

**CALL TO ORDER** The Blairstown Township Board of Education held this meeting in the School Library on Tuesday, December 8, 2009.

Ms. Reilly, Board President, called the meeting to order at 7:30PM, and read the District's Mission Statement.

**SUNSHINE LAW** Ms. Reilly 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.

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

**ROLL CALL** The following board members were present:  
Mr. Benson, Mr. Dieffenbach, Mr. Herrmann, Mrs. Lascari, Mrs. McLain, Mr. O'Toole, Ms. Reilly, Mrs. Rosko, and Mrs. Ruben  
Absent: Mrs. Merkler

**Also Present:** Mr. Saalfield, Superintendent; Mrs. Goodman, Principal; and Mrs. Petty, SBA/Board Secretary, and several members of the public

- **Approve the Regular Minutes**  
A motion was made by Mrs. Lascari, seconded by Mr. Benson, and carried unanimously to approve the minutes as submitted for November 10, 2009.
- **Approve Payment of Bills**  
A motion was made by Mr. Herrmann, seconded by Mr. Benson, and carried unanimously by roll call vote to approve payment of the December 8, 2009 General Fund Bills & Claims List in the amount of \$859,903.41, and the Food Service Fund in the amount of \$10,331.68.
- **Approve October Board Secretary and Treasurer Reports**  
A motion was made by Mr. Benson, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the October 2009 Blairstown Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$1,065,501.30 in Total Government Funds and to certify that as of October 31, 2009, 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:23-2.11 and that sufficient funds are available to meet the district's financial obligation for the fiscal year.

- Correspondence - Mr. Saalfield referenced a letter from the BTA regarding the start of negotiations.
- Public Hearing & Petition – None.

**STUDENT RECOGNITION** – Mrs. Goodman introduced the Peace Poster Contest Winners:  
Natasha Ball, Sean Thornton, and Emily Yiu

A short break was taken at this time for pictures and refreshments.

## **MOTION ITEMS**

### **A. PERSONNEL**

1. Approve Workshop Requests - A motion was made by Mr. O’Toole, seconded by Mrs. Lascari, and carried unanimously by roll call vote to approve the attached list of workshop requests.
2. Hire Substitutes – A motion was made by Mrs. Ruben, seconded by Mrs. Lascari, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to add the names of Laurie Owitz (Substitute Aide) and Christopher Trainor (Substitute Teacher) to the appropriate substitute lists for the 2009-10 School Year.
3. Progress on Superintendent’s Goals – Mr. Saalfield reported on his year-to-date progress, reviewing both goals and the baseline information.

### **B. FACILITIES**

1. Facilities’ Use Requests – A motion was made by Mr. Benson, seconded by Mr. O’Toole, and carried unanimously to approve the attached list of Facilities’ Use Requests.
2. Adopt Energy Audit Resolution – A motion was made by Mr. O’Toole, seconded by Mrs. Lascari, and carried unanimously to adopt the attached resolution to approve the submission of our application for participation in the Local Government Energy Audit Program.

### **C. FINANCIAL**

1. ACT Resolution – As required by QSAC, a motion was made by Mr. Dieffenbach, seconded by Mrs. McLain, and carried unanimously to approve the participation agreement for cooperative purchasing of telecommunication services through the Alliance for Competitive Telecommunications (ACT) from the period of July 1, 2010 to June 30, 2012.

2. PT Contract – A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve a contract for physical therapy services with Essex Pediatric Rehabilitation, LLC in the amount of \$70 per hour for one out-of-district student placed at the Banyan School in Fairfield.

3. Establish Dollar Thresholds for Awards – Per A-5 Regulations, a motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to establish a dollar threshold in the amount of \$25 for awards to recognize special accomplishments by students.

4. Maximum Cost Amounts for Professional Services – Per 6A:23A-5.2 which now requires boards of education to establish maximum amounts annually before the budget process, a motion was made by Mrs. Ruben, seconded by Mrs. Lascari, and carried unanimously to establish the following annual maximum cost amounts for professional services:

Architect	\$25,000
Attorney	\$25,000
Auditor	\$25,000
Physician	\$ 5,000

#### **D. EDUCATIONAL**

1. Approve DPRs – A motion was made by Mrs. Lascari, seconded by Mr. O’Toole, and carried unanimously to approve the District Performance Review worksheets prepared by Mr. Saalfield for our upcoming QSAC evaluation.

2. Approve Nursing Services Plan – A motion was made by Mrs. Lascari, seconded by Mr. O’Toole, and carried unanimously to approve the attached 2009-2010 Nursing Services Plan.

3. Approve Class Trip – A motion was made by Mrs. Lascari, seconded by Mrs. Ruben, and carried unanimously to approve the January 22, 2010 class trip for first and second TAG students to attend the Warren County Consortium Marvelous Math Program at the Evangelical Free Church at no cost.

#### **DISCUSSION ITEMS**

1. Principal’s Report – Mrs. Goodman reviewed her report.

2. Courtesy Busing Procedures – Mr. Saalfield reviewed the proposed procedures with the Board, which will be put into place after the holiday break.

3. Blairstown Historical Commission – Mr. Saalfield noted that the Blairstown Historical Society has expressed interest in using the Vail School to store and/or display their artifacts. He asked them to submit their proposal or request in writing.



## **POLICY**

1. Second Reading and Adoption of Amendment to #8601 Pupil Supervision After School Dismissal\* – A motion was made by Mr. Dieffenbach, seconded by Mrs. Lascari, and carried unanimously to approve the second reading and adoption of Policy #8601.

## **OLD BUSINESS**

1. Superintendent's Updates

Mr. Saalfield reviewed the outcome of the NJ Department of Education County Office's physical inspection of the building in November, noting that we passed.

Mr. Saalfield shared photographs of the bear sculptures done by a family member of some of our students.

Mr. Saalfield noted that he met with the architect to review the HVAC project's punchlist items and that we are currently withholding \$8,000 on Aero's latest invoice until these issues can be resolved.

## **NEW BUSINESS**

1. 2010-11 Budget Information – Mrs. Petty reported that the New Jersey Association of School Business Officials organization is cautioning boards of education to be prepared for severe funding cutbacks, including loss of all ARRA funding this year, as well as the possibility of a five percent reduction in balance of state aid, which could total approximately \$360,000 for the Blairstown BOE.

**EXECUTIVE SESSION** – A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously to convene to Executive Session at 8:56PM to discuss matters of Negotiations and to review minutes from November 10<sup>th</sup>, the results of which will be released to the public as soon as reasons for confidentiality no longer exist.

Approve Minutes - A motion was made by Mr. Dieffenbach, seconded by Mrs. Lascari, and carried unanimously to approve the November 10, 2009 Executive Session minutes as submitted.

**ADJOURNMENT** – A motion was made by Mrs. McLain, seconded by Mr. Dieffenbach, and carried unanimously to adjourn the meeting at 9:17PM.

Respectfully submitted,

Molly Petty  
School Business Administrator