

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

January 19, 2010 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Tuesday, January 19, 2010.

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

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

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

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

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

- Approve the Regular Minutes
A motion was made by Mr. Herrmann, seconded by Mrs. Lascari, and carried unanimously to approve the minutes as submitted for December 8, 2009.
- Approve Payment of Bills
A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve payment of the January 19, 2010 General Fund Bills & Claims List in the amount of \$1,245,566.78, and the Food Service Fund in the amount of \$9,003.15.
- Approve November Board Secretary and Treasurer Reports
A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the November 2009 Blairstown Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$823,693.19 in Total Government Funds and to certify that as of November 30, 2009, after review of the Secretary and Treasurer's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation with N.J.A.C.6A:23-2.11 and that sufficient funds are available to meet the district's financial obligation for the fiscal year.

- Correspondence - Mr. Saalfield referred to the letter from Katie Attwood, no longer at the DOE. Ms. Reilly suggested that we send another letter to her replacement regarding our request for forgiveness of any future tuition adjustments (with copies to our legislators).
- Public Hearing & Petition – No public was in attendance at this meeting.

SCHOOL BOARD RECOGNITION MONTH – Mr. Saalfield shared letters of appreciation from staff and students for Board members' volunteer service. The Board was very appreciative of all the letters and pictures.

MOTION ITEMS

A. PERSONNEL

1. Approve Workshop Requests - A motion was made by Mr. Dieffenbach, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve the attached list of workshop requests.
2. Hire Substitutes – A motion was made by Mrs. Lascari, seconded by Mr. Benson, and carried unanimously by roll call vote to accept the Superintendent's recommendation to add the names of Dawn Ahlers and Kristina Wohlers to the teacher substitute list for the 2009-10 School Year.
3. Accept Resignation for Purposes of Retirement – A motion was made by Mr. Dieffenbach, seconded by Mrs. McLain, and carried unanimously to accept Mrs. Chubb's resignation, with regret, for purposes of retirement effective June 30, 2010.
4. Movement on Guide – A motion was made by Mr. Benson, seconded by Mrs. Lascari, and carried unanimously to approve Mrs. Harrington's request to move to the Bachelor's +15 credits column of the BTA guide, effective February 1, 2010.

B. FACILITIES

1. Facilities' Use Requests – A motion was made by Mr. Dieffenbach, seconded by Mrs. Lascari, and carried unanimously to approve the attached list of Facilities' Use Requests.
2. Roof-top Condenser for Mr. Fuller's Classroom – A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried unanimously by roll call vote to approve the change-order in the amount of \$8,144 for the HVAC project to install a new roof-top condenser above Mr. Fuller's classroom.

C. FINANCIAL

1. Approve Grant Salaries – A motion was made by Mr. Herrmann, seconded by Mr. Dieffenbach, and carried unanimously to approve the following grant salaries for the 2009-10 School Year:

D. Reade	Title I	\$30,432
C. Kovacs	Title IIA	\$13,332
M. Andrews	Title IV	\$1,143

2. Approve Tuition Contract – A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve a special education tuition contract for one student with the Paramus Board of Education in the amount of \$7,858.16 for the 2009-10 School Year, effective September 8, 2009.

3. Switch Health Insurance Brokers – A motion was made by Mrs. McLain, seconded by Mr. Benson, and carried unanimously to switch to RHM Benefits for health insurance brokerage services, effective January 20, 2010. The Board discussed but did not adopt the SAIF resolution.

4. Approve 2010-11 Budget Calendar - A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously to approve the 2010-11 Budget Calendar as proposed.

5. Appoint Law Firm – A motion was made by Mr. Herrmann, seconded by Mr. Dieffenbach, and carried unanimously to appoint the law firm of Adams, Stern, Gutierrez & Lattiboudere, LLC for purposes of negotiations in the amount of \$150 per hour, with a capped amount of \$4,500.00.

DISCUSSION ITEMS

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

POLICY

1. First Reading of Policies – A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously to approve the first reading of the following policies:

2415.03	- Highly Qualified Teachers
2423	- Bilingual and ESL Education
3281/4281	- Inappropriate Staff Conduct
3431.3/4431.3	- New Jersey's Family Leave Insurance Program
2560	- Live Animals in School
3126	- Induction Program for Provisional Teachers
3240	- Professional Development

OLD BUSINESS

1. Superintendent's Updates – Mr. Saalfield reviewed the tentative QSAC results with the Board, noting we lost points for not having an automated maintenance request system in place (although the code does not necessitate one) and for not having Board goals for student achievement (which will be addressed during the next self-evaluation process).
2. Gifts from Attorneys – 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.

NEW BUSINESS

1. Transportation – Mr. Saalfield reported that the Finance Committee discussed North Warren's decision to bid out all of their routes this spring and felt that we already have fair prices on our routes and would not want to jeopardize the safety of our elementary students by possibly having a whole new transportation company and new bus drivers, who wouldn't be familiar with our students.
2. Summer Music Camp Program A motion was made by Mrs. Lascari, seconded by Mr. Herrmann, and carried unanimously to approve the summer music camp program as outlined in the attached information.

EXECUTIVE SESSION – A motion was made by Mr. Benson, seconded by Mr. Dieffenbach, and carried unanimously to convene to Executive Session at 9:17PM to discuss matters of Negotiations and to review minutes from December 8th, the results of which will be released to the public as soon as reasons for confidentiality no longer exist.

Approve Minutes - A motion was made by Mrs. Lascari, seconded by Mr. Benson, and carried unanimously to approve the December 8, 2009 Executive Session minutes as submitted.

ADJOURNMENT – A motion was made by Mr. Herrmann, seconded by Mr. Dieffenbach, and carried unanimously to adjourn the meeting at 9:47PM.

Respectfully submitted,

Molly Petty
School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

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February 16, 2010 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Tuesday, February 16, 2010.

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

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

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

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

Also Present: Mr. Saalfield, Superintendent; Mrs. Goodman, Principal; and Mrs. Petty, SBA/Board Secretary. Mrs. Diane Morris from NJSBA was an invited guest.

- **Approve the Regular Minutes**
A motion was made by Mr. Benson, seconded by Mrs. Ruben, and carried unanimously (Mrs. Merkle and Mr. O'Toole abstained) to approve the minutes as submitted for January 19, 2010.
- **Approve Payment of Bills**
A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve payment of the February 16, 2010 General Fund Bills & Claims List in the amount of \$683,645.32, and the Food Service Fund in the amount of \$11,145.12.
- **Approve December Transfers and Financial Reports**
A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the attached list of transfers in the amount of \$18,500 and the December 2009 Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$956,591.40 in Total Government Funds and to certify that as of December 31, 2009, after review of the Secretary and Treasurer's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation with N.J.A.C.6A:23-2.11 and that sufficient funds are available to meet the district's financial obligation for the fiscal year.

- Correspondence - Mr. Saalfield read a letter of appreciation from Mrs. Pfeiffer and some of her students.
- Public Hearing & Petition – No public was in attendance at this meeting.

SCHOOL BOARD SELF-EVALUATION PROCESS AND SUPERINTENDENT'S

EVALUATION– Mrs. Diane Morris from New Jersey School Boards Association noted that the Board's self-evaluation should be completed before the Reorganization meeting, but there is no strict deadline. There is a new on-line process this year for evaluating the superintendent, and the Board should look for an email indicating that Mr. Saalfield has completed his portion of the evaluation process. The on-line process will enable a very quick turnaround time if the Board wants NJSBA to compile the results. The Board must have met with Mr. Saalfield to review the narrative before April 30th.

MOTION ITEMS

A. PERSONNEL

1. Approve Workshop Requests - A motion was made by Mr. Herrmann, seconded by Mr. Dieffenbach, and carried unanimously by roll call vote to approve the attached list of workshop requests.
2. Approve Leave of Absence – A motion was made by Mrs. Ruben, seconded by Mrs. Lascari, and carried unanimously to approve Mrs. Ruczicka's leave of absence request for the 2010-11 School Year.
3. Approve Leave of Absence Extension – A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously to approve Mrs. Stiles's request to extend her child-rearing leave through June 30, 2010.
4. Update on Superintendent's Goals – Mr. Saalfield updated the Board on the progress toward his 2009-10 goals.
5. Approve Volunteers for Students' Diabetes Plans – A motion was made by Mr. Dieffenbach, seconded by Mr. Benson, and carried unanimously to approve the following volunteer delegates to administer glucagon as required by NJSA 18A:40-12.11-21: William Stark and Valerie Reynolds.
6. Hire Substitutes – A motion was made by Mrs. Ruben, seconded by Mrs. Merkle, and carried unanimously by roll call vote to accept the Superintendent's recommendation to add the names of Sherry Hodap and Carissa Capiello to the substitute teacher list for the 2009-10 School Year.
7. Extend Mrs. Oliveira's Contract - A motion was made by Mrs. Ruben, seconded by Mrs. Merkle, and carried unanimously by roll call vote to extend Mrs. Jenny Oliveira's employment contract as a replacement teacher for Mrs. Stiles through June 30, 2010.

B. FACILITIES

1. Garden – A motion was made by Mr. Dieffenbach, seconded by Mrs. McLain, and carried unanimously to approve a garden to be planted outside. There may be grant money forthcoming to assist in the expense of this, but most items will be donated. Work will start on Saturday, April 24th, two days after Earth Day.

2. Facilities' Use Requests – A motion was made by Mrs. McLain, seconded by Mr. Benson, and carried unanimously to approve the Cub Scouts' Facilities' Use Request for February 19th, pending confirmation that it is not for a dance.

C. FINANCIAL

1. Health Insurance - SAIF RESOLUTION – A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously by roll call vote to adopt the attached SAIF resolution for health insurance.

2. SEMI-Waiver – A motion was made by Mr. Dieffenbach, seconded by Mrs. McLain, and carried unanimously to approve the SEMI program waiver for the 2010-11 School Year.

3. Finance Committee Report – Ms. Reilly reported that the Committee met earlier this evening and received information that this year's state aid was just cut \$36,500, affecting the 2009-10 bottom line. Mr. Saalfield and Mrs. Petty have received varying information, all indicating that state aid may be cut heavily for next year and that things look very bleak.

