

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

January 24, 2013 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, January 24, 2013.

Mr. Herrmann, Board President, called the meeting to order at 7:00PM, and read the District's Mission Statement.

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

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

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

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

BOE RECOGNITION OF SPELLING BEE WINNERS – Mr. Saalfield recognized the first (Justin Roskam), second (Morgan Michalko), and third place (Jillian Mena) winners of the school's Spelling Bee, who received certificates for their achievement. A short break for refreshments was taken at this time.

PUBLIC HEARING & PETITION – Mrs. Ruddy aired complaints about the handling of an incident at school, which involved a bullet found after hours on January 4th. Mr. Leibig expressed concern for the students sent outside without coats during a fire alarm malfunction earlier this week. Mrs. Battimelli asked about the time it would take for students to grab their coats before going outside for a fire drill. Mrs. Leichliter noted that she felt that information about the bullet found in the school should not have been posted on social media before the school informed parents. Mr. Karolchyk spoke in support of Mr. Saalfield's actions. Mr. Cino noted that some people would have been unhappy if the incident had been reported earlier, but without any additional information before the police had time to investigate. Mr. Herrmann noted that the Board had a long discussion about increased security measures at its January 3rd meeting. He spoke about budget constraints. Mrs. McLain spoke about having to use discretion in these types of situations. Mrs. Glory noted it was a good idea for the Board and the administration to be discussing this tonight with the public. Mr. Herrmann added that we have already done or are in the process of doing all of the safety measures discussed at the state-wide School Security & Safety meeting held last week at TCNJ. Mr. Leal noted that the North Warren Regional Resource Officer was already in the building on the day the bullet was found there and that he will do everything possible to protect the children here when he starts as the new Principal.

EXECUTIVE SESSION

A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously at 7:58PM to convene to Executive Session to discuss matters of personnel as well as strategies to promote public safety, the results of which will be released to the public as soon as the reasons for confidentiality no longer exist.

RETURN TO OPEN SESSION – The meeting returned to Open Session at 11:08PM.

Authorization to Prepare Request for Proposals – A motion was made by Mr. Cino, seconded by Mrs. McLain, and carried unanimously to authorize Mrs. Petty to prepare and advertise Requests for Proposals for the reconfiguration of the interior front entrance doors as well as procure proposals for a number of security measures as discussed in Executive Session, continuing the process of upgrading the building.

ADJOURNMENT

A motion was made by Mrs. Wood-Rosko, seconded by Mrs. Hadden, and carried unanimously to adjourn the meeting at 11:13PM.

Respectfully submitted,

Molly Petty
School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

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January 3, 2013 Meeting Minutes

ANNUAL REORGANIZATION MEETING

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, January 3, 2013.

Mrs. Petty, School Business Administrator/Board Secretary, called the meeting to order at 7:34PM, and read the District's Mission Statement.

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

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.

MISSION STATEMENT Mrs. Petty read aloud the District's mission statement.

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

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

ADMINISTRATION OF OATH OF OFFICE TO NEW BOARD MEMBERS – Mrs. Petty administered the Oath of Office to Mrs. Lauren Glory, Mrs. Kelly Hadden, and Mrs. Mary Helck.

ANNOUNCE ELECTION RESULTS - Mrs. Petty announced the final election results, as follows:

Three-Year Terms (Top three won available seats)

Mrs. Glory 881 Votes

Mrs. Hadden 1,074 Votes

Mrs. Helck 908 Votes

Mrs. Rosko 863 Votes

CALL FOR NOMINATIONS FOR PRESIDENT

Mrs. Petty called for nominations for the Board President at this time.

Mr. Dirk Herrmann was nominated by Mrs. McLain and seconded by Mrs. Ruben. After calling for and hearing no additional nominations, Mrs. Petty called for a motion to close the nominations.

A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to close the nominations for BOE President and cast the ballot for Mr. Dirk Herrmann as President of the Board of Education for the 2013. Mrs. Petty congratulated Mr. Herrmann and turned the meeting over to him.

CALL FOR NOMINATIONS FOR VICE-PRESIDENT

Mr. Herrmann called for nominations for the Board Vice-President at this time.

Mrs. Margaret McLain was nominated by Mr. Herrmann and seconded by Mrs. Ruben. After calling for and hearing no additional nominations, Mr. Herrmann called for a motion to close the nominations.

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Ruben, and carried unanimously to close the nominations for Vice-President and cast the ballot for Mrs. Margaret McLain as Vice-President of the Board of Education for the 2013.

PERSONNEL AND/OR FIRMS APPOINTMENTS FOR 2013

A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to appoint the following personnel and/or firms for the 2013:

- | | |
|---|--|
| a. Board Architect | Design Resources Group |
| b. Board Attorney | Courter, Kobert & Cohen,
and
Adams, Stern, Gutierrez, & Lattiboudere |
| c. Board Auditors (See System Review Report)* | Ardito & Co. |
| d. Treasurer | Georgette Range & Christine Madeiros |
| e. School Business Administrator/Board Secretary | Molly Petty |
| f. Public Agency Compliance Officer, Custodian of Records,
Right-to-Know Compliance Officer, & Qualified
Purchasing Agent | Molly Petty |
| g. Substance Abuse Coordinator | Michele Andrews |
| h. Attendance Officer, Affirmative Action Officer,
504 Officer, Safety & Health Designee, IPM Coordinator,
and ADA Officer | Bruce Leal |
| i. Homeless Liaison | Mary Grace Rudolph |
| j. AHERA Coordinator, Chemical Hygiene Officer,
Asbestos Management and PEOSHA Officer/Coordinator,
& Indoor Air Quality Designee | Bruce Roff |
| k. Insurance Agents | Brown & Brown |
| l. Health Insurance Brokers | Integrity Consulting Group |
| m. School Doctor | Dr. Boris Freyman |
| n. Psychological Examiner | Wendy Keefer |

DESIGNATIONS OF THE FOLLOWING APPOINTMENTS

A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to designate the following appointments for 2013:

- a. Official Newspaper: Express Times; Alternate – Star Ledger
- b. Bank Depositories: First Hope Bank, PNC Bank, and Lakeland Bank
- c. Designate Board Secretary as the person responsible for investments
- d. Authorize Superintendent and Board Secretary to make line item transfers in an emergency, to be approved at the next meeting
- e. Adopt all existing policies, textbooks, and the following curriculum of the Blairstown Twp. Board of Education for 2013: Math, Science, English, Social Studies, Health, Physical Education, Art, Music, Spanish, Language Arts Literacy, and Quest
- f. Designate Superintendent's secretary and CST secretary as the people responsible for each respective petty cash fund
- g. Designate Superintendent and Board Secretary/SBA to implement 2012-2013 and 2013-14 Budgets pursuant with local/state policies and regulations
- h. Adopt the NJSBA Code of Ethics.

At this time the Board members signed off on their receipt of the NSJBA Code of Ethics and returned these forms to Mrs. Petty for filing.

BANK SIGNATORIES

A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to designate the following signatures on each bank account for 2013:

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

BOARD MEMBER APPOINTMENTS

After considering individual preferences, Mr. Herrmann will appoint committee members at the February meeting.

2013 BOARD MEETING SCHEDULE

A motion was made by Mrs. Wood-Rosso, seconded by Mr. Cino, and carried unanimously to approve the attached schedule of 2013 Board meetings.

SUPERINTENDENT'S AGENDA

APPROVE REGULAR MINUTES - A motion was made by Mrs. Helck, seconded by Mrs. Glory, and carried unanimously to approve the minutes as submitted for November 29, and December 6, 2012.

APPROVE FINANCIAL TRANSFERS & REPORTS – After a brief discussion for new members, of reading the financial reports, a motion was made by Mrs. Glory, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the attached list of November Transfers in the amount of \$5,200 and the Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$1,229,313.99 in Total Government Funds and to certify that as of November 30, 2012, after review of the Secretary and Treasurer's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation with N.J.A.C.6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligation for the fiscal year.

APPROVE PAYMENT OF BILLS - A motion was made by Mrs. Glory, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims list in the amount of \$727,884.21 and the Food Service Fund in the amount of \$8,964.85.

CORRESPONDENCE – Mr. Saalfield received a letter of approval for the waiver request for a Principal during the next few weeks before Mr. Leal will officially start his employment here.

PUBLIC PETITION & HEARING – Mr. Herrmann welcomed the public and asked if anyone had anything to ask or comment upon. Mrs. Lisa Benzaia, PTG President, asked the status of a policy on background checks for PTG volunteers. The Policy Committee will be reviewing this policy in relation to security issues before the February Board meeting.

MOTION ITEMS

A. PERSONNEL

1. **Workshop and Mileage Reimbursement Requests** - A motion was made by Mrs. McLain, seconded by Mrs. Helck, and carried unanimously by roll call vote to approve the attached list of workshop and mileage reimbursement requests.
2. **Hire Substitutes** – A motion was made by Mrs. Ruben, seconded by Mrs. Hadden, and carried unanimously by roll call vote to accept the Superintendent's recommendation to add the names of Katelyn Van Horn, Christina Ippolito, Lynn Cozier, and Edwinna Roberts to the substitute teacher list for the remainder of 2012-13 School Year.

