

**BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

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

**January 24, 2011 Meeting Minutes**

The Blairstown Township Board of Education held this meeting in the School Library on Monday, January 24, 2011.

**CALL TO ORDER**

Mr. Benson, Board President, called the meeting to order at 7:32PM.

**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 by 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.

**MISSION STATEMENT**

Mr. Benson read the District's mission statement.

**ROLL CALL**

The following board members were present:

Mr. Benson, Mr. Dieffenbach, Mr. Herrmann, Mr. Karolchyk, Mrs. Lascari, Mrs. McLain, Mrs. Merkle, Mrs. Rosko, and Ms. Ruben

Absent: None

**Also Present:**

Mr. Saalfield, Superintendent; Mrs. Goodman, Principal; and Mrs. Petty, SBA. Four members of the public were in attendance.

**APPROVE REGULAR MINUTES** - A motion was made by Mrs. Rosko, seconded by Mr. Herrmann, and carried unanimously (Mr. Dieffenbach and Mrs. Ruben abstained) to approve the minutes as submitted for December 7, 2010.

**APPROVE PAYMENT OF BILLS** - A motion was made by Mr. Herrmann, seconded by Mrs. Lascari, and carried unanimously by roll call vote to approve payment of the January 18, 2011 General Fund Bills & Claims List in the amount of \$748,995.83, the January 24<sup>th</sup> list in the amount of \$112,638.12, and the Food Service Fund Check # 1005 in the amount of \$9,510.19.

**APPROVE FINANCIAL REPORTS** - A motion was made by Mrs. Ruben, seconded by Mr. Dieffenbach, and carried unanimously by roll call vote to approve the November 2010 Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amounts of \$1,284,531.10 in Total Government Funds and to certify that as of November 30, 2010, 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

**PUBLIC HEARING & PETITION** – Mr. Benson welcomed the public. In honor of Board of Education Appreciation Month, Mrs. Reynolds gave each Board member a certificate of appreciation and presented the Board with a cake. She also shared many letters and pictures of appreciation from the students. Mr. Jim Perry from Hardwick asked if the school could use five or six computer monitors. Mr. Saalfield will check with our Technology contractor.

**MOTION ITEMS**

**A. PERSONNEL**

1. Approve Workshop and Travel Reimbursement Requests - A motion was made by Mrs. Merkle, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve the attached list of workshop and travel reimbursement requests, as amended by Mrs. Petty.

2. Hire Substitutes– A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept Mr. Saalfield’s recommendation to add the names of Carissa Cappiello, Jessica Farley, Pamela Pell, Ashley Pennell, and Jennifer Ross to the substitute teacher list for the 2010-11 School Year.

**B. FACILITIES**

1. Facilities’ Use Request - A motion was made by Mr. Dieffenbach, seconded by Mrs. Ruben, and carried unanimously to approve the attached list of Facilities’ Use Requests.

**C. FINANCIAL**

1. 2011-12 Budget Calendar – A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously to adopt the attached 2011-12 Budget Calendar.

2. Election Poll Hours - A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to establish the hours of 2-9PM for the April 27<sup>th</sup> election.

**D. EDUCATIONAL**

1. Approve Class Trips – A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously to approve the attached list of class trips, omitting the Rain Forest Café’ trip.

**DISCUSSION ITEMS**

1. Superintendent’s Update – Mr. Saalfield informed the Board of several topics, including the start date of C. Robinson, chess club, Country Kids bus stop, Study Island’s pilot program, primary reading program’s review, TAG program, snow days, his goals, January In-Service, new science curriculum draft, science textbooks (ten years old), heat in music room today, and lesson plans.

– Small gifts from our attorneys had been delivered to the Board office before the holidays. Mrs. Merkle requested that it be noted in the record that she has declined to accept this gift

**ADJOURNMENT**

A motion was made by Mrs. Merkle, seconded by Mr. Dieffenbach, and carried unanimously to adjourn the meeting at 8:12 PM.

Respectfully submitted,

Molly Petty  
School Business Administrator/Board Secretary

**BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

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**February 15, 2011 Meeting Minutes**

The Blairstown Township Board of Education held this meeting in the School Library on Tuesday, February 15, 2011.

**CALL TO ORDER** Mr. Benson, Board President, called the meeting to order at 7:30PM, 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 by 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. Karolchyk, Mrs. Lascari, Mrs. McLain, and Mrs. Merkle  
Absent: Mr. Dieffenbach and Mrs. Ruben  
Tardy: Mrs. Rosko arrived at 7:39PM  
**Also Present:** Mr. Saalfield, Superintendent; Mrs. Goodman, Principal; and Mrs. Petty, SBA.  
Approximately twelve members of the public were in attendance.

**Approve the Regular Minutes** - A motion was made by Mr. Herrmann, seconded by Mrs. Ruben, and carried unanimously to approve the minutes as submitted for January 24, 2011.

**Approve Payment of Bills** - A motion was made by Mr. Dieffenbach, seconded by Mrs. Lascari, and carried unanimously by roll call vote to approve payment of the February 15, 2011 General Fund Bills & Claims List in the amount of \$619,487.91 and the Food Service Fund list in the amount of \$10,689.18.

**Approve Transfers & Financial Reports** - A motion was made by Mrs. Ruben, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve the list of December transfers in the amount of \$4,875 and the December 2010 Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amounts of \$1,111,958.54 in Total Government Funds and to certify that as of December 31, 2010, 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 a letter from Mrs. Huston, requesting a maternity leave of absence.

**STUDENT RECOGNITION** – Mrs. Goodman presented certificates to winners from the Sixth Grade Warren County Consortium Debate Teams and Blairstown Clean Community Day Tee-Shirt Design Contest.

**PUBLIC HEARING & PETITION** - None.

## **MOTION ITEMS**

### **A. PERSONNEL**

1. Approve Workshop and Travel Reimbursement Requests - A motion was made by Mrs. Ruben, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve the attached list of workshop and travel reimbursement requests.
2. Amend Job Description – A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously to approve the amended Job Description for Custodians.
3. Move on Salary Guide – A motion was made by Mrs. Ruben, seconded by Mrs. Rosko, and carried unanimously to approve Susan Elias’s request to move to the Master’s degree column, effective February 1, 2011.
4. Maternity Leave Request – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to approve Mrs. Huston’s maternity leave of absence request per her February 14<sup>th</sup> letter.
5. Pay For Substitute Nurses – After a discussion on the challenge of attracting substitute nurses, a motion was made by Mrs. Lascari, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve the daily rate of \$200 for substitute nurses, who perform in-school service, effective immediately.

