

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

March 20, 2014 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, March 20, 2014.

Mr. Herrmann, Board President, called the meeting to order at 7:03PM.

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

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

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

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

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; and staff members.

APPROVE REGULAR MINUTES - A motion was made by Mrs. Glory, seconded by Mrs. Hadden, and carried unanimously to approve the minutes as submitted for February 20, 2014.

NEW BUSINESS

1. Superintendent's Update – Mr. Saalfield informed the Board that the early dismissal times cannot be changed due to sharing buses with North Warren. He also discussed the HIB self-assessment, a visit from a PARCC tech consultant, student art shows, Strategic Plan on website, TCU status, Kindergarten registration to-date, and Assembly Bill 2840.
2. Principal's Report - Mr. Leal reviewed his written report, and read a letter of appreciation from a parent for Mrs. Hamilton's services.
3. Reminder – Board Members Must Complete Personal & Financial Disclosure Forms online by April 30.

PUBLIC HEARING & PETITION – An email was discussed, concerning parents who park illegally in the school parking lot.

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APPROVE FINANCIAL REPORTS - A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve January Transfers in the amounts of \$1,100.00; and Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amounts of \$1,163,985.48 in total Government Funds; and to certify that as of January 31, 2014, after review of the Secretary and Treasurer's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation with N.J.A.C.6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligation for the fiscal year.

APPROVE PAYMENT OF BILLS - A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve payment of the General Fund Bills List in the amount of \$789,510.24 and the Food Service Fund Bill List in the amount of \$7,094.35.

MOTION ITEMS

A. PERSONNEL

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

1. Workshop and Mileage Reimbursement Requests – To approve the attached list of workshop and mileage reimbursement requests.
2. Approve Substitutes – To add the name of Ned Straway to the Substitute Custodian list; Loren O'Dell to the Substitute Teacher/Aide list; and Claudia Lobycz to the Substitute Nurse list for the 2013-14 School Year.
3. Accept Resignation – To accept Mrs. Grant's letter of resignation effective May 5, 2014.
4. Accept Resignation – To accept Mr. Wallace's letter of resignation effective March 14, 2014.
5. Hire Carolyn Collins – To accept Mr. Saalfield's recommendation to hire Carolyn Collins as a long-term substitute for Grade 6 effective May 1, 2014.
6. Hire Anjanette May – To accept Mr. Saalfield's recommendation to hire Anjanette May as a maternity leave position for special education, on MA Step 1, effective April 1, 2014.
7. Accept Resignation – To accept Mr. Benvenuto's resignation, with great regret, for the purpose of retirement on June 30, 2014.

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B. FINANCE

1. Insurance Received for Frozen Pipe Damage - Mrs. Petty informed the Board that a check in the amount of \$7,492 was received from NJ School Insurance Group for the heating work needed due to a frozen pipe in Room 32.
2. Joint Insurance Fund – Mrs. Petty noted that we are in the third and final year of our Joint Insurance Fund (JIF) membership agreement with Brown & Brown. We need to give Brown & Brown permission to solicit multiple quotes for the District, or issue a reservation of rights to withdraw from the JIF. Mrs. Petty recommended that the Board stay with the JIF, and no one opposed.