DISCUSSION ITEMS

1. Principal's Report – Mrs. Goodman reviewed the items on her report.

POLICY

1. Second Reading & Adoption of Policies: A motion was made by Mrs. Lascari, seconded by Mrs. Ruben, and carried unanimously to approve the second reading and adoption of the following list of policies:

- | | |
|---------------|---|
| 2415.03 | - Highly Qualified Teachers |
| 2423 | - Bilingual and ESL Education |
| 3281/4281 | - Inappropriate Staff Conduct |
| 3431.3/4431.3 | - New Jersey's Family Leave Insurance Program |
| 2560 | - Live Animals in School |
| 3126 | - Induction Program for Provisional Teachers |
| 3240 | - Professional Development |

OLD BUSINESS

1. Superintendent's Updates – Mr. Saalfield reported that we have received proposals for our energy audit but that Mrs. Petty is verifying with the State that the funding is still available. The HVAC work has been completed satisfactorily. He attended the Superintendent's evaluation workshop on February 8th. Due to the reduction in this year's state aid, we have issued a freeze on purchase orders.

NEW BUSINESS

1. Establish BOE Meeting Dates – A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously to establish and advertise the following meeting dates for the next few months:

Tuesday, March 23 at 7:30PM (to adopt preliminary budget)

Tuesday, March 30 at 7:30PM (to adopt final budget for April 20th vote)

Tuesday, April 27 at 7:30PM (to reorganize)

2. Establish Election Poll Times – A motion was made by Mr. Dieffenbach, seconded by Mrs. Merkle, and carried unanimously to establish the times of 2-9PM as open polls for the April 20th, 2010 election and budget vote.

3. Hipp Grant Foundation Application – A motion was made by Mrs. Merkle, seconded by Mrs. McLain, and carried unanimously to approve the application for NJEA Frederick L. Hipp Foundation for Excellence in Education Professional Growth Grant.

4. Resolution for Additional Federal Aid – A motion was made by Mrs. Merkle, seconded by Mrs. McLain, and carried unanimously to adopt the attached resolution and forward it to our state representatives.

5. Approve Class Trips – A motion was made by Mr. O'Toole, seconded by Mrs. Ruben, and carried unanimously to approve three class trips for Mr. Staffaroni's G&T students on March 3 to the Messing Nature Center, on March 16 to the Architecture Convocation, and on March 25 to the Battle of the Minds Competition.

EXECUTIVE SESSION – A motion was made by Mrs. McLain, seconded by Mr. Dieffenbach, and carried unanimously to convene to Executive Session at 9:27PM to review January 19th Executive Session minutes and to discuss matters of Negotiations, the results of which will be released to the public as soon as the reasons for confidentiality no longer exist.

1. Approve January 19th Executive Session Minutes – A motion was made by Mr. Benson, seconded by Mr. Dieffenbach, and carried unanimously (Mrs. Merkle and Mr. O’Toole abstained) to approve the January 19, 2010 Executive Session minutes as submitted.
2. Hire Special Education Consultant – A motion was made by Mr. Herrmann, seconded by Mrs. Ruben, and carried unanimously to accept the Superintendent’s recommendation to hire a special education consultant in the amount not to exceed \$2,500 (to be paid with ARRA – IDEA funding).

ADJOURNMENT – A motion was made by Mr. Benson, seconded by Mr. Dieffenbach, and carried unanimously to adjourn the meeting at 11:00PM.

Respectfully submitted,

Molly Petty
School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

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March 23, 2010 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Cafeteria on Tuesday, March 23, 2010.

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

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

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

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

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

- **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 February 16, 2010.
- **Approve Payment of Bills**
A motion was made by Mrs. Merkle, seconded by Mr. O'Toole, and carried unanimously by roll call vote to approve payment of the March 23, 2010 General Fund Bills & Claims List in the amount of \$837,557.48, and the Food Service Fund in the amount of \$9,301.39.
- **Approve January Transfers and Financial Reports**
A motion was made by Mr. O'Toole, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the attached list of January transfers in the amount of \$89,740 and the January 2010 Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$701,774.85 in Total Government Funds and to certify that as of January 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** - None.

2010-11 PRELIMINARY BUDGET –Mr. Saalfield and Mrs. Petty reviewed the 2010-11 preliminary budget, which included a \$526,223 cut in state aid and a reduction in staff.

Ms. Reilly explained the loss of Hardwick's 2009-2010 budgeted fund balance (\$267,397) as a result of the state's forced consolidation of Hardwick and Blairstown Boards of Education on July 1, 2009, which added to our financial difficulty in preparing this year's budget. She informed the public that the administration has been pursuing this issue with county and state officials as well as local politicians.

At this point Ms. Reilly invited the public to make comments and ask questions about the budget.

Donna Civatello felt strongly about getting the word out for parents to attend the next meeting and learn more about the budget problems.

Ann Drescher questioned if the charter school or the township will be making cuts in their budgets to help us. She also expressed concern about the tax increases for both North Warren and Blairstown Elementary and asked whether or not taxes could go down if state aid is increased in the future.

Ms. Hendricks asked who will be replacing the retiring teacher. Mr. Saalfield noted there will be some shifts in coverage next year.

Anjette May asked what parents can do to help spread the word and suggested additional information be distributed.

Valerie Reynolds spoke on behalf of the Blairstown Teachers Association, noting that they understand the need for the cuts, which were inevitable but will affect the education of the children. She noted that they are ready to do whatever they can to help.

Chris Thatcher asked about freezing salaries to help return staff, noting this has been happening throughout the private sector. He also asked about the requirement for professional development. Mrs. Petty noted that workshops will continue to be paid for with No Child Left Behind funds.

Ann Drescher asked if the school would accept volunteers to serve as classroom aides, which they can through POSSE.

Mr. Herrmann, Board member, responded to concerns about the tax increase and noted that the combined increases for North Warren's budget and our budget would amount to less than a 3% tax increase for a Blairstown resident. He also informed the public that there is no municipal tax in Blairstown.

A motion was made by Mr. O'Toole, seconded by Mrs. Rosko, and carried unanimously by roll call vote to adopt the following tentative budget for the 2010-11 school year:

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March 23, 2010

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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: 677 Students

Expenditures:

Fund 10: General Current Expense	\$ 8,285,000
Fund 20: Special Revenue Fund	\$ <u>208,576</u>
Total:	\$ 8,493,576

Revenue:

General Fund

Budgeted Fund Balance	\$ 300,000
Local Tax Levy	\$ 6,242,100
Miscellaneous Revenue	\$ 75,553
State Aid	\$ 1,667,347
Tuition	\$ <u>0</u>
Total for General Fund	\$ 8,285,000

Special Revenue Fund

State Aid (Municipal Alliance)	\$ 3,292
Federal Aid	\$ <u>205,284</u>
Total for Special Revenue Fund	\$ 208,576

Total Revenue \$ 8,493,576

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 2010-11 tentative budget includes a maximum travel appropriation of \$ 2,900.

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

Included in the 2010-11 proposed budget is a maximum regular business travel amount of \$600 per employee.

A short break was taken at this time. Mr. Dieffenbach left the meeting during the break.

MOTIONS

A. PERSONNEL

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

2. Hire Substitute – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to add the name of Courtney Jackes-Constantine to the teacher substitute list for the 2009-10 School Year.

B. EDUCATIONAL

1. Amend 2009-2010 School Calendar – A motion was made by Mr. O’Toole, seconded by Mrs. McLain, and carried unanimously to amend the 2009-2010 school calendar, to add one day at the end of June due to the four snow days used already. As a result, the last day of school will be Wednesday, June 23, 2010.

C. FACILITIES

1. Facilities Use Requests - A motion was made by Mr. Benson, seconded by Mrs. McLain, and carried unanimously to approve the list of facilities use requests.

2. Energy Audit – The Board tabled their vote to accept the proposals from CHA (\$19,850), Dome Tech (\$20,029) and Steven Winters Associates (\$17,682) and to award a contract to Steven Winters Associates in the amount of \$17,682.00 to conduct an energy audit per the terms of their proposal.

The Board will revisit this issue once written confirmation has been received that the State is still reimbursing school districts for 75% of this cost.

DISCUSSION ITEMS

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

2. Professional Service Providers in 2010-11 – Mr. Saalfield asked the Board if they want to solicit proposals for professional service providers for the next school year. Mrs. Petty has already contacted local banks and will submit their information in April for the Board’s review. Due to the cost of physical exams with our current physician, the Board will be changing the school doctor for next year. Mrs. Merkle offered the medical services of her husband for free, which will have to be discussed with NJSBA to see if there are any conflicts with that arrangement. No one requested soliciting proposals for an attorney or auditor.

OLD BUSINESS

1. Election Petitions were due to Mrs. Petty by 4PM on Monday, March 1, 2010. The following names will be on the ballot:

Full Three-Year Term: Mr. John Karolchyk
Mrs. Margaret McLain
Mrs. Leslie Ruben

Two-Year Unexpired Term: Mr. Joseph Liccese
Mrs. Mabell Rosko

2. Mr. Saalfield reminded the BOE to complete online Superintendent Evaluation by this Friday.

EXECUTIVE SESSION – A motion was made by Mr. Benson, seconded by Mr. O’Toole, and carried unanimously to convene to Executive Session at 9:12PM 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 – The meeting re-opened to the public at 9:50PM.

ADJOURNMENT – A motion was made by Mr. Benson, seconded by Mrs. Lascari, and carried unanimously to adjourn the meeting at 9:51PM.

Respectfully submitted,

Molly Petty

Molly Petty
School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

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March 30, 2010 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Cafeteria on Tuesday, March 30, 2010.

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

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

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

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

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

APPROVE REGULAR MINUTES - A motion was made by Mrs. Lascari, seconded by Mr. Herrmann, and carried unanimously to approve the minutes as submitted for March 23, 2010.

APPROVE PAYMENT OF BILLS - A motion was made by Mr. Herrmann, seconded by Mr. Benson, and carried unanimously by roll call vote to approve payment of the March 30, 2010 General Fund Bills & Claims List in the amount of \$421,545.04.

CORRESPONDENCE – Mr. Saalfield noted that the date for Sixth Grade Graduation will be June 21st.
- Mr. Saalfield referred to several letters he had sent and received concerning the reduction in our budget revenue for 2010-11 as a result of the lost “Budgeted Fund Balance” that Hardwick had previously used to partially fund their budget for tuition.

2010-11 BUDGET HEARING –Mr. Saalfield and Mrs. Petty presented the 2010-11 Budget for the Board's final adoption tonight. Ms. Reilly referred to the budget information on our website and requested that people print out and send to our legislators the letter concerning restoration of lost funding from Hardwick .

PRESIDENT – Ms. Reilly opened the floor to the public for their questions and comments on the budget.

Many people asked questions about personnel and programs for next year. Others suggested possible sources of revenue such as disposing of the Vail School or opening up the Blairstown Elementary School building for lease or rent to a local college to use our building as a nights/weekends satellite campus. People suggested ideas for working together to help get people out to vote.