### **B. FACILITIES**

1. Facilities’ Use Request - A motion was made by Mr. Dieffenbach, seconded by Mrs. Ruben, and carried unanimously to approve the attached list of Facilities’ Use Requests.
2. Discussion on Snow Removal – Mr. Saalfield and Mrs. Petty advised the Board of their concerns regarding snow removal and informed the Board that Requests for Proposals were issued last month. After a short discussion, and concerns expressed by Mrs. Ruben, a motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried by roll call vote (Mrs. Ruben abstained) to approve Finch Landscaping for snow plowing services at \$115 per hour, on an on-call basis, per the specifications issued by Mrs. Petty.

### **C. EDUCATIONAL**

1. Class Trips – A motion was made by Mrs. Merkle, seconded by Mrs. Rosko, and carried unanimously to approve the attached list of class trips.
2. Curriculum Update by Mrs. Kimberley Harrington – Mrs. Harrington was ill and could not attend this meeting.
3. Approve Science Curriculum – Mr. Karolchyk had a lot of questions which could be discussed as a separate meeting. No action at taken at this time.
4. Principal’s Report – Mr. Karolchyk asked Mrs. Goodman to explain the report card error.

**D. FINANCIAL**

1. NJSBAIG Grant Application – A motion was made by Mr. Dieffenbach, seconded by Mrs. Rosko, and carried unanimously to approve the New Jersey School Boards Association Insurance Group 2011 Safety Grant Program application in the amount of \$5,200. This funding will be used toward the purchase of new stair treads in the 1929 wing.
2. 2010-11 NCLB Grant Amendment - A motion was made by Mrs. Merkle, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve an amendment to the Title I portion of the No Child Left Behind Grant as follows: \$26,769 from 200-100 to 100-100 (to be used toward the salary of a BSI teacher).
3. 2011-12 Preliminary Budget Discussion – Mr. Saalfield and Mrs. Petty reviewed possible highlights of the 2011-12 budget, as well as tax levy information, which is all contingent upon state aid figures.
4. Maximum Mileage Reimbursement Per Year – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to establish the amount of \$6,000 for the 2011-12 budget year as the maximum amount to reimburse employees for mileage, with a maximum of \$1,000 per employee. The amount budgeted for 2010-11 was a total maximum of \$6,000, with a \$550 per person maximum, and \$719.41 has been spent as of January 31, 2011.
5. Maximum Costs for Special Accomplishment Recognition – A motion was made by Mrs. Rosko, seconded by Mr. Dieffenbach, and carried unanimously by roll call vote to establish the amount of \$300 as the maximum amount to spend for special accomplishment recognition for the 2011-12 School Year.
6. Maximum Costs for Public Relations – A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously by roll call vote to establish the maximum amount of \$1,000 to spend on public relations for the 2011-12 School Year.

**E. POLICY**

1. First Readings – The following policies were sent home in the January agenda packet. A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously by roll call vote to approve the first readings of the following policies:
  - 1140 – Affirmative Action
  - 1523 – Comprehensive Equity Plan
  - 1530 – Equal Employment Opportunities
  - 1550 - Affirmative Action Program for Employment and Contract Practices
  - 2260 – Affirmative Action Program for School and Classroom Practices
  - 2415.01 – Academic Standards, Academic Assessments and Accountability
  - 2423 – Bilingual and ESL Education
  - 6360 – Political Contributions
  - 6362- Contributions to Board Members and Contract Awards
  - 8420 – Emergency and Crisis Situations
  - R8420 – Emergency and Non-Fire Evacuation Plan
  - 8420.2 – Bomb Threat
  - 8420.7 – Lockdown Procedures
  - 8420.10 – Active Shooter
  - 8740 - Bonding

**DISCUSSION ITEMS**

1. Superintendent's Update – Mr. Saalfield briefly mentioned a new bullying law, his contract status, the school calendar's being extended due to use of five snow days thus far, new Common Core Standards, and the 2009-10 School Report Cards.

**OLD BUSINESS** – None.

**NEW BUSINESS**

1. Board of Education Vacancies --- April 27<sup>th</sup> Election -- Informational: Mrs. Petty informed the public that School Board Election Petitions are available for three full-term seats and must be submitted to her office by March 8<sup>th</sup> at 4PM.

2. March Meeting Dates – A motion was made by Mr. Dieffenbach, seconded by Mrs. Rosko, and carried unanimously to cancel the previously-scheduled March 15<sup>th</sup> meeting and advertise meetings for March 1<sup>st</sup> for adoption of the preliminary 2011-12 budget and March 22<sup>nd</sup> for a regular meeting and adoption of the final 2011-12 budget.

3. Legislative Update – Mr. Karolchyk updated the Board on the recent Warren County SBA meeting, at which were discussed the topics of successful Boards and setting goals, as well as how to interpret data. The next meeting will be held in May in Hackettstown. Mr. Karolchyk also attended a legislative meeting, where board members and administrators were encouraged to personally contact Trenton with concerns.

**EXECUTIVE SESSION** –An Executive Session was not needed for tonight's meeting.

**ADJOURNMENT**

A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously to adjourn the meeting at 10:08 PM.

Respectfully submitted,

Molly Petty  
School Business Administrator/Board Secretary

**BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

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**March 1, 2011 Meeting Minutes**

The Blairstown Township Board of Education held this meeting in the School Library on Tuesday, March 1, 2011.

**CALL TO ORDER** Mr. Benson, Board President, called the meeting to order at 7:30PM, 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 by 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. Karolchyk, Mrs. Lascari, Mrs. McLain, Mrs. Rosko, and Mrs. Ruben  
Absent: Mr. Dieffenbach  
Tardy: Mrs. Merkle arrived at 7:56PM

**Also Present:** Mr. Saalfield, Superintendent, and Mrs. Petty, SBA.  
Three members of the public were in attendance.

**CORRESPONDENCE** – Mr. Saalfield read a letter from the BTA regarding negotiations.

**PUBLIC HEARING & PETITION** - None.

**SUPERINTENDENT'S REPORT** – Mr. Saalfield reviewed the details of Sunday's break-in. He also reviewed required qualifications for substitute school nurses and asked if Board members wanted to meet to review the science curriculum. Mr. Herrmann, Mrs. Rosko, Mrs. Ruben, and Mr. Karolchyk volunteered to meet.

**MOTION ITEMS**

**A. FACILITIES**

1. Facilities' Use Request - A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously to approve the attached list of Facilities' Use Requests, except for baseball, and provisionally for soccer, providing that either the basketball or wrestling coaches can give gym time to soccer on Fridays or Saturdays in March.

**B. FINANCIAL**

1. Approve Workshop and Travel Reimbursement Requests - A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the attached list of workshop and travel reimbursement requests.
  