3. School Improvement Panel – A motion was made by Mrs. McLain, seconded by Mr. Cino, and carried unanimously to approve Bruce Leal, Principal; Mary Grace Rudolph, Supervisor of Special Services; and Val Reynolds, Teacher; to serve on the School Improvement Panel.

B. FACILITIES

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

C. FINANCE

1. NJSBAIG Safety Incentive Plan Winner – Mrs. Petty noted that the Blairstown Township BOE was presented with a check in the amount of \$1,000 at the quarterly ERIC West meeting held on December 13, 2012.
2. Tuition Contract – A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve a tuition contract for two homeless students, with the Mt. Olive Board of Education: \$10,166.25 for a student in our PSD class, and \$8,333.75 for a student in 2nd grade.

D. TRANSPORTATION

Appoint GST as Substitute Bus Company – After Mrs. Petty informed the Board that GST agreed to help us out with transportation yesterday (since our bus was in the shop for repairs), a motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to appoint GST as a substitute bus company. Mr. Saalfield and Mrs. Petty are looking into purchasing a new mini-bus.

NEW BUSINESS

1. Superintendent's Update – Mr. Saalfield discussed the new Teacher Evaluation System, the budget process, the grant for a Centenary professor to conduct a Shakespeare workshop for our students, the After School Basic Skills program and the Primary Reading Academy. He noted that the budget process has begun, and that he is researching how the Blairstown Elementary School can become a shelter during future emergencies. The rest of the discussion was devoted to increasing security measures in the future. As a result of the events in Connecticut last month, Mrs. Petty and Mr. Saalfield have been discussing the process for entering the building before and after school hours, adding security cameras, and gathering prices for replacing glass doors, installing a swipe-card entry system for staff, and replacing windows with bullet-proof glass. The Board also discussed the possibility of installing a security guard at the front door. Prices and recommendations will be provided to the Board at the February meeting.

2. Annual Statement of Assurance – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to approve the attached Annual Statement of Assurance for the Comprehensive Equity Plan for the 2011-12 School Year.

LEGISLATIVE UPDATE – J. Karolchyk reported that a bill may be coming up for vote, which would eliminate reimbursement for unused sick days upon retirement for all public employees.

ADJOURNMENT

A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to adjourn the meeting at 9:09PM.

Respectfully submitted,

Molly Petty
School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

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October 17, 2013 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, October 17, 2013.

Mr. Herrmann, Board President, called the meeting to order at 7:00PM, and read the District's Mission Statement.

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

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

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

ROLL CALL The following board members were present:
Mr. Cino, Mrs. Glory, Mrs. Hadden, Mrs. Helck, Mr. Herrmann, Mr. Karolchyk, Mrs. McLain, Mrs. Ruben, and Mrs. Wood-Rosso
Absent: None.

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

APPROVE BOE MEETING MINUTES – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Ruben, and carried unanimously to approve the September 19, 2013 meeting minutes as submitted.

NEW BUSINESS

1. **Superintendent's Update** – Mr. Saalfield read a letter from Mrs. Finley regarding a transportation issue. He noted he was the guest speaker at a recent Rotary meeting. The cluster superintendents met on 10/16 to discuss curriculum mapping. Notes from the Board's first Strategic Planning meeting have been posted on our website. JCP&L has contacted us about trimming trees on Sunset Hill Road. A tornado drill was held last week. He shared results of a survey on drug and alcohol use. The Early ACT group projects were discussed with Mrs. Mosca.
2. **Principal's Report** – Mr. Leal reviewed his written report.
3. **Board Meeting Dates** – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously to cancel the November 7th and December 5th meeting dates, and hold these meetings at 8:30 following the Strategic Planning meetings on November 14th and December 12th.

4. 2013 Safety Award Recipient – Mrs. Petty informed the Board that New Jersey School Boards Association Insurance Group has given a Safety Award to the Blairstown Township BOE, one of 39 districts in the state of NJ to receive this award.
5. Approve NJQSAC Statement of Assurance – A motion was made by Mrs. Glory, seconded by Mrs. Ruben, and carried unanimously to approve the NJQSAC Statement of Assurance for the 2013-14 School Year.

PUBLIC HEARING & PETITION

Trisha Baden asked about 6th grade graduation activities and a trip to Dorney Park. Michelle Schultz asked about substitute teachers hired for leaves. Parents also questioned the status of allergy procedures and policy as well as the Evergreen Road bus stop.

APPROVE TRANSFERS & FINANCIAL REPORTS - A motion was made Mrs. Glory, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve August and revised July Transfers in the amount of \$61,900 and the August Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$1,178,439.25 in total Government Funds and to certify that as of August 31, 2013, after review of the Secretary and Treasurer's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation with N.J.A.C.6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligation for the fiscal year.

APPROVE PAYMENT OF BILLS - A motion was made Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve payment of the General Fund Bills List in the amount of \$785,402.79 and the Food Service Fund Bill List in the amount of \$10,307.50.

MOTION ITEMS

A. PERSONNEL

1. Workshop and Mileage Reimbursement Requests – A motion was made Mrs. Hadden, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve the attached list of workshop and mileage reimbursement requests.
2. Substitutes – A motion was made Mrs. Hadden, seconded by Mrs. Helck, and carried by roll call vote (7-yes; 2-abstentions <Mrs. Ruben and Mrs. Wood-Rosso>) to accept Mr. Saalfield's recommendation to add the name of Mabell Rosko to the Substitute Aide list for the 2013-14 School Year.
3. Homework Help Club Staff - A motion was made Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation to hire Ashley Pennell and Carissa Peterson as the Homework Help Club staff and Claire Fleming and Jenn Zaimis as the

4. Accept Resignation – A motion was made Mrs. Ruben, seconded by Mrs. Glory, and carried unanimously to accept Colleen Plunkett's resignation (aide), effective October 23, 2013.
5. Hire Aide – A motion was made Mrs. Ruben, seconded by Mrs. Hadden, and carried by roll call vote (8-yes; 1-abstention <Mrs. Glory>) to accept Mr. Saalfield's recommendation to hire Kelly Moore-Finley as a part-time aide at the hourly rate of \$10.00, effective October 21, 2013 for the 2013-14 School Year.

B. EDUCATION

1. Approve Action Plans for Goals - A motion was made Mrs. Glory, seconded by Mrs. Wood-Rosso, and carried unanimously to approve the action plans for the 2013-14 District Goals, as submitted by Mr. Saalfield.
2. Approve Class Trips – A motion was made Mrs. Ruben, seconded by Mrs. McLain, and carried (7-yes; 2-no <Mrs. Glory and Mrs. Hadden>) to approve the list of requested class trips, with the cancellation of the bus for the senior center and the addition of one bus for each of the 5th grade trips, for the 2013-14 School Year.
3. Approve Nursing Services Plan – A motion was made Mrs. Helck, seconded by Mr. Herrmann, and carried unanimously to approve the proposed Nursing Services Plan.

C. FINANCE

1. Lambert Road Fields Lease – A motion was made Mrs. Glory, seconded by Mrs. Ruben, and carried by roll call vote (8-yes; 1-no <Mrs. Wood-Rosso>) to approve a lease with NWR to lease the fields from the Blairstown Township Board of Education in the amount of \$2.00 for the 2013-14 School Year.
2. Transportation Contract – A motion was made Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve a transportation contract with Stocker Bus Company, Inc. in the amount of \$12,740 for class trips transportation for the 2013-14 School Year.
3. Culvert Pipe Design Work & Bid – With the savings from three unbudgeted retirements this year, Mr. Saalfield and Mrs. Petty would like to move forward with replacing the culvert pipe in the back parking lot entrance, off Stillwater Road. This is where the school buses enter and exit the property twice each day. The Blairstown Road Department brought the issue of a deteriorating pipe underneath the pavement to our attention last fall and again last month.

Last fall we had received a written proposal from Suburban Consulting Engineers, who were overseeing the underground oil tank project, for replacing the pipe. Their fees would be a maximum of \$21,000, and they have estimated the construction to cost approximately \$45,000. On October 2nd Mrs. Petty requested and received verbal approval from the County School Business Administrator for a transfer from the salary expenditure account to the two construction account expenditure lines

A motion was made by Mrs. Wood-Rosso- seconded by Mrs. Glory, and carried unanimously by roll call vote to approve a transfer of underbudgeted revenue from 11-120-100-101 to 12-000-400-334 in an amount up to \$21,000 for engineering services by Suburban Consulting Engineers, Inc. for bid preparation and submission of all necessary permits and the DOE project application; and from 11-120-100-101 to 12-000-400-450 in an amount up to \$60,000 for construction services of a replacement culvert pipe, with the lowest bidder being awarded the contract at a future date.

4. Snow Plowing Contract – Quotes were due October 9th, and only one quote was received, which was from JB’s Landscaping, at their same price as last year. A motion was made Mrs. Hadden, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to award a contract for snow plowing services to JB’s Landscaping LLC in the amount of \$90 per hour and \$300 for salting applications for the 2013-14 School Year.