ADOPTION OF FINAL 2010-11 BUDGET - A motion was made by Mr. Benson, seconded by Mr. O’Toole, and carried unanimously by roll call vote to adopt the proposed budget as follows, with 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: 677 Students

Expenditures:

Fund 10: General Current Expense	\$ 8,285,000
Fund 20: Special Revenue Fund	\$ <u>208,576</u>
Total:	\$ 8,493,576

General Fund Revenue:

Budgeted Fund Balance	\$ 300,000
Local Tax Levy	\$ 6,242,100
Miscellaneous Revenue	\$ 75,553
State Aid	\$ 1,667,347
Tuition	\$ <u>0</u>
Total for General Fund	\$ 8,285,000

Special Revenue Fund

State Aid (Municipal Alliance)	\$ 3,292
Federal Aid	\$ <u>205,284</u>
Total for Special Revenue Fund	\$ 208,576

Total Revenue **\$ 8,493,576**

Change in Appropriations: To make one change in line-item appropriations in the amount of \$954 from the preliminary budget adoption, as a result of the State’s revision of the amount of Charter School Tuition:

From: 11-000-100-56X (\$954)
To: 11-000-270-514 +\$954

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 2010-11 budget includes a maximum travel appropriation of \$2,900.

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

Included in the 2010-11 proposed budget is a maximum regular business travel amount of \$600 per employee.

MOTION ITEMS

A. EDUCATIONAL

1. Hire Special Education Consultant –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 continue contracting for a special education consultant in an amount not to exceed \$3,000 for the remainder of the school year to work with one of our teachers (to be paid with ARRA – IDEA funding).

B. FACILITIES

1. Energy Audit – A motion was made by Mr. Herrmann, seconded by Mr. O’Toole, and carried unanimously by roll call vote to accept the proposals from CHA (\$19,850), Dome Tech (\$20,029) and Steven Winters Associates (\$17,682) and to award a contract to Steven Winters Associates in the amount of \$17,682.00 to conduct an energy audit per the terms of their proposal. Mrs. Petty received written confirmation on March 25th from TRC Solutions that funding is still available for 75 percent of the cost for energy audits.

C. PERSONNEL

1. Approve Leave of Absence Request – A motion was made by Mrs. Lascari, seconded by Mr. Benson, and carried unanimously to approve Mrs. Stiles’ Leave of Absence request for the 2010-11 School Year.

DISCUSSION ITEM

Mr. Saalfield asked the Board if they were interested in pursuing the bidding of a cell tower on its Lambert Road property. Mr. Herrmann noted it could yield an annual income of \$30,000 for the first company, and between \$10-\$12,000 for the second and third companies. The Board agreed to explore the opportunity.

ADJOURNMENT – A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously to adjourn the meeting at 9:35PM.

Respectfully submitted,

Molly Petty
School Business Administrator/Board Secretary

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

April 27, 2010 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Tuesday, April 27, 2010.

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

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

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

ROLL CALL The following board members were present:
Mr. Benson, Mr. Dieffenbach, Mr. Herrmann, Mr. 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/Board Secretary.

ADMINISTRATION OF OATH OF OFFICE TO NEW BOARD MEMBERS

Mrs. Petty administered the oath of office to Mr. Karolchyk, Mrs. McLain, Mrs. Rosko, and Mrs. Ruben

ANNOUNCE ELECTION RESULTS

Mrs. Petty read aloud the following election results:

Three-Year Terms

Mrs. McLain 756 - Votes

Mrs. Ruben 720 - Votes

Mr. Karolchyk 709 - Votes

Two-Year Unexpired Term (One Seat Available)

Mrs. Rosko 482 – Votes*

Mr. Licesse 340 - Votes

Budget Vote:

700 - Yes Votes

557 - No Votes

CALL FOR NOMINATIONS FOR PRESIDENT

Mrs. Petty called for nominations for President of the 2010-11 Board of Education.

Mr. Joshua Benson was nominated by Mrs. Lascari and seconded by Mrs. Ruben.

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

A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to close the slate and cast the ballot for Mr. Joshua Benson as President of the Board of Education for the 2010-2011 School Year.

Mr. Benson presided over the remainder of the meeting.

CALL FOR NOMINATIONS FOR VICE-PRESIDENT

Mr. Benson called for nominations for Vice-President of the 2010-11 Board of Education.

Mrs. Dolores Lascari was nominated by Mrs. McLain and seconded by Mrs. Ruben.

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

A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously to close the slate and cast the ballot for Mrs. Dolores Lascari as Vice-President of the Board of Education for the 2010-2011 School Year.

APPOINTMENTS FOR 2010-2011 SCHOOL YEAR

A motion was made by Mrs. Lascari, seconded by Mrs. Rosko, and carried by roll call vote (Mr. Karolchyk abstained) to appoint the following personnel for the 2010-2011 School Year:

- | | |
|--|----------------------------------|
| a. Board Architect | Design Resources Group |
| b. Board Attorney | Courter Kobert & Cohen |
| c. Board Auditors | Ardito & Co. |
| d. Treasurer | Georgette Range & Chris Madeiros |
| e. Board Secretary | Molly Petty |
| f. Public Agency Compliance Officer & Custodian of Records | Molly Petty |
| g. Right-to-Know Compliance Officer | Molly Petty |
| h. Qualified Purchasing Agent | Molly Petty |
| i. Substance Abuse Coordinator | Michele Andrews |
| j. Attendance, Affirmative Action, 504 Officer,
Safety & Health Designee, and ADA Officer | Rosemary Goodman |

- | | |
|---|--------------------|
| k. AHERA Coordinator, Chemical Hygiene Officer,
Integrated Pest Management Coordinator, Asbestos
Management and PEOSA Officer/Coordinator, &
Indoor Air Quality Designee | Melvin Bartron |
| l. Homeless Liaison | Mary Grace Rudolph |
| m. Insurance Agents | Brown & Brown |

DESIGNATIONS OF THE FOLLOWING:

A motion was made by Mrs. Ruben, seconded by Mrs. Lascari to designate the following appointments for the 2010-2011 School Year:

An amended motion was made by Mrs. Ruben, seconded by Mrs. Lascari, and carried unanimously by roll call vote (to include approval of by-laws) to approve the following appointments for the 2010-11 School Year:

- a. Official Newspaper: Express Times; Alternate – NJ Herald
- b. Bank Depositories: PNC Bank, First Hope Bank, and Lakeland Bank
- c. Designate Board Secretary as the person responsible for investments.
- d. Authorize Superintendent, Mark Saalfeld, to make line item transfers in an emergency, to be approved at the next meeting.
- e. BOE Meeting Schedule
- f. Adopt all existing policies, by-laws, textbooks, and the following curriculum of the Blairstown Twp. Board of Education for the school year July 1, 2010 through June 30, 2011: Math, Science, English, Social Studies, Health, Physical Education, Art, Music, Spanish, Language Arts Literacy, Academic TAG, Art TAG, and Quest.
- g. Designate Superintendent's secretary and CST secretary as the people responsible for each respective petty cash fund.
- h. Designate Superintendent and Board Secretary/SBA to implement 2010-2011 Budget pursuant with local/state policies and regulations.
- i. Adopt the NJSBA Code of Ethics

BOARD MEMBER APPOINTMENTS:

(The new Board President will appoint committee members at the May meeting).

BANK SIGNATORIES:

A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to designate the following signatures on each bank account for the 2010-11 School Year:

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

REGULAR BUSINESS MEETING AGENDA

APPROVE BOE MEETING MINUTES – A motion was made by Mrs. Lascari, seconded by Mr. Herrmann, and carried (Mr. Karolchyk abstained) to approve the March 30th meeting minutes as submitted.

APPROVE FEBRUARY FINANCIAL REPORTS – A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried unanimously by roll call vote to approve the February Financial Board Secretary's Reports, in agreement with the Treasurer's Report in the amount of \$955,972.21 in Total Government Funds and to certify that as of February 28, 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.

APPROVE BILLS & CLAIMS LISTS – A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve the attached April 27th list of Bills & Claims in the amount of \$ 593,038.81 for the General Fund and in the amount of \$12,123.18 for the Food Service Fund.

CORRESPONDENCE - Mr. Saalfield reviewed correspondence he had received during the past month.

RECOGNITION OF ALL-STAR BAND PARTICIPANTS:

Mrs. Goodman and Mrs. Socha presented the following students with certificates for their selection as Warren County All-Star Band Participants: Mark Bryant, Dominick Carlucci, Sayoko Kuzuma, Eric Marcus, Francesca Pagano, Hayley Simpson, Trevor VanVliet, Kristen Yurovchak

A short break for refreshments was taken at this time.

PUBLIC HEARING & PETITION – Two parents asked whether Mrs. Wisnowski was being recommended for renewal next year.

MOTION ITEMS

PERSONNEL

1. Hire Substitutes – A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Elizabeth DiGiorgio, Nicole Panella, and John Seman as substitute teachers and Chelsea Gallagher as a substitute aide for the remainder of the 2010-2011 School Year.
2. Accept Mrs. Elaine's Anderson Resignation – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to accept, with regret, Mrs. Elaine Anderson's letter of resignation for the purpose of retirement, effective July 1, 2010.

EDUCATIONAL

1. Schedule Promotional Exercises – A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried unanimously to schedule the Grade 6 promotional exercises for June 21, 2010.
2. Approve Revised Professional Development Plan – Mrs. Goodman reviewed the proposed PDP. A motion was made by Mrs. Lascari, seconded by Mrs. Ruben, and carried unanimously to approve the revised Professional Development Plan.
3. Technology Plan – Mrs. Goodman reviewed the Technology Plan. A motion was made by Mrs. McLain, seconded by Mr. Dieffenbach, and carried unanimously to approve the Technology Plan as presented by Mrs. Goodman.
4. Approve 2010-2011 School Calendar – A motion was made by Mr. Herrmann, seconded by Mrs. Lascari, and carried unanimously to approve the proposed 2010-2011 School Calendar.
5. Approve Class Trip – A motion was made by Mrs. Ruben, seconded by Mrs. Lascari, and carried unanimously to approve a Pre-first class trip to North Warren Barn Yard Days on May 7th.

FACILITIES

1. Building Use Requests – A motion was made by Mrs. McLain, seconded by Mr. Dieffenbach, and carried unanimously to approve the attached list of building use requests.

