

# BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

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

## Thursday, March 16, 2017 Meeting Minutes

Mr. Herrmann called the meeting to order at 7:00PM.

**BOARD MEMBERS:** Mr. Jeremy Cook, Mrs. Michelle Gerhardt, Mrs. Lauren Glory, Mr. Dirk Herrmann, Mrs. Kelly Hadden, Mr. John Karolchyk, Mrs. Donna Krauss, Mrs. Shelly Mantegna, and Mrs. Jessica Wood-Rosso

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

**SUNSHINE LAW** Mr. Herrmann read the Notice of Meeting and Mission Statement

### **MISSION STATEMENT**

**ROLL CALL** The following board members were present: Mrs. Gerhardt, Mrs. Glory, Mr. Herrmann, Mr. Karolchyk, Mrs. Krauss, and Mrs. Wood-Rosso

**Absent:** Mrs. Mantegna

**Tardy:** Mr. Cook arrived at 7:03PM, and Mrs. Hadden arrived at 7:30PM

**Also Present:** Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; and Mr. Leal, Principal; Ms. Carolyn Chaudry, Attorney; and several parents/students and members of the staff

**APPROVE REGULAR MINUTES** - A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Glory, and carried unanimously to approve the minutes as submitted for February 16, 2017.

### **NEW BUSINESS**

1. **Superintendent's Update** – Mr. Saalfield reported receiving letters from the Schools Development Authority, releasing \$51,400 in State funding for the 2014 window project; from Dr. Rosalie LaMonte, approving our SEMI program's waiver request; and from the Township Committee, in appreciation of the student artwork displayed at town hall. He spoke about the problem with the all-call system, the new boiler, a recent curriculum meeting with the cluster, and a \$100 donation from the Blair Woman's Club.
2. **Principal's Report** – Mr. Leal reviewed his written report, and introduced winners of the DAR essay contest: Etian Rizvani, first place; Angelina Guilliano, second place, and Chloe Michalko, third place. Gabriella Paredes, winner of our spelling bee, was not in attendance because she was participating in the regional spelling bee.

**PUBLIC HEARING & PETITION** – None.

### **PARENT COMMUNICATION SURVEY RESULTS PRESENTED BY DR. SUSAN ELIAS**

Dr. Elias shared results of the recent survey on parent communication. Additionally, she distributed information on recent curriculum activities.

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**APPROVE TRANSFERS & FINANCIAL REPORTS** - A motion was made by Mrs. Hadden, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to approve the attached list of January Transfers in the amount of \$55,800 and the January Board Secretary's reports in the amount of \$1,116,542.32 in Total Government Funds; and to certify that as of January 31, 2017, after review of the Secretary and Treasurer's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation with N.J.A.C.6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligation for the fiscal year.

**APPROVE PAYMENT OF BILLS** - A motion was made by Mrs. Glory, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve payment of the Bills & Claims Lists for the General Fund in the amount of \$608,506.59.

**MOTION ITEMS**

**A. PERSONNEL**

A motion was made by Mrs. Hadden, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve the following three Personnel items:

1. Hire Substitutes – To accept the Superintendent's recommendation to add the names of Kelly Burham-Crisman, Elisa Diego, and Kimberly Guerriere to the substitute teacher list for the 2016-17 School Year.
2. Drama Club Assistant – To approve Mrs. Barbara Warnkin as this year's Drama Club Assistant, with a stipend of \$480, per the terms of the BTA contract.
3. Hire Jessica Lino – To accept Mr. Saalfield's recommendation to hire Jessica Lino as a Long-Term Replacement Teacher on Bachelor's Step 1, part-time at .77 contract, effective March 16, 2017 through June 30, 2017.

**B. FINANCE**

1. Approve Workshop and Mileage Reimbursement Requests – A motion was made by Mrs. Glory, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to approve the attached list of requested workshop and mileage reimbursement requests.

**C. FACILITIES**

1. Facilities' Use Requests – A motion was made by Mrs. Krauss, seconded by Mr. Cook, and carried unanimously to approve the attached list of Facilities' Use Requests.

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2. Report: Emergency Contract Invoked for Purchase of New Boiler – Mrs. Petty advised the Board that the Schaare wing boiler was beyond repair over the President’s Holiday weekend, and we had to invoke Policy 6424 to purchase a new boiler through the Emergency Contract provisions of N.J.S.A. 18A:18A-7. The Executive County Superintendent and County School Business Administrator were both informed of our situation. The cost of the new boiler was \$45,256.
3. Door Project Close-Out – Informational: Mrs. Petty referenced the attached letter from the New Jersey Schools Development Authority, confirming close-out and release of funds for our 2014 Door Project. We received \$51,4000, the full amount owed by the State of New Jersey, on February 23, 2017. (This amount was exactly 40% of the total cost of the project, as requested in our project application).