D. FACILITIES

1. Facilities’ Use Requests – A motion was made Mrs. Helck, seconded by Mrs. Wood-Rosso, and carried unanimously to approve the attached list of Facilities’ Use Requests.
2. Approve Comprehensive Maintenance Plan & M-1 Form – A motion was made Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously to approve the attached 2012-15 Comprehensive Maintenance Plan and M-1 form.

POLICY

1. Second Reading and Adoption of Policies – A motion was made Mrs. McLain, seconded by Mrs. Wood-Rosso, and carried unanimously to approve the second reading and adoption of the following policies:
 - P3232 Tutoring Services
 - R3232 Tutoring Services
 - P5117 Interdistrict Public School Choice
 - R5117 Interdistrict Public School Choice
 - P5120 Assignment of Pupils
 - P5533 Pupil Smoking
 - P7434 Smoking in School Buildings and on School Grounds
 - P7522 School District Provided Technology Devices to Staff Members
 - P4250 Support Staff Members

2. First Reading – A motion was made Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to approve the first reading of the following policies:
 - 3144.12 Certification of Tenure Charges
 - 3144.3 Suspension upon Certification of Tenure Charge
 - 3372 Teaching Staff Member Tenure Acquisition
 - 3373 Tenure upon Transfer or Promotion
 - 5512 Harassment, Intimidation, and Bullying
 - 5512R Harassment, Intimidation, or Bullying Investigation Procedure

OLD BUSINESS

1. Superintendent's Merit Goal Update – Mr. Saalfield distributed written progress made on his merit goal.

CORRESPONDENCE- Mrs. Petty read a thank-you note from Mrs. Glory.

PUBLIC HEARING & PETITION – Mr. Shoemaker, committeeman, noted that the Township Committee gives the public three minutes each in the beginning of each meeting. Mrs. Pollard commented that she liked the new agenda order.

LEGISLATIVE UPDATE – J. Karolchyk informed the Board that 21 bills are currently before the Senate.

EXECUTIVE SESSION – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously at 9:50PM to convene to Executive Session to review previous minutes as well as discuss matters of Litigation, Negotiations, and Personnel, the results of which shall be released to the public once the need for confidentiality no longer exists.

The meeting reopened to the public at 11:37PM and continued with the following action:

A motion was made by Mrs. Ruben, seconded by Mrs. Helck, and carried unanimously by roll call vote to approve a tentative agreement between the Board of Education and K. Truelove.

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously to approve the September Executive Session minutes.

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

Respectfully submitted,

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

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November 14, 2013 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, November 14, 2013.

Mr. Herrmann, Board President, called the meeting to order at 7:00PM, and read the District's Mission Statement.

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

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

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

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

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

7:00 – 8:30PM STRATEGIC PLANNING – COORDINATED BY NEW JERSEY SCHOOL BOARDS ASSOCIATION – Mrs. Robynn Meehan and Mr. Alfred Annunziata from NJSBA broke the attendees into two groups for a visioning exercise as part of the Strategic Planning process. Results were reviewed at 8PM, and will be summarized and posted on the school's website the following week.

APPROVE REGULAR MINUTES - A motion was made by Mrs. Ruben, seconded by Mrs. Wood-Rosso, and carried unanimously to approve the minutes as submitted for October 10 and as amended for October 17.

NEW BUSINESS

1. **Superintendent's Update** – Mr. Saalfield spoke about the Early Act Club, relocation of the YMCA program, completion of student assessments/intervention, NJSBA convention workshops, Centenary's performing arts, field test administration for PARCC, door project, replacement of some classroom flags, the Policy Committee, and remote access for online teacher documents.
2. **Principal's Report** - Mr. Leal reviewed his written report.

3. Schedule 2014 Reorganization Meeting Date – Mrs. Petty informed the Board that the Reorganization meeting must take place by January 7th. A motion was made by Mrs. Glory, seconded by Mrs. McLain, and carried unanimously to schedule the Reorganization Meeting on Tuesday, January 7th at 7PM. Mrs. Petty will advertise this meeting.
4. Accept Donation from Blairstown Woman’s Club - A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to accept the \$300 donation from the Blairstown Woman’s Club to be used toward the purchase of new library books.
5. Accept Donation from the Merkle Family – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to accept the donation of \$650 from the Merkle family for the purchase of fourth grade teaching supplies, which will be matched by Merck, Mrs. Merkle’s employer, for a total donation of \$1,300.

PUBLIC HEARING & PETITION – Elizabeth Henke asked if there was a response to her letter concerning health benefits. Chris Henke followed up with additional comments about his perception of the situation. He also asked about the door project. A parent asked about the HIB policy. K. Scialla thanked the Board for the recent work on the allergy pamphlet, staff communication, etc.

APPROVE TRANSFERS & FINANCIAL REPORTS - A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve September transfers in the amount of \$91,425 and the September Board Secretary’s Reports, in agreement with the Treasurer’s Reports, in the amount of \$1,292,940.93 in total Government Funds and to certify that as of September 30, 2013, after review of the Secretary and Treasurer’s monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation with N.J.A.C.6A:23A-16.10(c)4 and that sufficient funds are available to meet the district’s financial obligation for the fiscal year.

APPROVE PAYMENT OF BILLS - A motion was made by Mrs. Hadden, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve payment of the General Fund Bills List in the amount of \$560,158.35 and the Food Service Fund Bill List in the amount of \$9,632.81.

MOTION ITEMS

A. PERSONNEL

1. Workshop and Mileage Reimbursement Requests – A motion was made by Mrs. Glory, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the attached list of workshop and mileage reimbursement requests.
2. Substitutes – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept Mr. Saalfeld’s recommendation to add the name of Lorene Russell to the Substitute Custodian list for the 2013-14 School Year.

3. Accept Resignation – A motion was made by Mrs. Hadden, seconded by Mrs. Ruben, and carried unanimously to accept Mary Colby’s resignation (aide), for the purpose of retirement, effective November 23, 2013.
4. Hire 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 Catherine Conover as a part-time aide at the hourly rate of \$10.00, effective October 21, 2013 for the 2013-14 School Year.
5. Accept Resignation – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to accept Monica Smith’s resignation, for the purpose of retirement, effective December 31, 2013.
6. Accept Resignation – A motion was made by Mrs. Ruben, seconded by Mrs. Helck, and carried unanimously to accept Kathleen Park’s resignation, with regret, for the purpose of retirement, effective December 31, 2013.
7. Hire Lunch Aides – 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 hire Kim Iacono and Sara Wills as part-time lunch aides at the hourly rate of \$10.00 for the 2013-14 School Year, effective upon satisfactory completion of their criminal history background checks.

B. FINANCE

1. 2012-13 Audit Results - Mrs. Petty distributed the audit synopsis to the public at this time and reviewed the results of the 2012-13 Financial Audit and opened the floor to questions. No questions.
2. Accept Audit and Approve Corrective Action Plan – A motion was made by Mrs. Wood-Rosso, seconded by Mr. Herrmann, and carried unanimously to accept the 2012-13 Financial Audit with no recommendations, and to approve the Corrective Action Plan with no corrections.

C. EDUCATION

1. Class Trip – A motion was made by Mrs. Hadden, seconded by Mrs. Glory, and carried unanimously to approve a class trip for chorus to go to a nursing home in Newton on December 18th.

D. FACILITIES

1. Facilities’ Use Requests – A motion was made by Mrs. Ruben, seconded by Mrs. Hadden, and carried unanimously to approve the attached list of Facilities’ Use Requests.
2. DOE Application for Lavatory Project – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to adopt the following resolution, authorizing

Design Resources Group, Architects
371 Hoes Lane, Suite 301
Piscataway, NJ 08854

to “amend” the district’s currently approved LRFP (Long Range Facility Plan) "if required" and to submit all required and appropriate documents to the New Jersey Department of Education for the:
ADA Toilet Room Upgrades at Blairstown Elementary School

The district is submitting this project to the Department of Education for approval as an “ other capital project” and the district understands there will be no funding available from the state for this project.

POLICY

1. Second Reading and Adoption – A motion was made by Mrs. Ruben, seconded by Mrs. Haden, and carried unanimously to approve the second reading and adoption of the following policies:
 - 3144.12 Certification of Tenure Charges
 - 3144.3 Suspension upon Certification of Tenure Charge
 - 3372 Teaching Staff Member Tenure Acquisition
 - 3373 Tenure upon Transfer or Promotion

2. Distribution of Policies – Mrs. Petty distributed policies that will be on the December agenda for their first reading. The Policy Committee will meet immediately prior to the start of the December 12th Board meeting.

OLD BUSINESS

1. School Nurse on Class Trips – After a brief discussion, it was agreed that the school will try to always get a nurse for TAG trips but in the event that a nurse cannot be found, the school will notify parents beforehand.

2. Bus Drill Reports – School Bus Emergency Evacuation Drill Reports were included in this packet.

CORRESPONDENCE – None.

PUBLIC HEARING & PETITION – M. Schultz commented on a recent class trip with no nurse.

LEGISLATIVE UPDATE – J. Karolchyk was absent, but had requested Mr. Saalfield to ask the Board if someone else would like to attend the upcoming NJSBA Delegate Assembly. Mrs. Hadden noted that all schools are now required to have epi-pens.