FINANCIAL

1. Approve Workshop and Mileage Reimbursement Requests – A motion was made by Mr. Herrmann, seconded by Mrs. Lascari, and carried unanimously by roll call vote to approve the attached list of mileage reimbursement requests.
2. Approve Contract with HCES – A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the attached Cooperative Pricing Agreement with Hunterdon County Educational Services Commission.

3. Approve 2010-11 Substitute Daily Rate – A motion was made by Mrs. Lascari, seconded by Mrs. Rosko, and carried unanimously vote to establish the rate of \$70 per day for substitute teachers next year.

4. Sussex County Regional Cooperative Coordinated Transportation – A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously by roll call vote to adopt the resolution to participate in a Joint Transportation Agreement with Sussex County Regional Cooperative for the 2010-11 School Year.

5. Warren County Special Services School District Coordinated Transportation – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously by roll call vote to adopt the resolution to participate in the Coordinated Transportation Program with Warren County Special Services School District for the 2010-11 School Year.

DISCUSSION ITEMS

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

2. Cell Tower Update – Mrs. Petty informed the Board that last week the court overturned the Board of Adjustment's denial of Verizon's application for building another cell tower. Consequently, Verizon expects to go ahead and construct a second tower on the property behind the Rite Aid store.

OLD BUSINESS – None.

NEW BUSINESS

WCSBA Spring Meeting – Mrs. Petty asked if anyone plans to attend "The Role and Responsibilities of the Board and Administrator" on May 17, 2010 at Greenwich Township Elementary.

Community Garden Work Day Kick-Off Event – Mr. Saalfield briefed the Board on Saturday's garden project.

EXECUTIVE SESSION – A motion was made by Mr. Dieffenbach, seconded by Mr. Herrmann, and carried unanimously to convene to Executive Session at 8:54PM to review Executive Session minutes and to discuss matters of Negotiations, the Superintendent's Evaluation, and 2010-11 Instructional Staff Performance and Rehiring, the results of which will be released to the public as soon as the reasons for confidentiality no longer exist.

RETURN TO PUBLIC SESSION – The meeting re-opened to the public at 10:00PM.

1. Approve Executive Session Minutes – A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried (Mr. Karolchyk abstained) to approve the February 16th and March 23rd Executive Session minutes.

2. Hire 2010-2011 Staff - A motion was made by Mr. Dieffenbach, seconded by Mr. Herrmann, and carried unanimously by roll call vote to accept the Superintendent's recommendation to approve the attached list of employment contracts for tenured and non-tenured certificated staff for the 2010-2011 School Year, pursuant to the salary guide to be determined in the 2010-13 Teachers Contract.

3. Reductions in Force – A motion was made by Mrs. McLain, seconded by Mr. Dieffenbach, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to reduce the hours of the following staff members, going from full-time to part-time, for the 2010-11 School Year: Mr. Farrell, Mr. Hendershot, Mrs. Miller, and Mr. Vezzosi.

4. Withholding of Increment for Monica Smith – A motion was made by Mrs. Lascari, seconded by Mr. Herrmann, and carried unanimously by roll call vote to withhold an increment for Monica Smith for the 2010-11 School Year.

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

Respectfully submitted,

Molly Petty
School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

May 18, 2010 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Tuesday, May 18, 2010.

Mr. Benson, Board President, called the meeting to order at 7:31PM, and read the District's Mission Statement.

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

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

ROLL CALL The following board members were present:
Mr. Benson, Mr. Herrmann, Mr. Karolchyk, Mrs. Lascari, Mrs. McLain, Mrs. Merkle, Mrs. Rosko, and Mrs. Ruben
Absent: Mr. Dieffenbach

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

- **Approve the Regular Minutes**
A motion was made by Mrs. Ruben, seconded by Mrs. Rosko, and carried unanimously to approve the minutes as submitted for April 27, 2010.
- **Approve Payment of Bills**
A motion was made by Mrs. Merkle, seconded by Mrs. Lascari, and carried unanimously by roll call vote to approve payment of the May 18, 2010 General Fund Bills & Claims List in the amount of \$782,152.92, and the Food Service Fund in the amount of \$9,967.93.
- **Approve March Transfers and Financial Reports**
A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve the attached list of March transfers in the amount of \$3,190.00 and the March 2010 Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$589,275.53 in Total Government Funds and to certify that as of March 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 synopsis of a letter from Assemblyman Peterson and informed the Board that Dr. Kevin Brennan, Executive County Superintendent, is leaving the position on June 1, 2010.

RECOGNITION OF GEOGRAPHY BEE & BATTLE OF THE MINDS WINNERS – Mrs. Goodman presented certificates to the participants in the Geography Bee and Battle of the Minds.

MOTION ITEMS

A. PERSONNEL

1. Approve Workshop and Travel Reimbursement Requests - A motion was made by Mrs. Lascari, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve the attached list (revised to include Mr. Karolchyk's request) of workshop and travel reimbursement requests.
2. Hire Substitutes - 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 add the names Colleen Voiter to the teacher substitute list and Raymond Socha and Nathan Crisman to the custodian substitute list for the 2009-10 School Year.
3. Accept Mrs. Centrella's Retirement Resignation – A motion was made by Mrs. Lascari, seconded by Mrs. Rosko, and carried unanimously to accept, with regret, Mrs. Centrella's April 30th letter of resignation for retirement purposes, effective June 30, 2010.
4. Accept Mrs. Roscher's Retirement Resignation – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to accept, with regret, Mrs. Roscher's April 30th letter of resignation for retirement purposes, effective June 30, 2010.
5. Hire Superintendent's Secretary – 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 Mrs. Colomba Kampfe as his secretary, effective July 1, 2010, at the salary of \$40,000.
6. Hire Jennifer Zaimis – A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Miss Jennifer Zaimis as a teacher on Bachelor's Step 2 for the 2010-11 School Year.
7. Hire Summer School Staff – A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried unanimously by roll call vote to hire the following summer staff for special education and enrichment classes, as required to meet IEP needs (teachers will be paid their contract rate of \$40/hour, aides and bus driver will be paid their hourly rates, and substitutes will be paid at the rate of \$70 for a full day, or \$35 for a half day). Mr. Karolchyk asked for cost and evaluative information, which will be provided.

Teachers: Barbara O'Connell, Lori Beth Wisnowski, Donna Krauss, Dana Mosca, & Joan Pelosi
Aides: Lindsay Kruger, Mary Ann Wilbur, Robin Bronstein, Laura Williamson, Grace Castellano, Maddie LoMonaco, Ann Cain, and Kris Wohlers
Substitutes: Mary Smith, Maria Maglio, Theresa Tausenfreund, Mary Ann Taylor
Bus Driver: Jeanne Socha
Therapist:s: Patricia Ashbey (Speech), Kathleen DiFebo (OT), and Allison Peck (contracted PT)

8. Increase CST Secretary to Full-Time – A motion was made by Mrs. Ruben, seconded by Mr. Herrmann, and carried unanimously by roll call vote to increase the Child Study Team Secretary's position to full-time, effective July 1, 2010.
9. Hire Aides – A motion was made by Mrs. Ruben, seconded by Mrs. Rosko, and carried unanimously by roll call vote to hire Jan Mondello and Anna Weiss as aides for the 2010-11 School Year.
10. Appoint Curriculum Coordinator – After a short discussion about a possible motion to appoint Kim Harrington as North Warren's Cluster Curriculum Coordinator, a motion was made by Mr. Karolchyk, seconded by Mrs. McLain, and carried unanimously to table this vote until after Executive Session.
11. Custodian – FYI, Mr. Farrell verbally resigned with two days' notice on May 3, 2010 and the position is now vacant.
12. Accept Resignation - - A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to accept, with regret, Miss Gillman's letter of resignation, for the purpose of retirement, effective June 30, 2010.
13. Accept Resignation - - A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously to accept, with regret, Mrs. Sherman's letter of resignation, for the purpose of retirement, effective June 30, 2010.
14. Accept Resignation - - A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to accept, with regret, Mrs. Gonzalez's letter of resignation, effective June 30, 2010.

B. EDUCATIONAL

1. Approve Preschool Program Tuition Rate – A motion was made by Mrs. Ruben, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve our 2010-11 Preschool Disabilities tuition rate in the amount of \$17,500 for part-time students and \$23,000 for full-time students.
2. Approved Revised 2010-11 School Calendar - A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously to approve the revised 2010-11 School Calendar.
3. Summer Language Camp – The Board discussed Mrs. Yiu's and Ms. Fox's request to hold Spanish and Mandarin Chinese classes in the school during the summer and requested additional information.
4. 2010-11 Special Education Programs - A motion was made by Mr. Herrmann, seconded by Mrs. Merkle and carried unanimously to eliminate the Autism special class program and add a Language/Learning Disabilities, Mild/Moderate special class program for the 2010-11 School Year.

C. FACILITIES

1. Facilities Use Requests - A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried unanimously by roll call vote to approve the attached list of facilities use requests.
2. Approve Classroom Lease – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve a classroom lease with the Frelinghuysen Township Board of Education in the amount of \$5,000 for rental and \$1,000 for ancillary services for the 2010-11 School Year.
3. Broken Bell System – Mr. Saalfield informed the Board that the bell system is broken at this time and that we are getting repair quotes.

D. FINANCIAL

1. Switch to First Hope Bank - A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously to switch to First Hope Bank, effective July 1, 2010, as a result of higher guaranteed interest rates (.65%)
2. PSD Tuition Rate – A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve a tuition rate of \$100 per half-day session for BES to charge for a student from Andover Regional, effective May 11, 2010, and through the end of the 2009-2010 school year.
3. Tuition Contract – A motion was made by Mrs. Lascari, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve a tuition contract with DCCF, LLC (Celebrate the Children) for summer school for one student in the amount of \$6,650 (includes 5 weeks with a personal aide).
4. PT Contract – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to contract with Essex Pediatric Rehabilitation, LLC in the amount of \$70 per half hour of physical therapy services for one student, per IEP requirements, at the Banyan School for the 2010-11 School Year.
5. Lakeshore Donation – Mr. Saalfield advised the Board that as a result of Ms. Shanley’s request, we have received a \$100 gift card from Lakeshore for the purchase of school supplies. Mrs. Petty will send a thank-you note.

E. POLICY

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

5338	Diabetes Management
5512.01	Harassment, Intimidation, and Bullying
5533	Pupil Smoking
6360	Political Contributions
6660	Student Activity Fund
7434	Smoking on School Grounds
8461	Reporting Violence, Vandalism, Alcohol, and Other Drug Abuse

9700	Special Interest Groups
0142.1	Nepotism
0155	Board Committees
0163	Quorum
0174	Legal Services
0177	Professional Services
1570	Internal Controls
1620	Administrative Employment Contracts
4250	Support Staff
6111	SEMI Program
6471	School District Travel

A motion was made by Mrs. Ruben, seconded by Mr. Herrmann, and carried unanimously to approve the Librarian's Job Description. Mrs. Goodman noted that there may be additional changes required after September.