2. SEMI Waiver for 2011-12 – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to approve the SEMI Waiver request for 2011-12 per our January 20<sup>th</sup> letter.
  
3. 2011-12 Preliminary Budget Adoption – Mr. Saalfield and Mrs. Petty reviewed preliminary budget information. A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously by roll call vote to adopt the following tentative budget for the 2011-12 school year:

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. and N.J.A.C. Title 6 and 6A:

Anticipated Enrollment:                      642 Students

**Expenditures:**

|                                  |                     |
|----------------------------------|---------------------|
| Fund 10: General Current Expense | \$ 8,433,000        |
| Fund 20: Special Revenue Fund    | \$ <u>195,665</u>   |
| Total:                           | <b>\$ 8,628,665</b> |

**Revenue:**

General Fund

|                        |                     |
|------------------------|---------------------|
| Budgeted Fund Balance  | \$ 275,000          |
| Local Tax Levy         | \$ 6,238,000        |
| Miscellaneous Revenue  | \$ 74,584           |
| State Aid              | \$ 1,772,719        |
| Tuition                | \$ 0                |
| Education Jobs Fund    | \$ <u>72,697</u>    |
| Total for General Fund | <b>\$ 8,433,000</b> |

Special Revenue Fund

|                                |                   |
|--------------------------------|-------------------|
| State Aid (Municipal Alliance) | \$ 3,292          |
| Federal Aid                    | \$ <u>192,373</u> |
| Total for Special Revenue Fund | \$ 195,665        |

Total Revenue                                      **\$ 8,628,665**



As per N.J.A.C. 6A:23A-7.3(a), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2011-12 tentative budget includes a maximum travel appropriation of \$ 4,500.00. Included in the 2011-12 proposed budget is a maximum regular business travel amount of \$1,000 per employee.

The School Business Administrator shall track and record these costs to insure that the maximum is not exceeded.

### **NEW BUSINESS**

April & May Meeting Dates – A motion was made by Mrs. Lascari, seconded by Mrs. Ruben, and carried unanimously to schedule and advertise meetings for April 12<sup>th</sup> and May 10<sup>th</sup> (Reorganization meeting).

### **EXECUTIVE SESSION**

A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried unanimously to convene to Executive Session at 8:39PM to discuss matters of Negotiations, the results of which will be released to the public as soon as reasons for confidentiality no longer exist.

### **ADJOURNMENT**

A motion was made by Mrs. Lascari, seconded by Mrs. Merkle, and carried unanimously to adjourn the meeting at 9:21 PM.

Respectfully submitted,

Molly Petty

School Business Administrator/Board Secretary

**BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

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**March 22, 2011 Meeting Minutes**

The Blairstown Township Board of Education held this meeting in the School Library on Tuesday, March 22, 2011.

**CALL TO ORDER** Mr. Benson, Board President, called the meeting to order at 7:30PM, 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 by 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. Karolchyk, Mrs. Lascari, Mrs. McLain, Mrs. Rosko, and Mrs. Ruben  
Absent: Mrs. Merkle

**Also Present:** Mr. Saalfield, Superintendent; Mrs. Goodman, Principal; and Mrs. Petty, SBA.  
Approximately 35 members of the public were in attendance.

**APPROVE REGULAR MINUTES** - A motion was made by Mrs. Lascari, seconded by Mrs. Ruben, and carried unanimously to approve the minutes as submitted for February 15 and March 1, 2011.

**APPROVE PAYMENT OF BILLS** - A motion was made by Mr. Herrmann, seconded by Mrs. Lascari, and carried unanimously by roll call vote to approve payment of the March 22, 2011 General Fund Bills & Claims List in the amount of \$815,873.55 and the Food Service Fund list in the amount of \$9,353.15.

**APPROVE TRANSFERS & FINANCIAL REPORTS** - A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the January 2011 attached list of Transfers in the amount of \$15,250 and the January Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amounts of \$872,424.17 in Total Government Funds and to certify that as of January 31, 2011, 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 a letter from the Mr. Dragotta, approving our budget news item in the weekly newsletter and a letter from Dr. Lamonte, approving Mr. Saalfield's new employment contract.

**STUDENT RECOGNITION** – Mrs. Goodman presented certificates to Spelling Bee Winners: Tim Topolski and Arianna Esposito. Zachary Smith was not in attendance.

**PUBLIC HEARING & PETITION** - Ms. Jessica Wood-Rosso introduced herself as a write-in candidate for the upcoming Board of Education election.

## **2011-12 Budget Hearing & Adoption**

Mr. Saalfield and Mrs. Petty presented the tax levy information and highlights of the 2011-12 Budget for the Board's final adoption tonight. Copies of the advertised budget were made available to the public.

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. and N.J.A.C. Title 6 and 6A:

A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously by roll call vote to adopt the 2011-12 Budget as follows:

Anticipated Enrollment:                      642 Students

### **Expenditures:**

|                                  |                     |
|----------------------------------|---------------------|
| Fund 10: General Current Expense | \$ 8,433,000        |
| Fund 20: Special Revenue Fund    | \$ <u>195,665</u>   |
| Total:                           | <b>\$ 8,628,665</b> |

### **Revenue:**

#### **General Fund**

|                        |                     |
|------------------------|---------------------|
| Budgeted Fund Balance  | \$ 275,000          |
| Local Tax Levy         | \$ 6,238,000        |
| Miscellaneous Revenue  | \$ 74,584           |
| State Aid              | \$ 1,772,719        |
| Tuition                | \$ 0                |
| Education Jobs Fund    | \$ <u>72,697</u>    |
| Total for General Fund | <b>\$ 8,433,000</b> |

#### **Special Revenue Fund**

|                                |                   |
|--------------------------------|-------------------|
| State Aid (Municipal Alliance) | \$ 3,292          |
| Federal Aid                    | \$ <u>192,373</u> |
| Total for Special Revenue Fund | \$ 195,665        |

Total Revenue                                      **\$ 8,628,665**

As per N.J.A.C. 6A:23A-7.3(a), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2011-12 tentative budget includes a maximum travel appropriation of \$ 4,500.00. Included in the 2011-12 proposed budget is a maximum regular business travel amount of \$1,000 per employee.

The School Business Administrator shall track and record these costs to insure that the maximum is not exceeded.