EXECUTIVE SESSION – A motion was made by Mrs. Helck, seconded by Mrs. Hadden, and carried unanimously to convene to Executive Session at 9:48PM to review previous minutes as well as discuss matters of Litigation, Personnel, and Negotiations. Results of the session will be released to the public once the reason for confidentiality no longer exists.

The meeting re-opened to the public at 11:03PM and continued with the following action:

A motion was made by Mrs. Hadden, seconded by Mrs. Helck, and carried unanimously to approve the October Executive Session minutes.

A motion was made by Mrs. Hadden, seconded by Mrs. Helck, and carried unanimously by roll call vote to approve the settlement agreement between the Board of Education and K. Truelove.

ADJOURNMENT – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Helck, and carried unanimously to adjourn the meeting at 11:05PM.

Respectfully submitted,

Molly Petty
School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

December 12, 2013 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, December 12, 2013.

Mr. Herrmann, Board President, called the meeting to order at 7:07PM, and read the District's Mission Statement.

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

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

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

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

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

7:00 – 9:00PM STRATEGIC PLANNING – COORDINATED BY NEW JERSEY SCHOOL BOARDS ASSOCIATION – Mrs. Robynn Meehan and Mr. Alfred Annunziata from NJSBA worked with the group to develop goals as part of the Strategic Planning process. Results will be summarized and posted on the school's website the following week.

APPROVE REGULAR MINUTES - A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Glory, and carried unanimously to approve the minutes as submitted for November 14.

RECOGNITION OF LESLIE RUBEN'S BOARD SERVICE – Mrs. Petty presented Mrs. Ruben with a plaque to commemorate her six years of service on the Board of Education. Tonight was her last meeting.

NEW BUSINESS

1. **Superintendent's Update** – Mr. Saalfield spoke about the County Office visit/DIP review, review of upcoming facility projects in the 2014-15 budget, DOE teacher data, professional development, 2014-15 enrollment projections, EPAC final report, the door project punchlist, a generator project, and his merit goals update. He also informed the Board he is proposing that the new TAG teacher be required to participate in the Rutgers graduate program for Gifted instruction, and they were entirely supportive.

2. Principal's Report - Mr. Leal reviewed his written report.
3. Hire Schwartz Simon Edelstein & Celso – Mr. Herrmann discussed last week's attorney interviews. A motion was made by Mrs. Glory, seconded by Mrs. Wood-Rosso, and carried by roll call vote (Mr. Cino and Mrs. Ruben abstained) to appoint Schwartz Simon Edelstein & Celso as Board attorneys at the hourly rate of \$160, effective December 13, 2013.

PUBLIC HEARING & PETITION – None.

APPROVE TRANSFERS & FINANCIAL REPORTS - A motion was made by Mrs. Hadden, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the October Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$1,193,756.70 in total Government Funds and to certify that as of October 31, 2013, after review of the Secretary and Treasurer's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation with N.J.A.C.6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligation for the fiscal year.

APPROVE PAYMENT OF BILLS - A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve payment of the General Fund Bills List in the amount of \$911,221.74 and the Food Service Fund Bill List in the amount of \$6,775.05.

MOTION ITEMS

A. PERSONNEL

A motion was made by Mrs. Ruben, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to approve the following four Personnel motions:

1. Workshop and Mileage Reimbursement Requests – To approve the attached list of workshop and mileage reimbursement requests.
2. Hire After School Staff - To accept Mr. Saalfield's recommendation to hire Ashley Pennell and Claire Fleming for the Intermediate Reading Academy to be held after school four days per week for six weeks (January – March) @ \$40 per hour for the 2013-14 School Year.
3. Hire Teacher - To accept Mr. Saalfield's recommendation to hire Clorimar Rios as a teacher on Master's Step 1 of the BTA Salary Guide for the 2013-14 School Year, effective January 2, 2014. Mrs. Rios will replace Mrs. Park (TAG), who retired on December 31st.
4. Hire Teacher - To accept Mr. Saalfield's recommendation to hire Kaitlin Perry as a teacher on Bachelor's + 15 credits Step 1 of the BTA Salary Guide for the 2013-14 School Year, effective January 2, 2014. Ms. Perry will replace Mrs. Smith (Special Education), who retired on December 31st.

B. FINANCE

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

1. Transportation Contract Jointure - To approve a transportation contract jointure with North Warren Regional BOE for their transportation of our private school students for Route NP04 in the amount of \$6,254.64 for the 2013-14 School Year.
2. Approve RKO&E for Asbestos Removal Project - To approve RKO&E to prepare the project specifications and bidding process for an asbestos flooring removal project, in the amount of \$750, to take place during the summer of 2014.
3. Approve DRG for Door Project Bid - To approve Design Resources Group to prepare the bid specifications for the remainder of the door project, to take place during the summer of 2014, at a cost in the amount of 8% of contractor bid.

C. FACILITIES

A motion was made by Mr. Cino, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve the following two Facilities motions:

1. Facilities' Use Requests - To approve the attached list of Facilities' Use Requests.
2. Security - To accept proposals from Prime Communications in the amount of \$52,479, from Millennium in the amount of \$55,220, and to award a contract to Dynamic Security in the amount of \$45,123 for the installation of eleven security cameras and three swipe card systems.
3. PEC Letters - Mrs. Petty informed the Board that this week we received letters from the DOC approving project "Preliminary Eligible Costs" for possible windows, roof, and door projects. A "Final Eligible Cost" set of letters is expected after 30 days, after which we can begin the bid process for the door project.

POLICY

1. First Reading - A motion was made by Mrs. Glory, seconded by Mrs. Hadden, and carried unanimously to approve the first reading of the following policies:

P1240	Evaluation of Superintendent
R1240	Evaluation of Superintendent
P3142	Nonrenewal of Nontenured Teacher Staff Member
R3142	Nonrenewal of Nontenured Teacher Staff Member

- P3144 Certification of Tenure Charges
- R3144 Certification of Tenure Charges
- P4146 Nonrenewal of Nontenured Support Staff Member
- R4146 Nonrenewal of Nontenured Support Staff Member
- P3221 Evaluation of Teachers
- R3221 Evaluation of Teachers
- P3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- R3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- P3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- R3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- P3224 Evaluation of Principals, Vice Principals, and Assistant Principals
- R3224 Evaluation of Principals, Vice Principals, and Assistant Principals

Mr. Saalfeld and Mr. Karolchuk remarked upon needed changes for Policy 4250 which have not yet been finalized by the Policy Committee.

CORRESPONDENCE – None.

PUBLIC HEARING & PETITION – None.

LEGISLATIVE UPDATE – J. Karolchuk had nothing to report.

EXECUTIVE SESSION – A motion was made by Mrs. Hadden, seconded by Mrs. Glory, and carried unanimously to convene to Executive Session at 10:00PM to review previous minutes as well as discuss matters of Personnel, the results of which will be released to the public once the need for confidentiality no longer exists.

The meeting re-opened to the public at 10:28 and continued with the following action.

A motion was made by Mrs. Hadden, seconded by Mrs. Ruben, and carried unanimously to approve the November 14th Executive Session minutes as submitted.

ADJOURNMENT

A motion was made by Mrs. Ruben, seconded by Mrs. Hadden, and carried unanimously to adjourn the meeting at 10:30PM.

Respectfully submitted,

Molly Petty
School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

March 21, 2013 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, March 21, 2013.

Mr. Herrmann, Board President, called the meeting to order at 6:33PM, and read the District's Mission Statement.

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

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

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

ROLL CALL The following board members were present:
Mr. Cino, Mrs. Glory, Mrs. Hadden, Mrs. Helck, Mr. Herrmann, Mr. Karolchyk, Mrs. McLain, Mrs. Ruben, and Mrs. Wood-Rosso
Absent: None

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

EXECUTIVE SESSION – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to convene to Executive Session at 6:34PM to discuss matters of Personnel involving 2013-14 staffing, and to review previous minutes, the results of which shall be released to the public once the need for confidentiality no longer exists.

RETURN TO OPEN SESSION – The meeting returned to Open Session at 7:38PM.

A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to approve the February 21st Executive Session minutes.

RECOGNITION OF 6TH GRADE MATH LEAGUE CONTEST WINNERS: The Board recognized Drew Benzaia, Tim Baier, and Karnaa Mistry for their success in the 6th grade Math League Contest.

APPROVE BOE MEETING MINUTES – A motion was made by Mrs. Ruben, seconded by Mrs. Glory, and carried unanimously to approve the February 21 and March 4, 2013 meeting minutes as submitted.

APPROVE PAYMENT OF BILLS - A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims list in the amount of \$828,626.71, and the Food Service Fund List in the amount of \$11,731.11.

APPROVE FINANCIAL REPORTS - A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve the attached list of January transfers in the amount of \$74,300.00 and the January Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$972,039.18 in Total Government Funds and to certify that as of January 31, 2013, after review of the Secretary and Treasurer's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation with N.J.A.C.6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligation for the fiscal year.

CORRESPONDENCE – Mr. Saalfield read a letter from Mrs. Carbonaro regarding her gift of a tree in celebration of her 25 years at BES. He referred to a letter from the NJ Department of Education, approving the Nursing Services Plan. Mr. Saalfield read a letter from the DOE regarding the 5-year renewal for Ridge & Valley Charter School, but noted their probation for one year as a result of academics.