Mr. Saalfield asked the Board to hold onto these policies, as another set won't be sent in June's agenda packet.

DISCUSSION ITEMS

1. Principal's Report – Mrs. Goodman reviewed the highlights of her report.
2. Transportation – Mrs. Petty explained that with the decrease in student enrollment over the last few years, we have 100 fewer students now and should review the possible consolidation of bus routes. Mrs. Rusweiler already has some ideas for switching stops from one bus onto a few others, thereby eliminating the need for one of the bus routes. The Board agreed to pursue this, but asked to keep the routes to 50 minutes in duration.
3. BOE Training Schedule – In this agenda packet Mrs. Petty distributed the 2010 training schedule requirements for Board members. Course listings probably won't be until the fall.
4. 2010-11 Superintendent's Goals – Mr. Saalfield distributed information on the process of forming his goals for next year.

OLD BUSINESS

1. BOE Committees – Mr. Benson reviewed his appointments for committee members, noting there will be alternates on some of the committees. Mr. Karolchyk suggested that there be a curriculum and a personnel committee.
2. Delegates Assembly Report – Mr. Karolchyk reported on the Delegates Assembly that he attended last weekend.

EXECUTIVE SESSION – A motion was made by Mrs. Lascari, seconded by Mrs. Rosko, and carried unanimously to convene to Executive Session at 10:08PM 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 reason for confidentiality no longer exists.

RETURN TO PUBLIC SESSION – The board returned to Open Session at 10:55PM and continued with the following action items.

A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously to approve the April Executive Session minutes.

A motion was made by Mrs. Lascari, seconded by Mrs. Ruben, and carried by roll call vote (7-yes; 1-no <Mr. Karolchyk>) to appoint Kim Harrington as North Warren's Cluster Curriculum Coordinator at no cost to Blairstown Township BOE for the 2010-11 School Year.

ADJOURNMENT – A motion was made by Mrs. Ruben, seconded by Mrs. Rosko, and carried unanimously to adjourn the meeting at 10:56PM.

Respectfully submitted,

Molly Petty
School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

August 17, 2010 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Tuesday, August 17, 2010.

Mr. Benson, Board President, called the meeting to order at 7:35PM, 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. Dieffenbach, Mr. Herrmann, Mr. Karolchyk, Mrs. Lascari, Mrs. McLain, Mrs. Rosko, and Mrs. Ruben

Absent: Mrs. Merkle

Also Present: Mr. Saalfield, Superintendent, and Mrs. Petty, SBA
Five members of the BTA were in attendance.

- **Approve the Regular Minutes** - A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously (Mr. Dieffenbach abstained) to approve the minutes as submitted for June 15, 2010.
- **Approve Payment of Bills**
A motion was made by Mr. Herrmann, seconded by Mr. Dieffenbach, and carried unanimously by roll call vote to approve payment of the Bills & Claims List in the amount of \$408,848.02, the July 21th list in the amount of \$296,698.94, and the August 17, 2010 list in the amount of \$295,001.64 and the July 21st Food Service Fund List in the amount of \$7,745.88.

Approve Transfers & Financial reports - A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to approve the list of May transfers in the amount of \$59,771, the June transfers in the amount of \$ 271,753, and the May and June 2010 Board Secretary's Reports, in agreement with the Treasurer's Reports, in the respective amounts of \$549,977.07 and \$474,940.12 in Total Government Funds and to certify that as of June 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.

CORRESPONDENCE – Mr. Saalfield noted he had received letters approving our 3-year Technology Plan, that we have met all requirements for standardized testing, that we will be undergoing special education monitoring this summer, and that we have been awarded a CAP grant for 2010-11.

PRESIDENT – There were no questions or comments from public.

MOTION ITEMS

A. PERSONNEL

1. Approve Workshop Requests - A motion was made by Mr. Dieffenbach, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve Miss Zaimis' workshop request for herself and nine other teachers for Project Wild (held Aug. 16th) in the amount of \$10.00 each.
2. Rescind Hiring – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to rescind the hiring of Susanne Kessler, approved at the June meeting.
3. Hire Courtney Jackes-Constantine – A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation to hire Courtney Jackes-Constantine as a full-time teacher on Bachelor's Step 1 for the 2010-11 School Year.
4. Hire Substitutes – A motion was made by Mrs. Ruben, seconded by Mrs. Rosko, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation to add the attached list of names to the appropriate substitute list for the 2010-11 School Year.
5. Amend Salary for Mrs. Kampfe – A motion was made by Mr. Dieffenbach, seconded by Mrs. Lascari, and carried unanimously by roll call vote to amend the 2010-11 salary for Colomba Kampfe from \$40,000 to \$38,500, since she has chosen not to waive her health benefits.
6. Hire Receptionist – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation to hire Elizabeth DiGiorgio as a part-time receptionist at the annual salary of \$16,000, effective and pro-rated to August 1, 2010, for the 2010-11 School Year.
7. Move on Salary Guide – A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously to approve Monica Smith to move to the Master's degree column, effective September 1, 2010.
8. Move on Salary Guide - A motion was made by Mrs. Lascari, seconded by Mr. Herrmann, and carried unanimously to approve Kimberly Harrington to move to the Master's degree column, effective September 1, 2010.
9. Move on Salary Guide - A motion was made by Mrs. Ruben, seconded by Mrs. Rosko, and carried unanimously to approve Donna Reade to move to the Bachelor's +15 credits degree column, effective September 1, 2010.
10. Move on Salary Guide - A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously to approve Joy Menzel to move to the Bachelor's +15 credits degree column, effective September 1, 2010.
11. Accept Resignation – A motion was made by Mrs. Ruben, seconded by Mr. Dieffenbach, and carried unanimously to accept, with regret, Mrs. Karen Miller's resignation as librarian, effective July 1, 2010.

12. Hire Librarian – A motion was made by Mrs. McLain, seconded by Mr. Dieffenbach, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation to hire Kerry Erickson as the part-time Librarian (.7) on Master's Step 1 for the 2010-11 School Year.

13. Hire Part-Time Teacher – A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation to hire Tammy Messina as a part-time teacher (.376 contract for two 80-minute periods per day, five days per week) on Bachelor's Step 1 for the 2010-11 School Year.

14. Hire Morning Traffic Guide – A motion was made by Mrs. Ruben, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve Dana Mosca for the position of Morning Traffic Guide in the annual stipend amount of \$2,400 for the 2010-11 School Year.

B. FACILITIES

1. Facilities Use Requests - After a brief review of facilities' use requests for the 2010-11 School Year, Mr. Benson suggested that the committee meet to review conflicts with the requests and also the possibility of charging for use of the building. Mrs. McLain, Mrs. Lascari, Mrs. Rosko, and Mrs. Ruben are on this committee.

A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously to approve the Girl Scout requests and the Project Self-Sufficiency requests for the month of September only.

2. Temporary Classroom Approval – A motion was made by Mrs. McLain, seconded by Mr. Dieffenbach, and carried unanimously to approve the application for Temporary Instructional Space for 2010-11 for two TCUs and Room 35.

3. Safety Grant Application – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to approve submission of the grant application for the 2010 Safety Grant Program through the NJSBAIG ERIC-West Sub-fund for the purposes described in the application (new outside stairwell off the cafeteria) in the amount of \$4,900 for the period July 1, 2010 through June 30, 2011.

4. Facilities Projects – Mr. Benson reported that the Finance Committee met this evening and discussed this subject, which contained a list of suggested items from the recently completed energy audit, as well as air conditioning projects and two other projects. Mr. Saalfield will schedule a Building & Grounds committee meeting to review these projects.

C. FINANCIAL

1. Tuition Contract – A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve a special education tuition contract with Somerset Hills School for one student in the amount of \$86,149.00 for the 2010-11 School Year.

2. Tuition Contract - A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried unanimously by roll call vote to approve a special education tuition contract with Celebrate the Children School for one student in the amount of 64,836.00 (\$360.20 per diem). Mr. Karolchyk commented that currently the legislature is conducting a comprehensive review of special education placements and that Boards are invited to sponsor legislation on the subject.
3. Food Service Contract – A motion was made by Mr. Dieffenbach, seconded by Mr. Benson, and carried unanimously by roll call vote to approve a contract for food service management with Maschio’s Food Service in the amount of \$6,969 for their management fee, and with a guaranteed profit in the amount of \$5,000 for the 2010-11 School Year.
4. School Physician– A motion was made by Mrs. Lascari, seconded by Mrs. Rosko, and carried unanimously by roll call vote to contract with Dr. Boris Freiman as our school physician in the amount of \$1,000 for the 2010-11 School Year. This fee will include staff physicals.
5. Student Accident Insurance – A motion was made by Mr. Herrmann, seconded by Mrs. Lascari, and carried unanimously by roll call vote to contract with Groseclose Associates to provide student accident insurance policies to parents at an annual cost of \$8 to \$54 for the 2010-11 School Year.
6. PT Contract - A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve a contract for physical therapy services with Allison Peck in the amount of \$79 per hour for the 2010-11 School Year.
7. Refuse Title III Funds – A motion was made by Mrs. McLain, seconded by Mr. Dieffenbach, and carried unanimously to refuse \$275 in 2010-11 Title III funds for the 2010-11 School Year.
8. Approve 2010-11 NCLB Grant Application – A motion was made by Mrs. McLain, seconded by Mr. Dieffenbach, and carried unanimously to approve the 2010-11 No Child Left Behind (NCLB) grant application in the following amounts: \$35,696 (Title I), \$22,558 (Title IIA), and \$156 (Title IID).
9. Approve 2010-11 IDEA Grant Application – A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously to approve the 2010-11 IDEA grant application in the following amounts: BASIC - \$ 138,191 and Preschool \$ 13,161.
10. Banking Changes – A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried unanimously by roll call vote to give authority to the School Business Administrator to have access to all banking accounts at First Hope Bank as either a signer or via internet banking, and to approve signers on accounts as follows:

General – President, and Treasurer, and Secretary

Payroll – Treasurer or Secretary

Agency- Treasurer or Secretary

SUI – Treasurer or Secretary

Cafeteria – Treasurer or Secretary

ECA Account – Superintendent and Principal, or Secretary

D. EDUCATIONAL

- 1. Professional Development Plan- A motion was made by Mr. Dieffenbach, seconded by Mrs. McLain, and carried unanimously to approve the 2010-11 Professional Development Plan, as approved by the Warren County Professional Development Board.