## **MOTION ITEMS**

### **A. PERSONNEL**

1. Workshop and Travel Reimbursement Requests - A motion was made by Mrs. Rosko, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve the attached list of workshop and travel reimbursement requests.
2. Amend Employment Contract for M. Colby – A motion was made by Mrs. Ruben, seconded by Mrs. Rosko, and carried unanimously to amend Mrs. Mary Colby’s employment contract to increase her time by 15 minutes per day, retroactive to January 17, 2011. This request is a result of the increased time she is working on a longer bus route as an aide.
3. Accept Resignation from S. Ruzicka – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to accept Mrs. Sandy Ruzicka’s February 15<sup>th</sup> resignation as a teacher.
4. Hire Substitutes - A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to add the names of Meredith Cole and Adrienne Peck to the Substitute Nurse List and the names of Michael Tudor and Jeffrey McCreary to the Substitute Teacher List for the remainder of the 2010-11 School Year.
5. Superintendent’s Evaluation – Mr. Saalfield requested that the Board complete his evaluation prior to April 1<sup>st</sup> so that the Board can review the compiled results at our April 12<sup>th</sup> meeting. He will distribute additional information during the Executive Session.

### **B. EDUCATIONAL**

1. Curriculum Update by Mrs. Kimberley Harrington – Mrs. Harrington updated the Board on her recent curriculum work for the North Warren cluster districts in science and mathematics.
2. Science Curriculum Ad-Hoc Committee Report – Mr. Karolchuk noted that last week’s science curriculum review meeting was exceptionally well-prepared and that the staff was very professional and knowledgeable. Other Board members concurred.
3. Approve Science Curriculum – A motion was made by Mr. Herrmann, seconded by Mrs. Ruben, and carried unanimously to approve the updated science curriculum for pre-first through sixth grade students.
4. Principal’s Report – Mrs. Goodman read her report aloud.

**C. FINANCIAL**

1. Appoint Law Firm – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to appoint the law firm of Adams, Stern, Gutierrez & Latiboudere, LLC for the purposes of negotiations in the amount of \$150 per hour, with a capped amount of \$4,000 .
2. Amend 2009-10 NCLB Grant – A motion was made by Mrs. Ruben, seconded by Mrs. Lascari, and carried unanimously to amend the 2009-10 and/or 2010-11 No Child Left Behind Grant, Title IIA, for North Warren Regional by transferring \$21,850 from 200-300 to 200-500 (for workshops) and the 2010-11 No Child Left Behind Grant, Title IIA, for North Warren Regional by transferring \$3,544 from 200-500 to 200-300, (also for workshops).

**D. FACILITIES**

1. Facilities' Use Requests – A motion was made by Mrs. Ruben, seconded by Mrs. Lascari, and carried unanimously to approve the Facilities' Use Requests for Softball and Baseball, pending verification of availability.

**E. POLICY**

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

1140 – Affirmative Action  
1523 – Comprehensive Equity Plan  
1530 – Equal Employment Opportunities  
1550 - Affirmative Action Program for Employment and Contract Practices  
2260 – Affirmative Action Program for School and Classroom Practices  
2415.01 – Academic Standards, Academic Assessments and Accountability  
2423 – Bilingual and ESL Education  
6360 – Political Contributions  
6362- Contributions to Board Members and Contract Awards  
8420 – Emergency and Crisis Situations  
R8420 – Emergency and Non-Fire Evacuation Plan  
8420.2 – Bomb Threat  
8420.7 – Lockdown Procedures  
8420.10 – Active Shooter  
8740 - Bonding

### **DISCUSSION ITEMS**

1. Superintendent's Update – Mr. Saalfield informed the Board that the State Police conducted a Security walk-through last week and we are awaiting their written report. He noted that the front door security mechanism has been changed and that he now has “MiFi” which can be used for off-site internet access (to our Realtime program) in the event of an emergency. He informed the Board that he and Mrs. Petty will be presenting the budget to the Blairstown and Hardwick Township committees on April 6<sup>th</sup> and 13<sup>th</sup> and asked the Board members to let him know if they would like to assist in the presentation.

### **NEW BUSINESS**

1. Board of Education Vacancies --- April 27<sup>th</sup> Election - Mrs. Petty noted that School Board Election Petitions were due March 8<sup>th</sup>. Although there will be three openings, only two residents have filed petitions: Mr. Dirk Herrmann and Mr. Ryan Cino.

**LEGISLATIVE UPDATE**- Mr. Karolchyk noted that there is an upcoming NJSBA meeting for legislative and PTA groups on May 16<sup>th</sup> in Trenton, when attendees will be able to visit their representatives in the State House. He gave pending bills to Mrs. Petty to copy for next month's agenda packet

**EXECUTIVE SESSION** –A motion was made by Mrs. Ruben, seconded by Mrs. Lascari, and carried unanimously to convene to Executive Session at 8:40PM to review previous minutes and to discuss BTA Negotiations and Superintendent Contract Negotiations, the results of which will be made available to public as soon as the topics permit.

The meeting re-opened to the public at 9:45PM and continued with the following action:

A motion was made by Mr. Dieffenbach, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve Mr. Saalfield's 2011-2016 employment contract.

A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously to approve the November 9<sup>th</sup> and March 1<sup>st</sup> Executive Session minutes.

**ADJOURNMENT** - A motion was made by Mr. Dieffenbach, seconded by Mrs. Lascari, and carried unanimously to adjourn the meeting at 9:50PM.

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)

**April 12, 2011 Meeting Minutes**

The Blairstown Township Board of Education held this meeting in the School Library on Tuesday, April 12, 2011.

**CALL TO ORDER** Mr. Benson, Board President, called the meeting to order at 7:30PM, 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 by 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. Karolchyk, Mrs. Lascari, Mrs. McLain, Mrs. Rosko, and Mrs. Ruben

Tardy: Mrs. Merkle arrived at 7:42AM

**Also Present:** Mr. Saalfield, Superintendent; Mrs. Goodman, Principal; and Mrs. Petty, SBA.  
Three members of the public were also present.

**APPROVE REGULAR MINUTES** - A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously to approve the minutes as submitted for March 22, 2011.

**APPROVE PAYMENT OF BILLS** - A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve payment of the April 12, 2011 General Fund Bills & Claims List in the amount of \$557,045.67 and the Food Service Fund list in the amount of \$14,882.25.

**APPROVE TRANSFERS & FINANCIAL REPORTS** - A motion was made by Mr. Herrmann, seconded by Mrs. Lascari, and carried unanimously by roll call vote to approve the February 2011 attached list of Transfers in the amount of \$35,050 and the February Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amounts of \$1,348,696.68 in Total Government Funds and to certify that as of February 28, 2011, 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 that he distributed a letter from Mr. and Mrs. Kehoe.

**PUBLIC HEARING & PETITION** - Ms. Samantha Walter from the Sussex County YMCA provided Board members with information on their program and requested that the staff hold a "Dress-Down Day" next year as a fundraiser. They also requested using the building at 6:30AM in September.

Mr. Benson expressed appreciation to Mrs. Lascari and Mr. Dieffenbach for their many, many years of dedicated service to the Blairstown Township Board of Education.