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Glory, and carried unanimously to accept Mrs. Carbonaro's gracious gift of a tree.

PUBLIC HEARING & PETITION – Mrs. Andrews spoke about counseling needs and asked the Board to take this into consideration when scheduling next year. Mrs. Truelove asked the Board to consider her years of teaching here and her rapport with students as well as her positive teaching observations with regard to her contract for next year. Mrs. Harrison asked about the Multiple Disabilities Class and LLD Classes for next year. Mrs. Merkle asked if she could ask questions after the budget presentation, and also asked to whom the public can write to in Trenton to complain about the Ridge & Valley Charter School. Mrs. Pollard asked if a 5-year renewal is standard for charter schools.

MOTION ITEMS

A. PERSONNEL

1. **Workshop and Mileage Reimbursement Requests** – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the attached list of workshop and mileage reimbursement requests.
2. **Leave of Absence Request** – A motion was made by Mrs. Glory, seconded by Mrs. Ruben, and carried unanimously to approve Mrs. Zaleski's March 12th leave of absence request, from May 28th through December 6, 2013, returning to work on December 9, 2013.

3. Accept Resignation – A motion was made by Mrs. Ruben, seconded by Mrs. Hadden, and carried unanimously to accept Mr. Macri’s resignation (part-time custodian), effective March 29, 2013. Mr. Leal and Mrs. Petty expressed appreciation for Mr. Macri’s outstanding job performance.
4. Hire Substitutes – A motion was made by Mrs. Glory, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the recommendation of the Superintendent to add the name of Michael Weir to the Substitute Custodian List for the 2012-13 School Year and to hire Sean Flynn as a part-time custodian as an emergent hire, pending completion of his criminal history record check, @ \$13.00 per hour, effective April 1, 2013, through June 30, 2013.

B. FACILITIES

1. Facilities’ Use Requests – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Glory, and carried unanimously to approve the attached list of Facilities’ Use Requests.

C. FINANCE

Mr. Saalfield and Mrs. Petty presented the 2013-14 Budget to the Board and public at this time, after which the public was permitted to ask questions.

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

A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried by roll call vote (8-yes; 1-no Mrs. Helck) to adopt the following 2013-14 Budget :

Anticipated Enrollment: 580 Students (includes 30 at Ridge & Valley Charter School)

REVENUE:

Fund 10: General Current Expense

Budgeted Fund Balance	\$ 225,000
Local Tax Levy	\$ 6,489,000
Miscellaneous Revenue	\$ 75,703
State Aid	\$ 1,963,297
Withdrawal from Capital Reserve	\$ 175,000
Total for General Current Expense	\$ 8,928,000

Fund 20: Special Revenue

Federal Aid	\$ 176,000
Total Revenue	\$ 9,104,000

EXPENDITURES:

Fund 10: General Current Expense	\$ 8,928,000
Fund 20: Special Revenue Fund	\$ 176,000
Total Expenditures:	\$9,104,000

D. POLICY

1. Entrance Age Policy – 5112 – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to approve the first reading of Policy 5112.
2. Support Staff Members - 4250 – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to approve the first reading of Policy 4250.
3. School Volunteers Policy – 9180 – A motion was made by Mrs. McLain, seconded by Mrs. Hadden and carried by voice vote (Mr. Ryan opposed) to approve the first reading of Policy 9180.

OLD BUSINESS -

1. CSA Evaluation Process – Mrs. Petty reminded Board members to complete their evaluations by March 31st @ NJSBA.org.
2. BOE Mandated Training – Mrs. Petty referred to her memo to Mr. Cino, Mr. Karolchyk, and Mrs. Wood- Rosso regarding online registration for required courses for 2013.

NEW BUSINESS

1. Insurance Coverage for PTG – A motion was made by Mrs. Glory, seconded by Mrs. Ruben, and carried unanimously to extend insurance coverage to the PTG for their Paws to the Pavement 5K Run/Walk on June 1, 2013.
2. New BOE Committees – Mr. Herrmann distributed the list of new committee members at this time.
3. Principal's Report – Mr. Leal reviewed his written report. Mrs. Glory complimented Mr. Leal on his start here, especially with getting into the classrooms and getting to know the students.

4. HIB Report – Mr. Saalfield noted that there was one incident that was reported and investigated by Mrs. Reynolds, which involved two fifth grade students. Bullying was found. The offender received detention and counseling for the rest of the school year. Mr. Saalfield felt that no further action should be taken and explained that at the next Board meeting the Board will have to either affirm his decision or offer suggestions.

5. Superintendent's Update – Mr. Saalfield noted that Mr. Leal has accomplished a great deal in his early weeks with us. Mr. Saalfield attended meetings on proposed code changes and School Security. The Blair Women's Club is reading to the primary grade students. He also referred to the new teacher evaluation system, the crisis team's regular meetings, the school calendar, sound remediation for the cafeteria, and the Primary Reading Academy.

LEGISLATIVE UPDATE – Mr. Karolchyk had nothing to report.

ADJOURNMENT – A motion was made by Mrs. McLain, seconded by Mrs. Wood-Rosso, and carried unanimously to adjourn the meeting at 9:50PM.

Respectfully submitted,

Molly Petty

Molly Petty
School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

March 4, 2013 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, March 4, 2013.

Mr. Herrmann, Board President, called the meeting to order at 7:00PM, and read the District's Mission Statement.

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

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

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

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

PUBLIC HEARING & PETITION – Mrs. Truelove addressed the Board about her employment status for the 2013-14 School Year.

TELEPHONE SYSTEM PROJECT – On September 14, 2012, we received written approval from Mr. Cerf, the Commissioner of Education, to withdraw the funds from our Capital Reserve Account needed to pay for this project. After Mrs. Petty's consultation and review with the Board's attorney and architect, a motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to accept the three following proposals for the installation of a new telephone system, after receiving no bids in response to the two advertisements in 2012, and to award the contract for the project to Extel in the amount of \$17,992:

<u>Company</u>	<u>Equipment Brand</u>	<u>State Contract</u>	<u>Price</u>
Extel	NEC	Yes	\$17,992
Envision	Avaya	No	\$19,712
AVBCS	Samsung	Yes	\$25,074

PUBLIC ADDRESS SYSTEM PROJECT – On September 14, 2012, we received written approval from Mr. Cerf, the Commissioner of Education, to withdraw the funds from our Capital Reserve Account needed to pay for this project. After Mrs. Petty's consultation and review with the Board's attorney and architect, a motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to receive the following four proposals for the installation of a new public address system, after receiving no bids in response to the two advertisements in 2012, and to award the contract for the project to Bingham Communications in the

Blairstown Township BOE
March 4, 2013 Special Meeting Minutes
Page 2

<u>Company</u>	<u>Equipment Brand</u>	<u>State Contract</u>	<u>Price</u>
Bingham Communications	Bogen	No	\$32,241
AVBCS	Bogen	No	\$40,460
Audio & Telecom	Bogen	No	\$45,550.80
CES Corporation	Bogen	No	\$47,200

FAMILY LEAVE REQUEST – A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously to approve Mrs. Elias’s February 28th request to extend her Family Leave to the full 12 weeks, ending April 29, 2013.

2013-14 PRELIMINARY BUDGET ADOPTION –Mr. Saalfield and Mrs. Petty reviewed the 2013-14 Preliminary Budget at this time.

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

A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried by roll call vote (5-yes; 1-abstention <Mrs. Glory>) to adopt the 2013-14 Preliminary Budget in the following amounts and submit the budget to the County office for review and approval:

Anticipated Enrollment: 580 Students (includes 30 at Ridge & Valley Charter School)

EXPENDITURES:

Fund 10: General Fund	\$ 8,928,000
Fund 20: Special Revenue Fund	\$ 176,000
Total Expenditures:	\$ 9,104,000

REVENUE:

General Fund

Budgeted Fund Balance	\$ 225,000
Local Tax Levy	\$ 6,489,000
Miscellaneous Revenue	\$ 79,115
State Aid	\$ 1,959,885
Withdrawal from Capital Reserve	\$ 175,000
Total for General Fund	\$ 8,928,000

Special Revenue Fund

Federal Aid	\$ 176,000
Total for Special Revenue Fund	\$ 176,000

ADJOURNMENT

A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously to adjourn the meeting at 7:55PM.

Respectfully submitted,

Molly Petty

Molly Petty
School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

April 18, 2013 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Cafeteria on Thursday, April 18, 2013.

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

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

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

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

ROLL CALL The following board members were present:
Mr. Cino, Mrs. Glory, Mrs. Hadden, Mrs. Helck, Mr. Herrmann, Mr. Karolchyk, Mrs. McLain, Mrs. Ruben, and Mrs. Wood-Rosso
Absent: None

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

STUDENT RECOGNITION – AMERICAN LEGION COLORING CONTEST WINNERS – Mr. Leal recognized Emily Huff, Krystina Corriveau, and Alana Balisi for their efforts in the American Legion Coloring Contest.