E. POLICY

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

- #2436 – Activity participation Fee Program (New)
- #5111 – Eligibility of Resident/Nonresident Pupils (Revised)
- #6360 – Political Contributions (Revised)
- #6422 – Budget Transfers (Revised)
- #6740 – Reserve Accounts (Revised)
- #8310 – Public Records (Revised for change in per-copy costs to actual cost of 1-cent/page)
- #8420 – Emergency and Crisis Situations (Revised)
- R8420.1 – Fire and Fire Drills (Revised)

F. TRANSPORTATION CONTRACTS

- 1. Approve 2010-11 Transportation Contracts – A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously by roll call vote to approve the following transportation contracts with Stocker Bus Company, at no cost over 2009-10, as budgeted. Please note that the Flag Bus Route has been eliminated this year, due to Mrs. Rusweiler’s suggestion and hard work to consolidate it with other bus routes. This is a savings of \$26,198.56.

Route #1	\$28,030.00	Route #6	\$33,162.35
Route #2	\$21,653.11	Route #7	\$24,734.00
Route #3	\$25,661.84	Route #8	\$21,041.05
Route #4	\$25,166.74	Route #9	\$20,859.54
Route #5	\$21,305.10		
ST1	\$28,299.90	ST3	\$30,347.35
ST2	\$29,322.01	RCVS#1	\$12,060.00

- 2. Approve Joint Transportation Agreement – A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously to approve a joint transportation contract with the Frelinghuysen Township Board of Education for one preschool student in the amount of \$1.00 for the 2010-11 School Year.

- 3. Approve Parent Transportation Contract– A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried unanimously to approve a transportation contract with Mrs. Kim Waldele in the amount of \$12,988.68 (\$63.67 per diem) for 204 school days (includes summer transportation) for the 2010-11 School Year.

DISCUSSION ITEMS

1. School Treasurer - Mr. Saalfield informed the Board that the Treasurer position is no longer required. The Board agreed to continue with a Treasurer.
2. Alternate Proficiency Assessment Results – Mrs. Harrington reviewed the results of the most recent APA.
3. Summer Program – Mrs. Harrington reviewed the objectives and accomplishments of the educational summer programs.

OLD BUSINESS – None.

NEW BUSINESS

1. North Warren Cluster Objectives - Mrs. Kim Harrington presented the North Warren cluster objectives.
2. Superintendent's Update – Mr. Saalfield reported on the building upgrades this summer, including a new exterior staircase, repainting the room dividers in the Schaare wing, conducting an electrical safety inspection, installing a new cafeteria card swipe system, implementing morning announcements in September, going to a six-day schedule (reviewed by Mrs. Harrington), remediation of a mold issue in the kiln room ceiling, and the TAG program, which is being taken over by Mrs. Merrifield.
3. Date Change for September Meeting – Our regularly scheduled third Tuesday meeting for September has a conflict. September 21st is one of our Back-to-School Nights. A motion was made by Mr. Dieffenbach, seconded by Mrs. Lascari, and carried unanimously to reschedule the next meeting from September 21st to September 14th. Mrs. Petty will advertise the date change. Mrs. Rosko noted that they may be conflicts with October and November dates as well, which will be reviewed for the next meeting.
4. NJSBA Workshop – Mr. Saalfield asked if anyone is planning to attend the October 19 & 20 NJSBA Workshop in Somerset Park. Registration is required by October 1st for this event.

EXECUTIVE SESSION – A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously to convene to Executive Session at 9:22PM 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. McLain, seconded by Mrs. Lascari, and carried unanimously to approve the June Executive Session minutes.
2. Adopt Employer 403b Plan – A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried unanimously to adopt the attached resolution to participate in the Employer-sponsored 403bPlan for reimbursement of unused sick time for retiring staff members.

3. Approve BTA Agreement – A motion was made by Mr. Herrmann, seconded by Mr. Benson, and carried unanimously to authorize Mr. Benson as the BOE President to sign off on the proposed BTA contract for 2010-11, dated August 17, 2010.

ADJOURNMENT – A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously to adjourn the meeting at 11:25PM.

Respectfully submitted,

Molly Petty

School Business Administrator/Board Secretary

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

September 14, 2010 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Tuesday, September 14, 2010.

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. Dieffenbach, Mr. Herrmann, Mr. Karolchyk, Mrs. Lascari, Mrs. McLain, Mrs. Rosko, and Mrs. Ruben
Tardy: Mrs. Rosko and Mr. Dieffenbach arrived by 7:35PM
Absent: None.

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

Approve the Regular Minutes - A motion was made by Mr. Herrmann, seconded by Mrs. Lascari, and carried unanimously (Mrs. Merkle abstained) to approve the minutes as submitted for August 17, 2010.

- Approve Payment of Bills - A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried unanimously by roll call vote to approve payment of the September 14, 2010 General Fund Bills & Claims List in the amount of \$315,695.09 and the Food Service Fund Check # 1001 in the amount of \$1,650 (Real Time).
- Approve Transfer and Financial Reports - A motion was made by Mrs. Lascari, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve one July transfer in the amount of \$42,500 (from 11-000-240-104 to 11-000-240-105), and the July 2010 Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$430,945.72 in Total Government Funds and to certify that as of July 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 – There was no correspondence received.

PRESIDENT – Mr. Benson welcomed the public and asked for their questions and comments.
Mrs. Gonzalez requested that the Board permit her daughter to have to different assigned buses, for babysitting purposes.
Mrs. DiGiorgio, Four Corners Road, spoke in support of Donna Moore, one of our bus drivers.
Ms. Schaefer represented wrestling and offer to participate in a meeting to discuss requests for gym time.

MOTION ITEMS

A. PERSONNEL

1. Approve Workshop and Travel Reimbursement Requests - A motion was made by Mr. Dieffenbach, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve the attached list of workshop requests.
2. Hire Substitutes - A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation to add the names of Kerry Erickson and Bonnie Stanislaw to the teacher substitute list for the 2010-11 School Year.
3. Move on Salary Guide - A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried unanimously to approve Joan Pelosi's request to move to the Bachelor's +30 credits degree column, effective September 1, 2010.
4. Move on Salary Guide - A motion was made by Mrs. McLain, seconded by Mr. Dieffenbach, and carried unanimously to approve Susan Elias's request to move to the Bachelor's +30 credits degree column, effective September 1, 2010.
5. Hire Kristina Wohlers - A motion was made by Mrs. Ruben, seconded by Mrs. Merkle, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation to hire Kristina Wohlers as a Personal Care Aide at the hourly rate of \$9, effective September 16, for the 2010-11 School Year.
6. Hire Michelle Tansey - A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation to hire Michelle Tansey as a Preschool classroom aide at the hourly rate of \$8, effective September 16, for the 2010-11 School Year.
7. Amend Contract - A motion was made by Mrs. Ruben, seconded by Mrs. Lascari, and carried unanimously to amend the employment contract for Tammy Messina from .376 to .42 for the 2010-11 School Year (to include 20 minutes per day for prep time).
8. Hire Raymond Socha - A motion was made by Mr. Herrmann, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation to hire Raymond Socha as a part-time custodian at the annual salary of \$20,280 (\$13 per hour, six hours per day), effective and pro-rated to September 16, 2010, for the 2010-11 School Year.

B. FACILITIES

1. Facilities Use Requests - The committee will meet with representatives from basketball and volleyball to discuss gym times. A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously to approve the list of requests from the seventh item to the end of the list, including gym lobby time for wrestling registration on Oct. 5 & 7. The other requests for gym time will be decided at the October meeting.

C. FINANCIAL

1. Cost for NWR Lease – NWR has requested that the Board reconsider the cost for this year's lease, since there aren't any attorney fees this year for preparation of the lease. (We charged them \$500 last year, to cover attorney fees for drafting the lease). A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously to charge North Warren Regional \$1 per year for lease of the Lambert Road fields.
2. IDEA Allocation for 2010-11 – Mrs. Petty informed the Board that the State has increased our IDEA allocation to include students from Hardwick. A motion was made by Mrs. Lascari, seconded by Mrs. Rosko, and carried unanimously to approve the IDEA Basic application in the amount of \$156,056 and the IDEA Preschool application in the amount of \$13,428.

D. EDUCATIONAL

1. Approve Class Trips – After a short discussion about the cost of trips and transportation, a motion was made by Mr. Herrmann, seconded by Mrs. Lascari, and carried unanimously to approve the attached list of class trips.
2. Overview of Special Education Programs by Mary Grace Rudolph, CST Supervisor – Mrs. Rudolph summarized the special education programs for this year and answered questions from the Board.

E. POLICY

1. First Reading – A motion was made by Mr. Dieffenbach, seconded by Mrs. Lascari, and carried unanimously by roll call vote to approve the first reading of Policy #8600.
2. Second Readings – A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously to approve the second readings and adoption of the following policies:

#2436 – Activity participation Fee Program (New)

#5111 – Eligibility of Resident/Nonresident Pupils (Revised)

#6360 – Political Contributions (Revised)

#6422 – Budget Transfers (Revised)

#6740 – Reserve Accounts (Revised)

#8310 – Public Records (Revised for change in per-copy costs to actual cost of 1-cent/page)

#8420 – Emergency and Crisis Situations (Revised)

R8420.1 – Fire and Fire Drills (Revised)

3. Policy #2340 Discussion - Mr. Saalfield felt that the Board should consider the Dorney Park trip, which does not fit into any piece of curriculum, as required by this policy.

F. TRANSPORTATION CONTRACTS

1. Approve Joint Transportation Agreement – A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve a joint transportation contract for Route #NP04 with the North Warren Regional Board of Education for six students in the amount of \$2,680.00 who ride the RVCS daily shuttle buses for the 2010-11 School Year. (There are a total of 27 students on this shuttle).

DISCUSSION ITEMS

1. Superintendent's Update

- Mr. Saalfield noted that we are doing morning announcements this year.
- He sent a staff assignment list and school supply list to BOE members, for their information.
- He noted that he spoke to a few parents last week who requested multiple buses, which is in opposition to the board's recently adopted procedures of one seat on one bus for each student.
- The committees need to meet, particularly the B&G committee. They set a time of 8:30AM on Thursday, September 23rd.
- The mold removal project has been completed and that we are awaiting the final report.