**BUDGET PRESENTATION BY DR. FOGELSON** – Dr. Fogelson presented North Warren’s 2011-12 Budget at this time.

**MOTION ITEMS**

**A. PERSONNEL**

1. Workshop and Travel Reimbursement Requests - A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the attached list of workshop and travel reimbursement requests.
2. Hire Aide – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously by roll call vote to accept the recommendation of Mr. Saalfield to hire Miss Carissa Capiello as a Personal Aide effective April 11, 2011 through June 30, 2011.
3. Terminate Mr. Weaver’s Employment – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to terminate the employment of Mr. Dennis Weaver, effective March 31, 2011.

**B. EDUCATIONAL**

1. Graduation Date – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to amend the 2010-11 School Calendar, with the last day of school being Thursday, June 23<sup>rd</sup>, and graduation being Wednesday, June 22<sup>nd</sup>. (North Warren’s graduation date is Friday, June 17<sup>th</sup>).
2. Class Trip - A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously to approve the Pre-first class trip to North Warren Barnyard Day on May 6<sup>th</sup>, with no admission cost.
3. Principal’s Report – Mrs. Goodman reviewed her report.
4. Curriculum Report – Mrs. Harrington provided the Board with information on last week’s curriculum writing session. She provided comprehensive data on the proposed new Language Arts materials for primary grades as well as information on the proposed science program for Grades 3-6.
5. Approve New Science Materials – A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously to approve new Foss Science materials for Grades 3-6 from the Delta.
6. Approve New Language Arts Materials–A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried unanimously to approve new Language Arts materials for Grades Prefirst – 2 from the Mondo company.

**C. FACILITIES**

1. Facilities’ Use Request – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously to approve the attached request for facilities’ use.



2. Bid for Oil Tank Sensor Project – Motion to approve going out to bid for the oil tank sensor project, pending results of current testing by Tanknology.

#### **D. FINANCIAL**

1. NCLB Amendment for North Warren Regional – A motion was made by Mrs. Lascari, seconded by Mrs. Rosko, and carried unanimously to approve an amendment to the 2011-12 NCLB Grant application in the amounts of \$19,682 in Title IIA Carry-over funds and \$418 in Title IID Carry-over funds for North Warren Regional.

#### **E. POLICY**

1. First Readings – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to approve the first readings of the following policies:

1230 – Superintendent’s Duties

1522 – School Level Planning

2461 – Special Education/Receiving Schools

3144 – Certification of Tenure Charges

5561 – Use of Physical Restraint

6150 – Tuition Income

6220 – Budget Preparation

6311 – Contracts for Goods or Services Funded by Federal Grants

6820 – Financial Reports

#### **DISCUSSION ITEMS**

1. Superintendent’s Update

Mr. Saalfield informed the Board that Mrs. Harrington has been chosen as the Mason’s Educator of the Year for the State of New Jersey.

Mr. Saalfield advised the Board that the County office’s Department of Education contacted him about the webmaster’s position, which should be an employee of the district, not a vendor. He discussed the nurse substitute issue, a new rug donated for Miss Zaimis’s classroom, the last day of work for Mrs. Huston before starting maternity leave, the new router and internet connection via Pen TeleData, the Mobile Dentist visit yesterday, and the ongoing TAG program review.

#### **OLD BUSINESS**

1. Reminder --- Wednesday, April 27<sup>th</sup> Election -- Mrs. Petty reminded the Board that in addition to Mr. Dirk Herrmann and Mr. Ryan Cino as official candidates, Mrs. Jessica Wood-Rosso announced her write-in candidacy at last month’s meeting.

**PLEASE NOTE THAT HARDWICK RESIDENTS WILL BE ABLE TO VOTE BETWEEN 7AM - 9PM, AND BLAIRSTOWN RESIDENTS WILL BE ABLE TO VOTE BETWEEN THE HOURS OF 2PM - 9PM.**

**NEW BUSINESS**

1. Contracted Professionals – Mrs. Petty asked if the Board wanted to advertise and interview for the following professional services for the 2011-12 School Year: architect, attorney, auditor, physician, or technology consultant. The Board briefly discussed this subject, as required annually by law, but felt satisfied with the current professional service providers.

**EXECUTIVE SESSION** – A motion was made by Mrs. Lascari, seconded by Mr. Herrmann, and carried unanimously to convene to Executive Session at 9:46PM to discuss BTA Negotiations, Superintendent Evaluation results, and Staff Review, the results of which will be made available to the public as soon as the topics permit.

**ADJOURNMENT** - A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to adjourn the meeting at 10:58 PM.

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)

**August 18, 2011 Meeting Minutes**

**CALL TO ORDER** The Blairstown Township Board of Education held this meeting in the School Library on Thursday, August 18, 2011.

Mr. Benson, Board President, called the meeting to order at 7:30PM, 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. Cino, Mr. Herrmann, Mr. Karolchyk, Mrs. McLain, Mrs. Merkle, Mrs. Rosko, and Mrs. Wood-Rosso  
Absent: Mrs. Ruben

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

**APPROVE BOE MEETING MINUTES** – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously to approve the June 16<sup>th</sup> meeting minutes as submitted.

**APPROVE BILLS & CLAIMS LISTS** – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve the attached General Fund Bills & Claims List for June 30, 2011 in the amount of \$305,214.26, for July 7, 2011 in the amount of \$ 274,028.83 and for August 18, 2011 in the amount of \$ 410,927.95 plus \$150,721.27 for July/Aug. payrolls, and the Food Service Fund List in the amount of \$2,721.15

**APPROVE MAY & JUNE TRANSFERS & FINANCIAL REPORTS** - A motion was made by Mrs. McLain, seconded by Mrs. Merkle, and carried unanimously by roll call vote to approve the list of May/June 2011 Financial Transfers in the amount of \$232,409 and the May and June Board Secretary's Reports, in agreement with the Treasurer's Reports, in the respective amounts of \$1,271,895.73 and \$843,434.51 in Total Government Funds and to certify that as of June 30, 2011, 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 letters were received from the Department of Education, Warren County Professional Development Board, Centenary College, Department of Clean Communities, and the Rotary.

**PUBLIC HEARING & PETITION** – Ms. Lisa Benzaia and Mrs. Kim Pollard introduced themselves as officers from the PTG. They discussed requiring background checks for school volunteers and asked the Board to support this. They requested the Board send a representative to their meetings.

Mrs. Jaimie Shaeffer offered to answer any questions relating to the gym requests for the wrestlers.

Mr. James Perry was attending on behalf of the Hardwick Township Committee.