VOLUNTEER RECOGNITION - CERTIFICATE PRESENTATION TO MS. BEV READ,
VOLUNTEER – Mr. Leal recognized Mrs. Read's volunteer efforts, who did not attend the meeting.

APPROVE BOE MEETING MINUTES – A motion was made by Mrs. Hadden, seconded by Mrs. McLain, and carried unanimously to approve the March 21, 2013 meeting minutes as submitted.

APPROVE PAYMENT OF BILLS - A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims list in the amount of \$868,346.51, and the Food Service Fund List in the amount of \$9,712.95.

APPROVE FINANCIAL REPORTS - A motion was made by Mrs. Helck, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the attached list of February transfers in the amount of \$63,337.64 and the February Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$1,041,553.05 in Total Government Funds and to certify that as of February 28, 2013, after review of the Secretary and Treasurer's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation with N.J.A.C.6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligation for the fiscal year.

CORRESPONDENCE – Mr. Saalfield read Mrs. Carbonaro's retirement letter.

PUBLIC HEARING & PETITION

Mrs. Benzaia asked about posting BOE meeting agendas on the website and possibly offering Public Session at the end of the meeting.

Mrs. Reiger asked several questions about next year's art program.

Mrs. Truelove asked about Artsonia for next year and commented on discussions she had with Mr. Saalfield.

Mr. Rivas made a statement on the Superintendent's salary and asked if each school district is required to employ a Superintendent.

Mrs. Scacozza asked how many music teachers are on staff.

Mrs. Merkle commented on funding for a walking trail and Mrs. Truelove's loss of benefits. Additionally, she submitted an OPRA form to Mrs. Petty.

MOTION ITEMS

A. PERSONNEL

1. Workshop and Mileage Reimbursement Requests – A motion was made by Mrs. Ruben, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve the attached list of workshop and mileage reimbursement requests.
2. Leave of Absence Request – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to approve Mrs. Mosca's March 22nd leave of absence request, from June 10th through September 18, 2013.
3. Reduction of Full-Time Status – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried by roll call vote (6-yes; 1-no <Mrs. Helck>; 2-abstentions <Mr. Cino & Mrs. Wood-Rosso>) to decrease Mrs. Andrews, Guidance Counselor, and Mrs. Truelove, Teacher, from full-time in 2012-13 to part-time, effective September 1, 2013, due to declining enrollments and scheduling adjustments.

4. Hire Clorymar Rios as Maternity Leave Replacement Teacher – 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 Clorymar Rios as a part-time maternity leave replacement teacher (for Mrs. Zaleski) on Bachelor's Step 1, effective Monday, April 22 through June 30, 2013.
5. Accept Retirement Resignation – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously, with regret, to accept Mrs. Carbonaro's April 10th letter of resignation for the purpose of retirement, effective July 1, 2013. Mrs. McLain noted her appreciation for Mrs. Carbonaro's decision to retire at the end of the school year, rather than mid-year.
6. Hire Substitutes – A motion was made by Mrs. Ruben, seconded by Mrs. Glory, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation to add the names of Deanna Lascari and Barbara Quinn to the substitute teacher list and Jennifer Lusardi to the nurse substitute list for the remainder of the 2012-13 School Year.
7. Hire Colleen Plunkett - A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation to hire Colleen Plunkett as a part-time aide @ \$10 per hour, effective April 22 through June 30, 2013.
8. Hire Erica Clavel - A motion was made by Mrs. Hadden, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation to hire Erica Clavel as a part-time aide @ \$10 per hour, effective April 22 through June 30, 2013.

B. FINANCE

1. Sussex County Regional Cooperative Coordinated Transportation – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to adopt the resolution to participate in a Joint Transportation Agreement with Sussex County Regional Cooperative, with a 4% administration fee, for the 2013-14 School Year.
2. Warren County Special Services School District Coordinated Transportation – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, 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, with a 4% administration fee, for the 2013-14 School Year.
3. Approve CAP Grant Application – A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the 2013 CAP (Child Assault Prevention) grant application in the amount of \$963.20.

C. POLICY

1. Entrance Age Policy – 5112 – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously to approve second reading and adoption of Policy 5112.
2. Support Staff Members - 4250 – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve second reading and adoption of Policy 4250.
3. School Volunteers Policy – 9180 – After a short discussion initiated by Mr. Cino, who felt volunteer hours should not be limited, a motion was made by Mr. Karolchyk, seconded by Mrs. Wood-Rosso, and carried by roll call vote (6-yes; 3-no <Mr. Cino, Mrs. Hadden, Mr. Herrmann>) to approve second reading and adoption of Policy 9180.
4. First Readings of Policies – These policies were sent to Committee for review.

OLD BUSINESS

1. Action on HIB Report – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to affirm Mr. Saalfield's actions on the HIB incident reported at the March 21st meeting.
2. 2012-13 School Calendar – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously to extend the 2012-13 school year to Tuesday, June 25th, to make up for two additional snow days taken. Grade 6 Promotional Exercises will be held Monday, June 24th.

NEW BUSINESS

1. Approve 2013-14 School Calendar – After some requested changes, a motion was made by Mrs. Glory, seconded by Mrs. Hadden, and carried unanimously to approve the 2013-14 School Calendar.
2. New Teacher Evaluation Presentation – Mr. Saalfield provided an overview of the new teacher evaluation system for the Board and public.
3. Superintendent's Update – Mr. Saalfield noted that the Board must look at its attendance Policy with regard to college and career readiness; that he and Mrs. Petty will be presenting the 2013-14 budget to the Hardwick and Blairstown Township Committees on April 24th and May 8th; that 6th grade teachers were sent to NWR to work on transitioning our students to their Middle School; that the CST Suite was cleaned extensively over the spring break; that the new telephone and PA systems were installed over the spring break.
4. Principal's Report – Mr. Leal reviewed his written report

LEGISLATIVE UPDATE – Mr. Karolchyk noted that STEM was discussed at a recent WCSBA meeting, when State Senator M. Doherty discussed proposed legislation for fair school funding. He also noted that NJSBA is requesting that boards of education adopt two proposed resolutions in opposition to pending legislation S-2163/A-3698 and S-1191/A3627.

A motion was made by Mrs. Hadden, seconded by Mr. Herrmann, and carried unanimously to adopt the attached resolutions opposing S-1191/A3627 and S-2163/A3696.

EXECUTIVE SESSION – A motion was made by Mrs. McLain, seconded by Mrs. Helck, and carried unanimously to convene to Executive Session at 10:55PM to discuss matters of Personnel involving 2013-14 staffing and the Superintendent's Evaluation results, and to review previous minutes, the results of which shall be released to the public once the need for confidentiality no longer exists.

The meeting re-opened to the public at 12:20 and continued with the following action:

Executive Session Minutes - A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Ruben, and carried unanimously to approve the Executive Session minutes as submitted for March 21, 2013.

Meeting Times – After a brief discussion, a motion was made by Mrs. Hadden, seconded by Mr. Herrmann, and carried unanimously to start future Board meetings at 7:00PM instead of 7:30PM.

Hire 2013-2014 Staff - A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept the Superintendent's recommendation to approve the attached lists of aides as well as tenured and non-tenured teachers for the 2013-2014 school year, pursuant to the salary guide in the 2011-14 BTA Contract.

ADJOURNMENT – A motion was made by Mrs. McLain, seconded by Mrs. Wood-Rosso, and carried unanimously to adjourn the meeting at 12:24AM.

Respectfully submitted,

Molly Petty

School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

May 16, 2013 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, May 16, 2013.

Mr. Herrmann, Board President, called the meeting to order at 7:03PM, and read the District's Mission Statement.

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

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

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

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

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

APPROVE BOE MEETING MINUTES – A motion was made by Mrs. Hadden, seconded by Mrs. McLain, and carried unanimously to approve the April 18, 2013 meeting minutes as submitted.

APPROVE PAYMENT OF BILLS - A motion was made by Mrs. Glory, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims list in the amount of \$461,117.28 , and the Food Service Fund List in the amount of \$10,110.14.

APPROVE TRANSFERS & FINANCIAL REPORTS - A motion was made by Mrs. McLain, seconded by Mrs. Helck, and carried unanimously by roll call vote to approve the attached list of March transfers in the amount of \$6,000.00 and the March Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$934,318.18 in Total Government Funds and to certify that as of March 31, 2013, after review of the Secretary and Treasurer's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation with N.J.A.C.6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligation for the fiscal year.

CORRESPONDENCE – Letters were received from:

Mrs. Riotto to Ms. Keefer, regarding her CST efforts;
the County Office regarding approval of Mrs. Petty's 2013-14 employment contract;
NJSBA regarding the resolution the Board sent last month regarding S-1191/A-3627 and S-2163/-A-3696;
the DOE concerning the QSAC Final Review; and
Mrs. Robinson, a part-time teacher, requesting tuition assistance for her preschooler next year.

PUBLIC HEARING & PETITION – None at this time.