2. NJSBA Workshop – Mrs. Petty asked if anyone is planning to attend the October 19 & 20 NJSBA Workshop in Somerset Park. Registration is required by October 1st for this event. Please let Mrs. Petty know by the end of this week.

3. Board Self-Evaluation – We will be completing the Board's Self-Evaluation at the October Board meeting with a representative from NJSBA.

OLD BUSINESS – None.

NEW BUSINESS – None.

EXECUTIVE SESSION – A motion was made by Mr. Dieffenbach, seconded by Mrs. Lascari, and carried unanimously to review previous Executive Session minutes and to discuss matters of Negotiations and Personnel.

RETURN TO PUBLIC SESSION

The Board returned to public session at 10:30PM and continued with the following action items:

1. Approve Executive Session Minutes - A motion was made by Mrs. Ruben, seconded by Mrs. Merkle, and carried (Mrs. Merkle abstained) to approve August Executive Session minutes.

2. Approve Salaries for Non-Union Staff – A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve a \$500 increase over 2009-10 for salaries for aides on the attached list for the 2010-11 School Year.

A motion was made by Mrs. Rosko, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve a 1.5% salary increase for Mrs. Goodman, Mrs. Range, secretaries and custodians on the attached list for the 2010-11 School Year.

A motion was made by Mrs. Rosko, seconded by Mrs. Ruben, and carried unanimously by roll call vote to adjust Mrs. Rudolph's salary to \$90,500 for the 2010-11 School Year.

ADJOURNMENT

A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously by roll call vote to adjourn the meeting at 10:40PM.

Respectfully submitted,

Molly Petty

School Business Administrator/Board Secretary

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

October 12, 2010 Meeting Minutes

The Blairstown Township Board of Education held this meeting in the School Library on Tuesday, October 12, 2010.

CALL TO ORDER Mrs. Lascari, Board Vice-President, called the meeting to order at 7:30PM, and read the District's Mission Statement.

SUNSHINE LAW Mrs. Lascari 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. Herrmann, Mr. Karolchyk, Mrs. Lascari, Mrs. McLain, Mrs. Rosko, and Mrs. Ruben
Absent: Mr. Benson, Mr. Dieffenbach, and Mrs. Merkle

Also Present: Mr. Saalfield, Superintendent, and Mrs. Petty, SBA.
Several members of the public were in attendance. Ms. Jane Kershner from NJSBA was invited guest to review results of the Board's Self-Evaluation and give a Board Ethics presentation.

Approve the Regular Minutes - A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously to approve the minutes as submitted for September 14, 2010.

Approve Payment of Bills - A motion was made by Mr. Herrmann, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve payment of the October 12, 2010 General Fund Bills & Claims List in the amount of \$776,881.12 and the Food Service Fund Check # 1002 in the amount of \$12,230.34 (Maschio's Food Service, Inc).

Approve Financial Reports - A motion was made by Mrs. Ruben, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve the August 2010 Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$1,306,277.03 in Total Government Funds and to certify that as of August 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 – There was no correspondence received.

PUBLIC HEARING & PETITION – Mrs. Lascari welcomed the public and asked for their questions and comments.

Ms. Benson requested separate transportation for her children, who have two legal domiciles. This will be reviewed by the Policy Committee.

Mr. Trevaro distributed information on a complaint about a teacher and the administration's handling of the situation.

Ms. Pallatino added comments that a teacher reportedly said to the class.

MOTION ITEMS

A. PERSONNEL

1. Approve Workshop and Travel Reimbursement Requests - A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve the attached list of workshop requests.
2. Hire Substitutes - A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation to add the attached list of names to the designated substitute list for the 2010-11 School Year.
3. Hire Business Office Clerk - A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation to hire Shari Grant as the Business Office Clerk at the annual salary amount of \$11,000, effective October 16, 2010, and pro-rated to \$7,800.00.
4. Accept Resignation of M. Tansey - A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to accept Michelle Tansey's resignation, effective October 15, 2010.
5. Hire Personal Aide - 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 hire Krystal Bravo as a personal care aide at the hourly rate of \$9.00, effective October 13, 2010.
6. Amend Mrs. Rudolph's Employment Contract - A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to amend Mrs. Rudolph's 2010-11 employment contract to allow five vacation days to be carried over to the next year, and to include a 60-days' notice clause.

B. FACILITIES

1. Facilities Use Requests - Mrs. Lascari reported on Committee's review of facilities use requests for the 2010-11 School Year.
A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously to approve the gym times on the attached information as recommended by the Committee as well as the attached list of new requests. Mr. Karolchyk requested that the Policy Committee discuss charging fees for use of the building.
2. Approve M-1 Form and Comprehensive Maintenance Plan - A motion was made by Mrs. Ruben, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve the October 12, 2010 M-1 Form and Comprehensive Maintenance Plan for submission to the County Office.
3. Building & Grounds Committee Report - Mrs. Petty reported on the meeting held on September 23rd, noting that we will have to file a project application and receive the SDA grant agreement before we can award any bids. A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously to allow Mr. Cacossa from Design Resources Group to prepare the project application for four projects as outlined on the attachment. There will be no cost to the District if our application is not approved by the State of NJ.
4. Discussion - Mr. Saalfield received an inquiry from the Food Shed Alliance for holding an Artisan Fair here on Sunday, Dec. 12. After a brief discussion, Mr. Saalfield noted he will call back to obtain more information.

C. FINANCIAL

1. 2009-10 Audit – Mrs. Petty reported that the audit was completed on September 27th, and the CAFR is expected by the end of October. Each Board member will receive a copy mailed to his/her home.
2. Transportation Contract Adjustment – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to increase the transportation contracts with Stocker Bus Company for BES Route#4 by 7.4 miles per day @ \$1.75 per mile and BES Route#6 by 2.4 miles per day @ \$2.00 per mile, in the respective amounts of \$2,331 and \$864 for the 2010-11 School Year.
3. Approve NWR Joint Transportation Contract – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve a joint transportation contract with North Warren Regional in the amount of \$3,618.00 for the transportation of six non-public students for the 2010-11 School Year.

D. EDUCATIONAL

1. Approve Class Trips - A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously to approve the attached list of class trips. The Board reviewed information prepared by Colomba Kampfe regarding disposition of PTG funding for class trip transportation, as well as costs of other local schools. Mr. Karolchyk requested that the Policy Committee discuss school transportation for TAG trips.
2. Police Memorandum of Agreement – A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously to approve the Memorandum of Agreement for the 2010-11 School Year.

E. POLICY

1. Second Reading and Adoption – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously to approve the second reading and adoption of Policy #8600 (Transportation). Mrs. Petty noted that changes have been made since the first reading, as recommended by the County Office.
2. First Readings – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to approve the first readings of the following policies:

0146 - Board Member Authority	5516 – Use of Electronic Communication and Recording...
0171 - Duties of Board President and VP	6112 – Reimbursement of Federal and Other Grant Expenditures
0173 – Duties of Public School Accountant	6830 – Audit and Comprehensive Annual Financial Report
3144 -Certification of Tenure Charges	8310 – Public Records
4159 – Support Staff Member...	

3. Policy Deletion – After a brief discussion, a motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously to delete Policy #2436, Charging Student Fees, from the Policy Manual.

DISCUSSION ITEMS

1. Superintendent's Update – Mr. Saalfield noted Mrs. Menzel has applied for the James Madison grant. He distributed information on the principal and teacher evaluation forms. He also distributed the minutes from the NWR cluster's recent science curriculum meeting. Mr. Saalfield noted that he needs to modify his goal of the Open House timing and wants to coordinate it with the Book Fair. He also noted that he has started his blogs.
2. Board Self-Evaluation and Ethics Discussion with Ms. Jane Kershner, NSJBA Representative

Ms. Jane Kershner reviewed the results of the Board's recent Self-Evaluation as well as gave a short presentation on Board Ethics, which is required annually.

OLD BUSINESS – None.

NEW BUSINESS – None.

EXECUTIVE SESSION – A motion was made by Mr. Herrmann, seconded by Mrs. Ruben, and carried unanimously to convene to Executive Session at 10:25PM to review previous Executive Session minutes and to discuss matters of Personnel (employment contracts and performance).

RETURN TO PUBLIC SESSION

The Board returned to public session at 11:08PM and continued with the following action items:

1. Approve Executive Session Minutes - A motion was made by Mr. Herrmann, seconded by Mrs. Lascari, and carried unanimously to approve the September Executive Session minutes.

ADJOURNMENT

A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously to adjourn the meeting at 11:15 PM.

Respectfully submitted,

Molly Petty
School Business Administrator/Board Secretary

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

November 9, 2010 Meeting Minutes

The Blairstown Township Board of Education held this meeting in the School Library on Tuesday, November 9, 2010.

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. McLain, Mrs. Rosko, and Mrs. Ruben
Absent: Mrs. Merkle
Tardy: Mrs. Lascari arrived at 9:40PM
Also Present: Mr. Saalfield, Superintendent, and Mrs. Petty, SBA.
Three members of the public were in attendance.

Approve the Regular Minutes - A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously (Mr. Dieffenbach abstained) to approve the minutes as submitted for October 12, 2010.

Approve Payment of Bills - A motion was made by Mr. Dieffenbach, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve payment of the November 9, 2010 General Fund Bills & Claims List in the amount of \$713,503.41 and the Food Service Fund Check # 1003 in the amount of \$11,067.10.

Approve Transfers & Financial Reports - A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the list of September transfers in the amount of \$325,100 and the September 2010 Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amounts of \$1,175,144.39 in Total Government Funds and to certify that as of September 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.

CORRESPONDENCE – Mr. Saalfield read a letter from the Harmony Township School's Interim Superintendent regarding possible shared services of the Superintendent and/or School Business Administrator. The Board was not interested in pursuing this arrangement.

PUBLIC HEARING & PETITION – Mr. Helck requested gym time on the Saturdays of Martin Luther King weekend and the Presidents' Holiday weekend.