**D. EDUCATION**

1. Class Trip – A motion was made by Mrs. Glory, seconded by Mr. Herrmann, and carried unanimously to approve a physical education class trip to the Belvidere Bowling Alley on March 22.

## **2017-18 PRELIMINARY BUDGET**

Mr. Saalfield and Mrs. Petty reviewed financial and instructional highlights of the proposed 2017-18 preliminary budget, noting that there will be a 2% increase in the tax levy.

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. Wood-Rosso, seconded by Mr. Herrmann, and carried unanimously by roll call vote to adopt the 2017-18 Preliminary Budget in the following amounts, with a tax levy of \$6,650,000, with accompanying limits outlined below for professional services and mileage reimbursement, and to submit the budget to the County office for review and approval:

School Attorney	\$35,000
School Auditor	\$18,000
School Physician	\$ 3,000
Independent Student Evaluations	\$ 2,500

Maximum amount of \$1,000 per employee for mileage reimbursement for 2017-18, with total reimbursement not to exceed \$6,000 for the District.

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**EXPENDITURES:**

Fund 10: General Fund	\$ 9,218,000
Fund 20: Special Revenue Fund	\$ 182,000
Total Expenditures:	<b><u>\$ 9,400,000</u></b>

**REVENUE:**

**General Fund**

Local Tax Levy	\$ 6,650,000
State Aid	\$ 1,978,747
Budgeted Fund Balance	\$ 250,000
Withdrawal from Capital Reserve	\$ 275,000
Federal Impact Aid	\$ 35,000
Miscellaneous Revenue	\$ 19,253
Tuition Revenue for Preschool	\$ 10,000
Total for General Fund	<b><u>\$ 9,218,000</u></b>

**Special Revenue Fund**

Grants	\$ 182,000
Total for Special Revenue Fund	<b><u>\$ 182,000</u></b>

**TOTAL REVENUE** **\$ 9,400,000**

A motion was made by Mrs. Wood-Rosso, seconded by Mr. Cook, and carried unanimously by roll call vote to establish the half-day preschool (regular education) tuition rate in the amount of \$2,100, the full-day (regular education) preschool tuition rate in the amount of \$4,200, and the summer preschool (special education) tuition rate in the amount of \$750 for the 2017-18 School Year. (This is an increase of \$100 per year for the half-day program and \$200 per year for the full-day program).

**D. EDUCATION**

1. HIB Report (Case #16172) – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously to affirm Mr. Saalfield’s handling of the HIB incident (Case #16172) reported at the February 16<sup>th</sup> BOE meeting.

**E. POLICY**

1. Approve Second Reading and Adoption - A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Gerkhardt, and carried unanimously to approve Second Reading and Adoption of the following Policies:

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- 1510 - Americans with Disabilities Act
- 2415.30 - Title I – Educational Stability for Children in Foster Care
- 2418 - Section 504 of the Rehab Act of 1973
- 5116 - Education of Homeless Children
- 8330 - Student Records

2. Approve First Readings - A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Gerhardt, and carried unanimously to approve First Reading of the following Policies and Regulations:

- 2460 - Special Education
- 2460R - Special Ed Regulation
- 2460.1R - Special Education-Location, ID, and Referral
- 2460.8R - Special Education – Free and Appropriate Public Education
- 2460.9R - Special Education – Transition from Early Intervention to Preschool Programs
- 2460.15R - Special Education – In-Service Training Needs for Staff
- 2460.16R - Special Education – Instructional Material to Blind or Print-Disabled Students
- 2467 - Surrogate Parents and Foster Parents
- 3250 - Hours and Days of Work (changing length of school day to seven hours/five minutes).

**OLD BUSINESS** - None.

**CORRESPONDENCE** – None.

**PUBLIC HEARING & PETITION** – None.

**LEGISLATIVE UPDATE** – J. Karolchyk had nothing to report.

**EXECUTIVE SESSION** – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Glory, and carried unanimously to convene to Executive Session at 8:13PM to review previous minutes and to discuss matters of Personnel concerning 2017-18 staff as well as Negotiations, the results of which will be released to the public once the reason for confidentiality no longer exists.

The Board returned to public session at 9:27PM and continued with the following action:

A motion was made by Mrs. Hadden, seconded by Mrs. Gerkarhardt, and carried unanimously to approve the February 16<sup>th</sup> Executive Session minutes as submitted.

The board informally discussed presentations of future instructional programs.

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**ADJOURNMENT**

A motion was made by Mrs. Hadden, seconded by Mr. Herrmann, and carried unanimously to adjourn the meeting at 9:40PM.

Respectfully submitted,

Molly Petty

School Business Administrator