

**BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

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

**February 20, 2014 Meeting Minutes**

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

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

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

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

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

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

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

**APPROVE REGULAR MINUTES** - A motion was made by Mrs. Glory, seconded by Mrs. Wood-Rosso, and carried unanimously to approve the minutes as submitted for January 7, 2014.

**NEW BUSINESS**

1. **Superintendent's Update** – Mr. Saalfield informed the Board that the scoreboard lights have been replaced, a section of the boiler in the 1929 wing was replaced, the Nursing Services Plan and QSAC plan were approved, and he noted that Blairstown is now considered a “high-performing” district. The thoroughly revised policy and regulations manuals were just received today. The fire alarm system upgrades are almost finished. Mr. Saalfield and Mr. Leal recently met with the new Township Committeewoman, Susan Price. New classroom flags were purchased and hung. A 3-D printer is being ordered for the students. Early student dismissals will be reviewed. Mr. Saalfield highlighted Blairstown's student performance progress from 2011-12 to 2012-13.
2. **Principal's Report** - Mr. Leal reviewed his written report.
3. **Reminder – Board Members Must Complete Personal & Financial Disclosure Forms online by April 30.**
4. **FYI – New Timeline for Superintendent's Evaluation** – Mrs. Petty noted that the evaluation process for Mr. Saalfield must be completed by June 30<sup>th</sup>.

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**STUDENT RECOGNITION** – Winners of Spelling Bee, Peace Poster Contest, and Clean Communities T-Shirt Design Contest were presented with certificates and photographed with Mr. Leal and Mr. Herrmann.

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

**STRATEGIC PLANNING RESULTS & BOE ETHICS PRESENTATION BY NJSBA** – Robynn Meehan presented the Board with a brief summary and outcome of the Strategic Planning Process. She also noted that Action Plans now need to be approved by the BOE. Mrs. Meehan reviewed BOE Ethics with the full Board.

**APPROVE FINANCIAL REPORTS** - A motion was made by Mrs. McLain, seconded by Mrs. Helck, and carried unanimously by roll call vote to approve November and December Transfers in the amounts of \$108,600 and \$76,825; and Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amounts of \$1,414,939.06 and \$1,224,490.78 in total Government Funds; and to certify that as of December 31, 2013, 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. Helck, and carried unanimously by roll call vote to approve payment of the General Fund Bills List in the amount of \$1,228,776.18 and the Food Service Fund Bill List in the amount of \$7,917.89.

**MOTION ITEMS**

**A. PERSONNEL**

A motion was made by Mrs. McLain, seconded by Mrs. Helck, 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 Leave of Absence Request – To approve Mrs. Kovacs' leave of absence request.
3. Approve Leave of Absence Request - To approve Mrs. Peterson's leave of absence request.
4. Approve After-School Staff – To approve Ms. Pfeiffer, Mrs. Stauffer, and Mrs. Warnkin as teachers for the after-school programs for Third and Fourth Grade Math and Writing Clubs at the hourly rate of \$40, per BTA contract, for twelve weeks this winter/spring.
5. Approve Substitute – To add Laura Bostrom-Davis to the Nurse Substitute List for 2013-14.

**B. FINANCE**

1. 2014-15 Budget Update – Mrs. Petty advised the Board that State Aid figures are due next week, and that she and Mr. Saalfield have already reviewed the first draft of the 2014-15 Budget.

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

2. Approve Bid Advertisement for Pipe Culvert Project –To approve the bid advertisement for the culvert project, as prepared by Suburban Consulting Group. Bids will be due April 30<sup>th</sup>, and awarded at the May 15<sup>th</sup> Board meeting. Work will take place over the summer of 2014. This project will be paid for in the 2013-14 school year, as discussed and voted upon at the October 2013 meeting.
3. Approve DRG for Preparation of Generator Projector Bid Specs - To approve Design Resources Group (DRG) to prepare the project specifications, advertise the bid, and oversee the bidding process for the generator project discussed at the December board meeting, in the amount of \$9,500, to be budgeted in the 2014-15 School Year. Work will take place during the summer of 2014.
4. Approve DRG for Preparation of Door Project Bid Specs – To approve Design Resources Group (DRG) to prepare the project specifications, advertise the bid, and oversee the bidding process, in the amount of 8% of the bid for the Door Project, a project approved by the DOE with their Letter of Final Eligible Costs, to be budgeted in the 2014-15 School Year. Work will take place during the summer of 2014.
5. Accept FEC Letter – To accept the Department of Education’s letter of Final Eligible Costs for the recently awarded ROD grant for school facility projects in the following amounts:

Door Project - \$51,400 = 40% State Share & \$77,100 = 60% Local Share

Roof Replacement - \$567,431= 40% State Share & \$851,147 = 60% Local Share

Window Replacement - \$448,656 = 40% State Share & \$672,983 = 60% Local Share

6. Accept Donation – To accept a donation in the amount of \$100 from the Merkle family, to be matched by Merck, Mrs. Merkle’s employer, for the purchase of 4<sup>th</sup> grade teaching supplies.

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7. Federal Impact Aid Information – Mrs. Petty informed the Board that she received a telephone call concerning the reinstatement of Federal Impact Aid

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**C. FACILITIES**

1. Facilities' Use Requests – 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 Facilities' Use Requests.

**OLD BUSINESS**

1. 2013-14 School Calendar Change (due to weather-related closings)

After a brief discussion, a motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously to open school on April 14<sup>th</sup>, with the understanding that the guidance on the 2013-14 School Calendar will be followed, specifically that any other school closings that need to be made up will be done so by using additional, consecutive days of the spring break, starting with April 15, 16.....

2. BOE Committees for 2014 – Mr. Herrmann

Mr. Herrmann distributed the lists of committees for 2014.

**PUBLIC HEARING & PETITION** – None.

**LEGISLATIVE UPDATE** – J. Karolchyk Mentioned that several education bills were submitted to the Governor, including one on testing for dyslexia.

**EXECUTIVE SESSION** – A motion was made by Ms. McLain, seconded by Mrs. Helck, and carried unanimously to review previous minutes as well as discuss matters of Litigation, Personnel, and Negotiations, the results of which will be released to the public once the reasons for confidentiality no longer exists.

The meeting re-opened to the public at 9:58PM and continued with the following action.

A motion was made by Mrs. Hadden, seconded by Mrs. Glory, and carried unanimously to approve the December 5<sup>th</sup> and 12<sup>th</sup> Executive Session minutes as submitted.

**ADJOURNMENT**

A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to adjourn the meeting at 10:00PM.

Respectfully submitted,

Molly Petty  
School Business Administrator