MOTION ITEMS

A. PERSONNEL

1. Approve Workshop and Travel Reimbursement Requests - A motion was made by Mrs. McLain, seconded by Mr. Dieffenbach, and carried unanimously by roll call vote to approve the attached list of workshop and travel reimbursement requests.
2. Amend Contract for Business Office Clerk – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to amend the October 12th motion to hire Shari Grant with her employment contract amount of \$11,440 as the Business Office Clerk, effective October 16, 2010, and pro-rated to \$8,096 (\$11.00 per hour), pending completion of her Criminal History Record Check. If disclosure of a disqualifying crime or offense is found, said employee will be subject to termination and/or prosecution.
3. Extend Hours for Ann Gnall – A motion was made by Mrs. McLain, seconded by Mr. Dieffenbach, and carried unanimously to extend the hours of Ann Gnall’s contract by 45 minutes per day, retroactive to November 1, 2010, and by fifteen minutes per day, retroactive to November 8, 2010.
4. Extend Hours for Jeanne Socha – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to extend the hours of Jeanne Socha’s contract by 80 minutes per day, retroactive to November 1, 2010.
5. Hire Lori Snead – A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously by roll call vote to accept Mr. Saalfield’s recommendation to hire Lori Snead as a part-time Personal Care Aide at the hourly rate of \$9.00, retroactive to November 1, 2010.
6. Hire Substitutes – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept Mr. Saalfield’s recommendation to add the names of L. Thayer Hutchinson and Dennis Weaver to the substitute teacher list for the 2010-11 School Year.
7. Accept Retirement Resignation – A motion was made by Mr. Dieffenbach, seconded by Mrs. McLain, and carried unanimously to accept Mrs. Dorreen Welsh’s November 3rd letter of resignation, with regret, for the purpose of retirement, effective December 31, 2010.

B. FACILITIES

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

Mrs. Petty read a letter from Mr. Staffaroni, requesting use of the building during the last week of July 2011 for Camp Invention. No action was taken at this time, as the policy must be reviewed concerning for-profit entities.

2. YMCA After-School Care & Youth Recreational Basketball Times – FYI, Mrs. Lascari approved a verbal request from the Youth Recreational Basketball to switch the gym times with the YMCA, so that Basketball has the gym from 3:15 until 4:30 daily, and the YMCA has the gym from 4:30 until 5:00PM daily.

3. Facilities' Use Request – A motion was made by Mr. Dieffenbach, seconded by Mr. Herrmann, and carried unanimously to approve the request for Blairstown Youth Basketball to use the gym on Saturday, January 15th and to deny the request for Saturday, February 12th.

C. FINANCIAL

1. Accept Donation - A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously to accept a \$100 donation from Dr. and Mrs. Merkle for the purchase of classroom supplies. This donation will be matched by Mrs. Merkle's employer, Merck (Partnership for Giving program).

2. Amend 2009-10 NCLB Grant for North Warren – A motion was made by Mrs. McLain, seconded by Mr. Dieffenbach, and carried unanimously to amend the 2009-10 No Child Left Behind grant, for North Warren Regional to transfer \$9,000 from 20-270-200-500 to 20-270-200-300.

D. EDUCATIONAL

1. School Bus Emergency Evacuation Drill Report – Drill was held for all bus routes on October 13, 2010. Mrs. Goodman, Principal, supervised this drill.

2. Class Trips – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to approve the attached list of class trips.

E. POLICY

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

0146 - Board Member Authority	5516 – Use of Electronic Communication and Recording...
0171 - Duties of Board President and VP	6112 – Reimbursement of Federal and Other Grant Expenditures
0173 – Duties of Public School Accountant	6830 – Audit and Comprehensive Annual Financial Report
3144 -Certification of Tenure Charges	8310 – Public Records
4159 – Support Staff Member...	

DISCUSSION ITEMS

1. Superintendent's Update – Mr. Saalfield noted the following items:
 - the North Warren cluster is looking to work more closely together on professional development opportunities and shared technology services.
 - our Student Registration form will contain a space for “parent talents” as suggested by Mrs. Ruben
 - a “Technology Panel” meeting was held in October
 - music instruments are cleaned and disinfected after the end of each school year
 - new door seals have been installed around the school
 - garden benches were installed today for the new outdoor “Reading Ring”

Mr. Saalfield distributed information on standardized testing results, which he briefly addressed and which will be presented by Mrs. Goodman at the December meeting.

OLD BUSINESS – None.

NEW BUSINESS – Mr. Karolchyk discussed the two resolutions for the upcoming Delegates' Assembly, both of which the Board members supported. He also mentioned the WCSBA Shared Services meeting next Monday, the proposed caps on Superintendents' salaries, the Educational Effectiveness Task Force, Background Checks for Board members, and Staff Recognition.

EXECUTIVE SESSION – A motion was made by Mr. Dieffenbach, seconded by Mrs. Rosko, and carried unanimously to convene to Executive Session at 8:40PM to review previous Executive Session minutes and to discuss matters of Personnel.

RETURN TO PUBLIC SESSION

The Board returned to public session at 9:50PM and continued with the following action items:

1. Approve Executive Session Minutes - A motion was made by Mr. Dieffenbach, seconded by Mr. Herrmann, and carried unanimously (Mr. Benson and Mr. Dieffenbach abstained) to approve the October Executive Session minutes.

ADJOURNMENT

A motion was made by Mrs. Lascari, seconded by Mr. Dieffenbach, and carried unanimously to adjourn the meeting at 9:51 PM.

Respectfully submitted,

Molly Petty
School Business Administrator/Board Secretary

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

December 7, 2010 Meeting Minutes

The Blairstown Township Board of Education held this meeting in the School Library on Tuesday, December 7, 2010.

CALL TO ORDER Mr. Benson, Board President, called the meeting to order at 7:31PM, 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, and Mrs. McLain
Absent: Mr. Dieffenbach and Mrs. Ruben
Tardy: Mrs. Rosko arrived at 7:35PM and Mrs. Merkle arrived at 9:01PM
Also Present: Mr. Saalfield, Superintendent; Mrs. Goodman, Principal; and Mrs. Petty, SBA.
Approximately twenty members of the public were in attendance.

Approve the Regular Minutes - A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously (Mrs. Lascari abstained) to approve the minutes as submitted for November 9, 2010.

Approve Payment of Bills - A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve payment of the December 7, 2010 General Fund Bills & Claims List in the amount of \$831,514.55 and the Food Service Fund Check # 1004 in the amount of \$10,841.88.

Approve Transfers & Financial Reports - A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the list of October transfers in the amount of \$3,250 and the October 2010 Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amounts of \$1,034,568.59 in Total Government Funds and to certify that as of October 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 did not have any correspondence to share.

PUBLIC HEARING & PETITION – Mrs. Kovacs thanked the Board for granting her tenure.

MOTION ITEMS

A. PERSONNEL

1. Approve Workshop and Travel Reimbursement Requests - A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve the attached list of workshop and travel reimbursement requests.
2. Hire Substitute – A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation to add the name of Crista Robinson to the substitute teacher list for the 2010-11 School Year.
3. Hire Dennis Weaver – A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation to hire Mr. Dennis Weaver as a part-time teacher for two hours per day plus 15 minutes of prep time (.32 contract) on Bachelor's Step 1, retroactive to November 10, 2010, for an indefinite length of time.
4. Expand Contract for Tammy Messina – A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation to expand Tammy Messina's employment contract to full-time, effective January 1, 2011, for the remainder of the 2010-11 School Year.
5. Hire Crista Robinson – A motion was made by Mrs. McLain, seconded by Mrs. Lascari, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation to hire Ms. Crista Robinson as a part-time teacher (.42 contract) on Bachelor's Step 1, effective January 1, 2011, for the remainder of the 2010-11 School Year.
6. Change Job Descriptions – A motion was made by Mrs. Rosko, seconded by Mr. Herrmann, and carried unanimously to change Job Descriptions for the following positions: Principal's Confidential Secretary, Confidential Business Office Clerk, Confidential Secretary to the Superintendent, and Secretary to the Supervisor of Special Services.
7. Designate Teacher-In-Charge – A motion was made by Mrs. Lascari, seconded by Mr. Herrmann, and carried unanimously to designate Mrs. Ivy Yiu as the Teacher-In-Charge on Friday, December 10, 2010. Mr. Karolchyk suggested developing a policy for teacher-in-charge.

PEACE POSTER CONTEST WINNERS – Mrs. Goodman presented certificates to the winners of the Peace Poster Contest: Andrea Dorsa (first place), Willa Bogedal (second place, and Rachel Kim (third place). A short break was taken at this time for refreshments with the students.

B. 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.

C. FINANCIAL

1. 2009-10 Audit Synopsis and Results – Mrs. Petty distributed the audit synopsis to the public at this time and reviewed the results of the 2009-10 Financial Audit and opened the floor to questions.
2. Accept Audit and Approve Corrective Action Plan - A motion was made by Mrs. Lascari, seconded by Mr. Herrmann, and carried unanimously to accept the 2009-10 Financial Audit with no recommendations, and to approve the Corrective Action Plan with no corrections.

D. EDUCATIONAL

1. Approve Curriculum – After a short discussion, a motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously to approve the Five-Year Curriculum Review Plan for the North Warren Cluster as attached. Mr. Saalfield spoke about “Everyday Math”.
2. Presentation of 2009-10 Standardized Test Results by Mrs. Goodman - Mrs. Goodman presented a history of standardized test results as well as suggestions for helping students improve in the future.
3. School Bus Evacuation Drill – Mr. Saalfield noted this was our mini-bus that transports preschoolers to Frelinghuysen Township School.
4. Approve Class Trips – A motion was made by Mrs. Lascari, seconded by Mrs. McLain, and carried unanimously to approve the attached list of class trips.

E. POLICY

1. Policy Committee Meetings Report – Mrs. Lascari reported that they discussed budgeting for some of the items on the list of student school supplies, thereby decreasing the length of lists from which parents must shop in August; charging for gym use for programs that don't involve our students, and limiting the number of field trips to two per grade annually, all of which must be educational, except for the usual 6th grade end-of-year trip.

DISCUSSION ITEMS

1. Superintendent's Update

- Mr. Saalfield explained that he has begun meeting regularly with a representative group of teachers in order to address their concerns and questions on a personal level and in a timely manner.
- Mr. Saalfield informed the Board that the weekly newsletter will be posted on the website instead of being sent home on paper.
- Mr. Saalfield noted that his new employment contract is at the County office and has not yet been approved.
- Mr. Saalfield mentioned that the PTG will be holding a Tricky Tray in the spring.

2. Principal's Report – Mrs. Goodman reviewed her written report. She also mentioned in January holding a “Pennies for Peace” fundraiser for building schools in Pakistan.

OLD BUSINESS – Mrs. Petty thanked all Board members for completing their required training sessions for 2010 already.

NEW BUSINESS - Mr. Karolchuk reported on the November Delegate Assembly, the November 15th WCSBA meeting on shared services, and new NJSBA services.

ADJOURNMENT

A motion was made by Mrs. Merkle, seconded by Mr. Herrmann, and carried unanimously to adjourn the meeting at 9:18 PM.

Respectfully submitted,

Molly Petty
School Business Administrator/Board Secretary