MOTION ITEMS

A. PERSONNEL

1. Workshop and Mileage Reimbursement Requests – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the attached list of workshop and mileage reimbursement requests.
2. Hire Summer Custodians – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to hire the following summer custodians at the hourly rate of \$9.25: Barbara Bandel, Jacob Bryant, Michael Dorn, Gordon Lyng, and Liam Saalfield; and Lightner Miller, Tyler Toth, and Micheal Weir @ \$9.00 per hour.
3. Hire Summer School Staff – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to hire the attached list of summer school instructional staff at \$40 per hour, per the BTA contract, and the non-instructional staff at their 2013-14 hourly rates.
4. Hire Substitute – A motion was made by Mrs. Helck, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation to add the name of Joanna Leontaris to the substitute teacher list for the remainder of the 2012-13 School Year.
5. Add Time for Ann Gnall's Contract - 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 amend Mrs. Gnall's 2012-13 employment contract by adding four periods per day, effective May 17 through June 30.

B. FINANCE

1. Award Bid for Door Project – A motion was made by Mrs. Wood-Ross, seconded by Mrs. Glory, and carried unanimously by roll call vote to award a contract to MacKenzie Door Company for the Door Project as follows. The Board had agreed to withdrawal up to \$175,000 for this project, and with the architect's fee of \$26,000, the total cost for this phase will be \$174,510.

Base Bid -	\$104,965
Alt. #1 -	\$ 22,000
Alt. #2 -	\$ 21,545
Total -	\$148,510

2. Accept Donation – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to accept the donation of a spotlight from Blair Academy.
3. Walking Track Expenditure –The Board discussed the engineering fee of approximately \$10,500 to determine wetlands status/apply for DEP permits in the ball field area. However, with no apparent funding available (Mrs. Petty did an extensive online search for possible funding), the Board declined to take action on this expenditure. Mr. Leal noted that NWR is planning a walking trail at their school.
4. DRG Contract – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve a contract with Design Resources Group in the amount of \$26,000 for the design and oversight of the door and window security upgrades.

C. EDUCATIONAL

1. QSAC Report/District Improvement Plan (DIP) – Mr. Saalfield explained the need for a District Improvement Plan.
2. Student Achievement Improvement Plan – Mr. Leal presented a comprehensive Student Achievement Plan, which will focus on Language Arts without sacrificing mathematics, social studies, or science.
3. Motion to approve the BES DIP – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously to accept the Superintendent’s recommendation to approve the Blairstown Elementary School District Improvement Plan for the 2013-14 School Year.

D. POLICY

1. First Readings of Policies – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously to approve the first readings of:
 - 8505 (School Nutrition) – The Board wants to delete the “exception” paragraph prior to the final adoption at the June meeting.
 - 2468 (Independent Educational Evaluations)
 - 3230, R3230 (Outside Activities – Teaching Staff Members)
 - 4230, R4230 (Outside Activities – Support Staff Members)
 - 3281 (Inappropriate Staff Conduct)
 - 2415 (No Child Left Behind Programs)

At this point Mr. E. Roman addressed the Board with a prepared statement concerning his son's role as the victim of bullies in this school.

OLD BUSINESS – None.

NEW BUSINESS

1. Principal's Report – Mr. Leal read highlights from his written report.
2. Superintendent's Update – Mr. Saalfield discussed an elementary play production by C. Pasculli, road work on Jacksonburg Road in 2015, the State's renaming of Prefirst to Kindergarten, Jump Rope for Heart, presenting the budget to Hardwick and Blairstown Township municipal bodies, and a teacher's death at Frelinghysen Twp. School. On Monday he and Mrs. Petty notified the police about a vehicle parked across from the playground at recess time, which was investigated.
3. 2013 NJSBA/NJASBO/NJASA Workshop – October 22-24 – No one requested Mrs. Petty to register them for this workshop.
4. June 4th Deadline for BOE Nominating Petitions – Expiring terms are: J. Karolchyk, M. McLain, & L. Ruben. Online petitions are available on the NJSBA.org website and from Mrs. Patricia Kolb, the County Clerk.
5. Advertise Bus Bid Specifications – A motion was made by Mrs. Glory, seconded by Mrs. Wood-Rosso, and carried unanimously to advertise the bid specifications for the purchase of a new bus.

LEGISLATIVE UPDATE

Mr. Karolchyk noted that upcoming meetings include the May 29 & 30 Board seminar on teacher evaluations and the June 6th Legislative Day in Trenton. Upcoming legislation includes four pending bills.

EXECUTIVE SESSION – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to convene to Executive Session at 9:8PM to discuss matters of Personnel involving 2013-14 staffing and potential litigation, and to review previous minutes, the results of which shall be released to the public once the need for confidentiality no longer exists.

The meeting reopened to the public at 11:00 and continued with the following items:

Hire 2013-2014 Staff – A motion was made by Mrs. McLain, seconded by Mrs. Helck, and carried unanimously by roll call vote to accept the Superintendent's recommendation to approve the attached list of administrative, secretarial, transportation, and custodial staff, at a salary increase of 2.3% over 2012-13, for the 2013-14 School Year.

Promotion of Bruce Roff – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Helck, and carried unanimously by roll call vote to promote Mr. Roff to the title of Maintenance Supervisor at a salary of

Approve March Executive Session Minutes – A motion was made by Mrs. Helck, seconded by Mrs. Ruben, and carried unanimously to approve the April 18th Executive Session minutes as submitted.

2013-14 School Calendar – The Board discussed a change for the 2013-14 school calendar, but no action was taken.

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

Respectfully submitted,

Molly Petty

School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

June 13, 2013 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, June 13, 2013.

Mr. Herrmann, Board President, called the meeting to order at 7:01PM, and read the District's Mission Statement.

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

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

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

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

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; and approximately 35 members of the public.

APPROVE BOE MEETING MINUTES – A motion was made by Mrs. Hadden, seconded by Mrs. McLain, and carried unanimously to approve the May 16, 2013 meeting minutes as submitted.

APPROVE PAYMENT OF BILLS - A motion was made by Mrs. Glory, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims list in the amount of \$682,809.54, and the Food Service Fund List in the amount of \$11,627.26.

APPROVE TRANSFERS & FINANCIAL REPORTS - A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve the attached list of April transfers in the amount of \$7,000.00 and the April Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$816,665.68 in Total Government Funds and to certify that as of April 30, 2013, after review of the Secretary and Treasurer's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation with N.J.A.C.6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligation for the fiscal year.

CORRESPONDENCE – An email was received from Mrs. Benzaia, the PTG President, notifying the Board of their upcoming donations to the school, including \$10,000 for new library books.

Letters were received from:

Mr. Cerf, DOE, regarding Mrs. Homentosky's participation on a panel

Ms. Castellanos, DOE, approving our District Improvement Plan

Kirk, Summa & Co., LLP, regarding their System Review Report for our auditors, who will be reappointed tonight

Parents regarding this week's concert

STUDENT RECOGNITION – The Board recognized 3rd and 4th grade students who participated in the Battle of the Books competition. Our 4th Graders took first place, without missing any questions during the event.

PUBLIC HEARING & PETITION – None at this time.

MOTION ITEMS

A. PERSONNEL

1. **Workshop and Mileage Reimbursement Requests** – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve the attached workshop and mileage reimbursement request.
2. **Accept Resignation** – A motion was made by Mrs. Glory, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept Mrs. Meistrich's resignation, with regret, for the purpose of retirement, effective June 30, 2013.
3. **Hire C. Cappiello** – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Carissa Cappiello as a teacher on Bachelor's Step 1 of the BTA Salary Guide for the 2013-14 School Year.
4. **Hire A. McDonald** – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Abbey McDonald as a teacher on Bachelor's Step 1 of the BTA Salary Guide for the 2013-14 School Year.
5. **Hire E. Lebron** – A motion was made by Mrs. Ruben, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Edwinna Lebron as a part-time aide for our student attending the summer special education program at Knowlton.
6. **Hire K. Neeb** – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Kimberly Neeb as a part-time aide at the hourly rate of \$10.00 for the 2013-14 School Year.

7. Hire C. Plunkett – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire C. Plunkett as a part-time aide at the hourly rate of \$10.00 for the 2013-14 School Year.
8. Stipend Positions for 2013-14 - A motion was made by Mrs. Glory, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire the following employees for the listed stipend positions for the 2013-14 School Year:

Traffic Guide	\$2,400	D. Mosca
Substitute Caller	\$1,500	C. Kampfe
Night Custodian Supervisor	\$1,000	G. Washburn

9. Summer Curriculum Work (per QSAC District Improvement Plan) – A motion was made by Mrs. Ruben, seconded by Mrs. Wood-Rosso, and carried by roll call vote (Mrs. McLain abstained) to accept the Superintendent’s recommendation to hire the attached list of employees for summer curriculum writing work.
10. Approve Job Description - A motion was made by Mr. Herrmann, seconded by Mrs. Hadden, and carried unanimously to approve the proposed job description for Maintenance Supervisor.
11. Approve Mrs. Pillion’s Leave of Absence Request – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously to approve Mrs. Pillion’s June 13th request for a leave of absence for the 2013-14 School Year.
12. Hire A. Chirico - A motion was made by Mrs. Glory, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Angela Chirico as a maternity leave replacement on Bachelor’s Step 1 of the BTA Salary Guide for the 2013-14 School Year.