## **MOTION ITEMS**

### **A. PERSONNEL**

1. Approve Workshop and Travel Reimbursement Requests - A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve the attached list of workshop and travel reimbursement requests.
2. Accept Resignation – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously to accept Mrs. Yiu’s letter of resignation, with much regret, effective July 21, 2011.
3. Accept Resignation – A motion was made by Mrs. McLain, seconded by Mrs. Merkle, and carried unanimously by roll call vote to accept Mr. Foss’s resignation, with much regret, effective August 15, 2011.
4. Accept Resignation – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept Mrs. Stiles’ resignation, with much regret, effective August 31, 2011.
5. Accept Resignation – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the resignation of Ms. Grohs, with much regret, effective August 18, 2011.
5. Hire Teacher - A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Ms. Lori Homentosky as a full-time teacher on Master’s Step 6 for the 2011-12 School Year (to replace Mrs. Yiu).
6. Hire Teacher - A motion was made by Mrs. Wood-Rosso, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Miss Ashley Pennell as a part-time teacher on Bachelor’s Step 1 for the 2011-12 School Year (to replace Mrs. Stiles).
7. Hire Teacher - A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Ms. Angela Consalvo as a full-time teacher on Bachelor’s Step 3 for the 2011-12 School Year (to replace Ms. Grohs).
8. Approve Movement on Guide – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve Ms. Fox’s request to move to the Bachelor’s +15 credits column of the 2011-12 BTA salary guide, effective with the September 15, 2011 payroll, and to amend her employment contract accordingly.

9. Traffic Coordinator– A motion was made by Mrs. Merkle, seconded by Mrs. Rosko, and carried unanimously by roll call vote to appoint Mrs. Dana Mosca as the Morning Traffic Coordinator at the annual salary of \$2,400 for the 2011-12 School Year.

10. Hire Custodian – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Mr. Nate Crisman as a part-time custodian at the hourly rate of \$13.00 for the 2011/12 School Year (to replace Mr. Foss), effective September 1, 2011.

11. Hire Aides – A motion was made by Mrs. Rosko, seconded by Mrs. Merkle, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire the following part-time aides, effective September 1, 2011, for the 2011-12 School Year at the hourly rate of \$10.00: Leah Thorn, Christina Santoro, Carissa Capiello, and Betty Ann Ettinger.

12. Approve Substitutes – A motion was made by Mrs. Rosko, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote (Mrs. McLain abstained) to accept the Superintendent’s recommendation to add the attached list names to the Substitute Teacher List for the 2011-12 School Year, adding Julia Ochs to the teacher list and Wendy DeJulio to the aide list, and removing the names of L. Wisnowski and E. Little.

13. Approve Job Description – A motion was made by Mrs. Rosko, seconded by Mr. Cino, and carried unanimously by roll call vote to approve attached job description for a Basic Skills Teacher.

14. Literacy Coach – Motion to approve a contract with Aimee Ashley, Literacy Coach Consultant, in an amount not to exceed \$72,000, for the 2011-12 School Year.

## **B. FACILITIES**

1. Facilities Use Requests - A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously to approve the attached list of facilities use requests, except for winter sports requests for the gym. These requests will be reviewed by a committee (Mrs. Merkle, Mrs. McLain, Mrs. Rosko, and Mrs. Ruben).

2. Bid for Music Suite Roof Project – A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the attached list of bids and award a contract in the amount of \$84,000.00 to Cannella Roofing, Inc. for the Music Suite Roof Project. (Bids were opened on August 11<sup>th</sup> and sent to the attorney for his review.)

3. UGST Project Engineer – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to accept the proposals from: French & Parrello; Hatch Mott McDonald; Langan Engineering and Environmental Services; Suburban Consulting Engineers, Inc.; and Warren Panzer Engineers, P.C., and to award a contract to Suburban Consulting Engineers, Inc. and authorize them to prepare and submit to the Department of Education for approval all necessary plans, specifications, drawings and necessary

bid-related documents for the Underground Storage Tank Project (UGST), in the amount of \$22,815, and \$2,215 for a site plan, if needed, and to approve advertising the bid for the UGST project as soon thereafter as possible. The District is submitting this project to the Department of Education for approval as an “other capital project” and the District understands there will be no funding available from the State for this project. (Proposals were opened on August 10<sup>th</sup> and are still in the process of being reviewed.)

4. Temporary Instructional Space - A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously to approve the attached 2011-12 renewal application for temporary instructional space for four TCUs (temporary classroom units).

5. Substandard Space Request – A motion was made by Mrs. Rosko, seconded by Mr. Cino, and carried unanimously to approve the attached 2011-12 application for substandard instructional space for Room 35.

6. Amendment to Long Range Facilities Plan (LRFP) – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously by roll call vote to authorize Design Resources Group, Architects to amend our Long Range Facilities Plan to include the following projects:

- Oil Tank Monitoring System and Repairs
- Oil Tank Replacement Project
- New Roof for Music Suite
- New HVAC for Music Suite
- Installation of Occupancy Sensors
- Plumbing and Fixture Repairs in 1929 wing lavatories, and
- New Telephone System at the Blairstown Elementary School

Demonstration of Parent Portal – Mrs. Kampfe gave the Board a demonstration of the new Parent Portal, which was well received.

### **C. FINANCIAL**

1. Approve Contract for PT Services – A motion was made by Mrs. McLain, seconded by Mrs. Merkle, and carried unanimously by roll call vote to approve a contract with Allison Peck for physical therapy services at the hourly rate of \$80.00 for the 2011-12 School Year.

2. Special Education Tuition Contract – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve a special education tuition contract (for one student) with the Knowlton Township Board of Education in the amount of \$34,905 for the 2011-12 School Year. Transportation costs are not included in this contract.

3. 2011-12 Transportation Contracts – A motion was made by Mrs. McLain, seconded by Mrs. Merkle, and carried unanimously by roll call vote to approve the following transportation contracts for the 2011-12 School Year at a 1.23% increase over 2010-11:

|                        |                        |                           |
|------------------------|------------------------|---------------------------|
| Route #1 - \$28,374.76 | Route #5 - \$21,567.15 | Route #RCVS - \$12,208.33 |
| Route #2 - \$21,919.44 | Route #7 - \$25,038.22 | Route #ST1 - \$28,746.98  |
| Route #3 - \$25,977.48 | Route #8 - \$21,299.85 | Route #ST2 – \$29,682.67  |
| Route #4 - \$27,836.96 | Route #9 - \$21,116.11 | Route #ST3 – \$30,720.62, |

and

**And** a transportation Jointure contract with North Warren Regional in the amount of \$1,627, for shuttling four middle school students to/from Ridge & Valley Charter School.

It was noted that due to decreased enrollment, Ms. Rusweiler, our Transportation Coordinator, was able to eliminate a bus route for 2011-12.