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

3. Accept Donation – To accept a donation in the amount of \$500 from the Merkle family, to be matched by Merck, Mrs. Merkle’s employer, for the purchase of 4th grade teaching supplies.
4. Establish Summer PSD Tuition Rate – To establish the rate of \$750 per student for our summer PSD Tuition Rate.
5. Accept Quotes for Carpentry Services – To accept quotes from Rivara Construction in the amount of \$12,356 for windows (old locker room) and doors (4th grade classroom doors), and \$4,958 per wall (Schaare wing classrooms); and from Woop Brothers Contracting LLC in the amount of \$35,520 for windows and doors and \$8,500 per wall and to award the contract to Rivara Construction.
6. Contract with Cloud-com for Managed Email Server – To contract with Cloud-com for Managed E-mail server with 130 mailboxes in the amount of \$518.70 per month, a savings of \$3,135 per year over PenTeleData’s price, for the 2014-15 School Year.
7. Ballistic Window Security Film – To award a contract for services as presented in their February 18th quote to Energy Solutions Window Tinting in the amount of \$9,422 (\$8.99 per square foot) for existing doors and windows in key locations throughout the building. Quotes had been previously accepted for similar work from Chute Master in the amount of \$12.65 per square foot and Strandberg Solutions in the amount of \$28.85 per square foot. We will apply for \$6,000 in funding from the ERIC West’s 2014-15 Safety Grant through NJ Schools Insurance Group.
8. Door Project Contract – Mrs. Petty explained that action on this item must be postponed until the SDA grant is received, in order to secure the State’s 40% share of funding for this project.
9. ERIC West Grant – To approve the New Jersey School Boards Insurance Group ERIC West grant application in the amount of \$6,000 to be used toward the purchase of ballistic window security film.

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10. 2014-15 Budget Preliminary Adoption – Mr. Saalfield and Mrs. Petty reviewed pertinent tax levy and revenue/expenditure information proposed for the 2014-15 Budget.

2014-15 PRELIMINARY BUDGET APPROVAL

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 Mrs. McLain, seconded by Mr. Henke, and carried unanimously by roll call vote to adopt the 2014-15 Preliminary Budget in the following amounts, with accompanying limits outlined below for professional services and mileage reimbursement, and submit the budget to the County office for review and approval:

Anticipated Enrollment: 541 Students (includes 23 at Ridge & Valley Charter School and 1 at the Sussex County Charter School)

EXPENDITURES:

Fund 10: General Fund	\$ 9,065,000
Fund 20: Special Revenue Fund	\$ 169,500
Total Expenditures:	\$ 9,234,500

REVENUE:

General Fund

Local Tax Levy	\$ 6,618,000
State Aid	\$ 1,973,757
Budgeted Fund Balance	\$ 225,000
Withdrawal from Capital Reserve	\$ 160,000
Miscellaneous Revenue	\$ 77,243
Tuition Revenue for Preschool	\$ 11,000
Total for General Fund	\$ 9,065,000

Special Revenue Fund

Federal Aid	\$ 169,500
Total for Special Revenue Fund	\$ 169,500

TOTAL REVENUE \$ 9,234,500

Motion to establish a maximum amount of professional services for 2014-15 as follows:

School Attorney	\$25,000
School Auditor	\$16,000
School Physician	\$ 3,000

Motion to establish a maximum amount of \$1,000 per employee for mileage reimbursement for 2014-15, with a total reimbursement of \$6,000.

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C. FACILITIES

1. Facilities' Use Requests* – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously to approve the attached list of Facilities' Use Requests.
2. Door Project – A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously for authorizing execution and delivery of the Grant Agreement for DOE Project #0400-030-13-3003/SDA Project #0400-030-13-G2TO.

A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously to approve the delegation of authority to the School Business Administrator for the supervision of the School Facilities Project, DOE #0400-030-13-3003/SDA Project #0400-030-13-G2TO

OLD BUSINESS – Mrs. Petty advised the Board that Mrs. Stauffer will be sending an email reminder for Board members to respond about their participation in the Teacher for a Day activity on April 2.

CORRESPONDENCE – The SEMI waiver was received from the County office. The State BOE has certified the Blairstown Township School District as a high-performing district. The RVCS has been removed from probation.

PUBLIC HEARING & PETITION – None.

LEGISLATIVE UPDATE – None.

EXECUTIVE SESSION – A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously to convene to Executive Session at 8:47AM to review previous minutes as well as discuss matters of Personnel and Negotiations, the results of which will be released to the public once the need for confidentiality no longer exists.

ADJOURNMENT – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to adjourn the meeting at 10:30AM.

Respectfully submitted,

Molly Petty
School Business Administrator