#### **D. EDUCATIONAL**

1. Professional Development Plan - A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously to approve the 2011-12 Professional Development Plan.
2. Approve Class Trip – A motion was made by Mrs. McLain, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to approve a class trip for Sixth Graders to travel to Merrill Creek for an environmental field trip on October 14, 2011.
3. Approve K-2 Math Curriculum – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the revised K-2 math curriculum.
4. TAG Program Report – Mrs. Goodman reported on the changes in the TAG program for the upcoming year.

#### **E. POLICY**

1. Second Reading & Final Adoption – A motion was made by Mrs. McLain, seconded by Mrs. Merkle, and carried unanimously to approve the second reading and final adoption of the following policies:
  - 4250 - Support Staff Members
  - 3125.2 – Employment of Substitute Teachers
  - 2461 - Special Education/Receiving Schools
  - 0144 - Board Member Orientation and Training
  - 5350 - Pupil Suicide Prevention
  - 5512 - Harassment, Intimidation, and Bullying
  - 5600 - Pupil Discipline/Code of Conduct
  - 8461 - Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and Other Drug Abuse

### **DISCUSSION ITEMS**

1. Nurse on Field Trips - The board discussed this issue. The current practice of sending a nurse on every field trip is not part of our Policy.

### **OLD BUSINESS**

1. Vail Preschool Building Discussion – Mr. Herrmann reported that Saving Grace Ministries would like to install a soup kitchen in the Vail building, but wanted to exchange building improvements for rent. Mrs. Petty noted that the annual oil costs and electric would be over \$10,000 per year. After a short discussion, it was decided that the Board did not think this is a feasible use of the Vail building.

### **NEW BUSINESS**

1. Superintendent's Update – Mr. Saalfield discussed announcing birthdays on morning announcements, new teacher evaluation forms, staff training, mission statement development, current enrollment, new mulch for the playground, honor roll, and the State Police security audit.
2. NJSBA October Convention – Mrs. Rosko and Mr. Cino expressed interest in registering for the convention.
3. Criminal History Background Checks for Board Members – After a short discussion on this cost, a motion was made by Mr. Herrmann, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote for the Blairstown Township Board of Education to pay the fee of \$70.25 for each Board member to be fingerprinted. There is no deadline at this time for Board members to do this, but the State has been saying it needs to be done as soon as possible.

**LEGISLATIVE UPDATE** – J. Karolchyk reported that we have new legislative representatives due to redistricting. He also noted that the Department of Education has been restructured.

**EXECUTIVE SESSION** – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Rosko, and carried unanimously to convene to Executive Session at 10:36PM to review previous Executive Session minutes and to discuss matters of Negotiations and Personnel, the results of which will be released to the public as soon as the reasons for confidentiality no longer exist.

### **RETURN TO PUBLIC SESSION**

1. Approve Executive Session Minutes – A motion was made by Mrs. Rosko, seconded by Mr. Cino, and carried unanimously to approve the June 16<sup>th</sup> Executive Session minutes.
2. Approve Salary Guides for 2011-14 – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve 2011-14 BTA Salary Guides as submitted.



3. Stipend for Ms. Rusweiler – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously to by roll call vote to pay a \$1,000 stipend to Ms. Rusweiler as Office Manager for the 2011-12 School Year.
  
4. Salary Increase for C. Kampfe – A motion was made by Mr. Cino, seconded by Mr. Herrmann, and carried unanimously by roll call vote to increase Mrs. Kampfe's salary by \$3,000 for the 2011-12 School Year.

**ADJOURNMENT**

A motion was made by Mr. Cino, seconded by Mr. Herrmann, and carried unanimously to adjourn the meeting at 11:40PM.

Respectfully submitted,

Molly Petty

School Business Administrator

**BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

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

**October 6, 2011 Meeting Minutes**

**CALL TO ORDER** The Blairstown Township Board of Education held this meeting in the School Library on Thursday, October 6, 2011.

Mr. Benson, Board President, called the meeting to order at 7:30PM, 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. Cino, Mr. Herrmann, Mrs. McLain, Mrs. Merkle, Mrs. Rosko, Mrs. Ruben, and Mrs. Wood-Rosso  
Absent: Mr. Karolchyk

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

**PUBLIC HEARING & PETITION** – None.

**A. FINANCIAL**

1. Award Oil Tank Project Bid – A motion was made by Mrs. Rosko, seconded by Mr. Cino, and carried unanimously by roll call vote to accept the attached list of bids and award a contract to T. Slack Environmental Services in the amount of \$197,811.00 for the oil tank project.

2. Withdrawal of Capital Reserve Funds – A motion was made by Mrs. Rosko, seconded by Mrs. Merkle, and carried unanimously by roll call vote to approve the withdrawal of Capital Reserve Funds in the amount of \$84,000 to pay Cannella Roofing and \$7,500 to pay Design Resources Group for the roof project; and \$22,815 to pay Suburban Consulting Engineers and \$197,811 to pay T. Slack Environmental Services for the oil tank project, for a total of \$312,126, contingent upon written approval of the application submitted to the Commissioner of Education requesting permission to withdraw funds for an emergent condition that exists necessitating immediate withdrawal of the Capital Reserve funds.

3. IDEA Grant – A motion was made by Mrs. Merkle, seconded by Mr. Cino, and carried unanimously to approve submission of the 2011-12 IDEA grant in the BASIC amount of \$157,555, and the Preschool Disabilities amount of \$13,406.

**Blairstown Township BOE**

**October 6, 2011 SPECIAL MEETING MINUTES**

**Page 2**

**B. PERSONNEL**

1. Accept Resignation – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to accept Mr. Amos Bartron’s letter of resignation, for retirement purposes, originally effective September 30, 2011, and now verbally amended to April 30, 2012.
2. Hire Head Custodian – 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 Timothy McKeever as Head Custodian, effective October 31, 2011, at the annual salary of \$48,000, pro-rated to October 31, 2011, for the 2011-12 School Year.
3. Approve Retirement Agreement – A motion was made by Mrs. Ruben, seconded by Mrs. Merkle, and carried unanimously by roll call vote to approve the Retirement Agreement for Mr. Amos Bartron, as drafted by the Board’s attorney. Mr. Bartron has signed the agreement already.

**ADJOURNMENT**

A motion was made by Mrs. McLain, seconded by Mrs. Merkle, and carried unanimously to adjourn the meeting at 7:43PM.

Respectfully submitted,

Molly Petty  
School Business Administrator

**BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

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

**November 3, 2011 Meeting Minutes**

**CALL TO ORDER** The Blairstown Township Board of Education held this meeting in the School Library on Thursday, November 3, 2011.

Mr. Benson, Board President, called the meeting to order at 7:35PM, and read the District's Mission Statement.

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

**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.

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

**ROLL CALL** The following board members were present:  
Mr. Benson, Mr. Cino, Mr. Karolchyk, Mrs. McLain, Mrs. Rosko, Mrs. Ruben, and Mrs. Wood-Rosso  
Absent: Mr. Herrmann and Mrs. Merkle

**Also Present:** Mr. Saalfield, Superintendent; Mrs. Goodman, Principal; Mrs. Petty, SBA/Board Secretary; Mrs. Harrington, Supervisor of Curriculum & Instruction, and two members of the public.

**APPROVE BOE MEETING MINUTES** – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to approve the October 20th meeting minutes as submitted.

**APPROVE FINANCIAL REPORTS** - A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve the September Transfers in the amount of \$50,392.50 and the September Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$1,249,871.71 in Total Government Funds and to certify that as of September 30, 2011, 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.

**APPROVE PAYMENT OF BILLS** - A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims List in the amount of \$410,361.50 and the Food Service Fund in the amount of \$12,216.64.

**CORRESPONDENCE** – Mr. Saalfield received a letter from R. LaMonte, approving our use of additional state aide for maintenance projects, and a letter from C. Cerf, regarding the changes in the DOE structure of county offices.

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

## **MOTION ITEMS**

### **A. PERSONNEL**

1. Accept Letter of Resignation – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to accept, with much regret, Mrs. Rosemary Woelfle's letter of resignation, for purposes of retirement, effective December 31, 2011.
2. Maternity Leave – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to approve Mrs. Robinson's request for a maternity leave of absence for eight weeks, dated October 19, 2011.
3. Hire Lunchroom Aides – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept the Superintendent's recommendation to approve Sondra Romano and Kelly Moore-Finley as part-time lunch aides (2.33 hours per day), at the hourly rate of \$10.00, effective November 7, 2011, for the 2011-12 School Year, subject to criminal history background checks.
4. Accept Resignation – A motion was made by Mrs. Rosko, seconded by Mrs. Ruben, and carried unanimously to accept the resignation of Timothy McKeever, Head Custodian, effective November 4, 2011.
5. Hire Head Custodian – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Mr. Bruce Roff as Head Custodian, at the annual salary of \$48,000, pro-rated to November 7, 2011, for the 2011-12 School Year, subject to criminal history background check.

### **B. FACILITIES**

1. Facilities Use Requests - A motion was made by Mrs. Rosko, seconded by Mrs. Wood-Rosso, and carried unanimously to approve the attached list of facilities use requests.
2. Snow Plowing Contract – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously by roll call vote to award a contract for snow plowing services to Finch Winter Services in the amount of \$90 per hour, and \$120 per sanding/salting application, for the 2011-12 School Year.

### **C. FINANCIAL**

1. PSD Tuition Rate & Contract – A motion was made by Mrs. Rosko, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve the tuition rate of \$11,000 for our half-day PSD class and a special education tuition contract with the Hope Township BOE for Blairstown Township BOE to receive one student in the amount of \$11,000 for the 2011-12 School Year.
2. Transportation Jointure Contract – A motion was made by Mrs. Rosko, seconded by Mr. Cino, and carried unanimously by roll call vote to approve a transportation jointure contract with the Hope Township BOE for them to pay the Blairstown Township BOE to transport their student in our PSD program in the amount of \$8,000 for the 2011-12 School Year.

3. 2010-11 Audit Synopsis and Results – Mrs. Petty distributed the audit synopsis to the public at this time and reviewed the results of the 2010-11 Financial Audit and opened the floor to questions.
4. Accept Audit and Approve Corrective Action Plan – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Rosko, and carried unanimously to accept the 2010-11 Financial Audit with no recommendations, and to approve the Corrective Action Plan with no corrections. The Board and Mr. Saalfield offered their congratulations to Mrs. Petty.

#### **D. EDUCATIONAL**

1. Approve TAG Class Trips - Mr. Saalfield reviewed the attorney's advice about parent transportation for class trips. After a short discussion, a motion was made by Mrs. McLain seconded by Mrs. Wood-Rosso, and carried unanimously to approve the attached list of TAG class trips for the 2011-12 School Year.
2. Sponsor Transportation for All Class Trips – A motion was made by Mrs. Rosko, seconded by Mrs. Ruben, and carried unanimously by roll call vote to sponsor the bus transportation for all class trips in the 2011-12 School Year.
3. Harassment, Intimidation & Bullying Report – There were no incidents of bullying to report since the last meeting.

#### **E. POLICY**

1. Second Reading & Final Adoption – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to approve the second reading and final adoption of Policies 0142 (Board Member Qualifications, Prohibited Acts, and Code of Ethics), and 5512 (Harassment, Intimidation and Bullying).
2. First Reading – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously to approve the first reading of Bylaw #0171, adding the duty of the BOE President to serve as the official spokesperson for the BOE.
3. Deletion – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to delete Policy 8660 (Transportation by Private Vehicle).

#### **F. PRESENTATIONS**

1. Standardized Testing Scores Presentation by Mrs. Goodman – The Board expressed appreciation for this information.
2. Primary Literacy Presentation, DataZone, by Mrs. Harrington – The Board expressed appreciation for this information

#### **NEW BUSINESS**

1. Superintendent's Update – Mr. Saalfield referred to the letter from the DOE regarding seven new regional offices for student achievement. Mr. Saalfield discussed the situation with students who are dropped off at school before the permitted time and are then on school grounds, unsupervised. The Board felt very strongly about reminding parents of the drop-off times and enforcing them to the utmost.

2. Principal's Report – Mrs. Good gave a short verbal report.

**LEGISLATIVE UPDATE** – J. Karolchyk reported that Election Day is next week and that the Delegate Assembly will be held on Nov. 19<sup>th</sup>. The Board was in favor of a “yes” vote regarding private meetings for Board members who have been previously convicted of minor offenses.

**EXECUTIVE SESSION** – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously to convene to Executive Session at 9:42PM to discuss matters of Personnel, the results of which will be made public as soon as the reason for confidentiality no longer exists.

The meeting re-opened to the public at 9:57PM and continued with the following action:

A motion was made by Mrs. Rosko, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to pay a weekly stipend in the amount of \$200 to Mr. Gary Washburn for his extra duties since October 1<sup>st</sup> as the Head Custodian.

A motion was made by Mrs. Rosko, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to establish a sick-day bank by having employees donate up to a cumulative total of 50 sick days for an employee in need.

**ADJOURNMENT**

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. McLain, and carried unanimously to adjourn the meeting at 9:59PM.

Respectfully submitted,

Molly Petty  
School Business Administrator