B. FINANCE

1. Approve Salaries Paid with Grant Funds – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the following salaries partially paid with grant funding for the 2012-13 School Year:

<u>Teacher or Aide</u>	<u>Annual Salary</u>	<u>Grant Salary</u>
D. Reade	\$88,550	\$29,566 (Title I Grant Funds)
D. Stauffer	\$37,467	\$15,572 (Title IIA Grant Funds)
M. Maglio	\$15,342	\$12,419 (IDEA PSD Grant Funds)

2. 2013-14 Transportation Contracts – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve the attached list of bus routes and the following transportation contracts with the Stocker Bus Company for the 2013-14 School Year:

Route #1	\$29,671.40	Route #4	\$29,107.97	Route #8	\$23,101.37
Route #2	\$22,921.08	Route #5	\$22,552.53	ST123	\$97,412.16
Route #3	\$27,164.57	Route #7	\$26,182.39	RVCS	\$12,766.20

3. Approve Payment of Late June and July Bills – After a brief discussion initiated by Mr. Karolchyk, a motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve payment of late June and July invoices, with Mr. Herrmann’s review and signature before release, as these bills will need to be paid before our August meeting.
4. REAP Grant – Mrs. Petty noted that on May 21st we received a phone call from the DOE in Washington, DC, advising us we are eligible for approximately \$40,000 in REAP (Rural Education Achievement Program) funding. Mrs. Petty has filed the electronic application accordingly and will advise the Board of the actual amount if we receive it.
5. Bus Purchase – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to purchase a 24-passenger bus from Alliance Bus Group, through the Middlesex Regional Educational Services Co-op’s bid, in the amount of \$46,810.80 for the base-bid bus, plus the installation of fourteen built-in booster seats @ \$6,404.50, for a total cost of \$53,215.30.
6. Travel Reimbursement Limit - The 2013-14 tentative budget includes a maximum travel appropriation of \$ 4,150.00. A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve a maximum reimbursement for regular business travel in the amount of \$1,000 per employee. The School Business Administrator shall track and record these costs to insure that the maximum is not exceeded.
7. IEP Evaluation Limit – Policy 2468 calls for a limit on the amount of a parent-requested IEP evaluation. A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve a maximum amount of \$600 per parent-requested evaluation with a private practice, limited to one per IEP 3-year cycle.
8. Increase Lunch Prices for 2013-14 – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to approve a required increase in student lunches in the amount of ten cents, from \$2.40 to \$2.50 and an increase in adult lunches from \$3.40 to \$3.50 for the 2013-14 School Year.
9. Approve Food Service Management Company – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve an addendum to the Maschio’s contract for food service management, with an annual management fee of \$7,213.00, and a break-even guarantee, for the 2013-14 School Year.
10. Approve Stillwater Tuition Contract – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried by roll call vote (7-yes; 1-no <Mr. Karolchyk>) to approve a regular education tuition contract with the Stillwater Township BOE for one student, pro-rated from May 20 – June 30, 2013, at the annual rate of \$13,000.

11. Accept Donation – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to accept a donation in the amount of \$300 from the Blair Woman’s Club, for the purchase of books for the Basic Skills program.

C. EDUCATIONAL

1. Eliminate MD Program – A motion was made by Mr. Herrmann, seconded by Mrs. Glory, and carried unanimously to approve the elimination of the Multiple Disabilities Class Program, effective June 30, 2013.
2. Comprehensive Equity Plan – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the 2012-13 Comprehensive Equity Plan.
3. BOE Self-Assessment for Anti-Bullying – After a brief introduction to this assessment by Mr. Saalfield, a motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously to approve the Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act.

D. POLICY

1. Second Readings and Adoption of Policies – After a short discussion on the nutrition policy, a motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to approve the second readings and adoption of:
 - 8505 (School Nutrition) (as amended 5/16/13)
 - 2468 (Independent Educational Evaluations)
 - 3230, R3230 (Outside Activities – Teaching Staff Members)
 - 4230, R4230 (Outside Activities – Support Staff Members)
 - 3281 (Inappropriate Staff Conduct)
 - 2415 (No Child Left Behind Programs)

E. FACILITIES

1. Facilities Use Request – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously to approve the Facilities’ Use Request for Youth Basketball.

PERSONNEL AND/OR FIRMS APPOINTMENTS FOR 2013-2014 SCHOOL YEAR

A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to appoint the following personnel and/or firms for the 2013-2014 School Year:

- | | |
|---|---|
| a. Board Architect | Design Resources Group |
| b. Board Attorney | Courter, Kobert & Cohen, and
Adams, Stern, Gutierrez, & Lattiboudere |
| c. Board Auditors (See System Review Report)* | Ardito & Co. |
| d. Treasurer | Georgette Range & Christine Madeiros |
| e. School Business Administrator/Board Secretary | Molly Petty |
| f. Affirmative Action Officer, Public Agency Compliance
Officer, Custodian of Records, Right-to-Know Compliance
Officer, & Qualified Purchasing Agent | Molly Petty |
| g. Substance Abuse Coordinator | Michele Andrews |
| h. Affirmative Action Officer, Attendance Officer,
504 Officer, Safety & Health Designee, ADA Officer,
and Integrated Pest Management Coordinator | Bruce Leal |
| i. Homeless Liaison | Mary Grace Rudolph |
| j. AHERA Coordinator, Chemical Hygiene Officer,
Asbestos Management and PEOSA Officer/Coordinator,
& Indoor Air Quality Designee | Bruce Roff |
| k. Insurance Agents | Brown & Brown |
| l. Health Insurance Brokers | Integrity Consulting Group |
| m. School Doctor | Dr. Boris Freyman |
| n. Psychological Examiner | Wendy Keefer |

DESIGNATIONS OF THE FOLLOWING APPOINTMENTS:

A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to designate the following appointments for the 2013-2014 School Year:

- a. Official Newspaper: Express Times; Alternates – NJ Herald & Star Ledger
- b. Bank Depositories: First Hope Bank, PNC Bank, and Lakeland Bank
- c. Designate Board Secretary as the person responsible for investments.
- d. Authorize Superintendent and Board Secretary to make line item transfers in an emergency, to be approved at the next meeting.
- e. Adopt all existing policies, textbooks, and the following curriculum of the Blairstown Twp. Board of Education for the school year July 1, 2013 through June 30, 2014: Math, Science, English, Music, Spanish, and Language Arts Literacy.
- f. Designate Superintendent's secretary and CST secretary as the people responsible for each respective petty cash fund.
- g. Designate Superintendent and Board Secretary/SBA to implement 2013-2014 Budget pursuant with local/state policies and regulations.
- h. Adopt the NJSBA Code of Ethics*

BANK SIGNATORIES:

A motion was made by Mrs. Glory, seconded by Mrs. McLain, and carried unanimously by roll call vote to designate the following signatures on each bank account for the 2013-2014 School Year:

General - President, Treasurer, Secretary

Payroll - Treasurer

Agency - Treasurer

SUI - Treasurer

Cafeteria -Treasurer

OLD BUSINESS

1. 2013-14 School Calendar – After a brief explanation of the proposed change by Mr. Saalfield, a motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously to approve the 2013-14 Calendar.

NEW BUSINESS

1. Principal's Report – Mr. Leal reviewed highlights of his written report.

2. BOE Self-Evaluation – Mr. Saalfield noted that the Board is supposed to complete an online BOE Evaluation by August 9th, through the NJSBA website.

3. Superintendent's Update – Mr. Saalfield noted he will be sitting in the Dunk Tank on Saturday at Sycamore Park. He is working on Teacher Effectiveness. He noted that the Technology Plan has been revised and will be on the August agenda. Stocker has requested that he speak to the Board about imposing a “no show” fee for parents who fail to meet their children's bus at the end of the day. Mr. Saalfield pointed out information regarding the declining birth rate in Warren County and also mentioned a possible project of updating very old policies, providing the Board with a comprehensive list.

4. June 4th Deadline for BOE Nominating Petitions – Mrs. Petty noted that expiring terms are: J. Karolchyk, M. McLain, & L. Ruben. Names on the 2013 ballot will be: J. Karolchyk, M. McLain, and C. Henke.

5. Strategic Planning Mr. Herrmann, Mrs. McLain, and Mr. Saalfield reported on the meeting held with Robyn Meehan, our representative from New Jersey School Boards Association last week, during which they primarily discussed Strategic Planning. After a brief discussion by the Board, a motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously by roll call vote to contract with NJSBA for their assistance in Strategic Planning, which will take place over three meetings in the fall, at a cost of \$3,500.

LEGISLATIVE UPDATE – No report.

EXECUTIVE SESSION – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to convene to Executive Session at 10:00PM to discuss matters of Personnel, including the Superintendent’s merit goals and to review previous minutes, the results of which shall be released to the public once the need for confidentiality no longer exists.

The meeting reopened to the public at 11:20 and continued with the following items:

Approve May Executive Session Minutes – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to approve the May 16th Executive Session minutes as submitted.

Hire Susan Elias – A motion was made by Mrs. Glory, seconded by Mrs. Ruben, and carried by roll call vote (7-yes; 1-no <Mr. Karochyk>) to offer a 12-month employment contract to Susan Elias, with the new title of Supervisor of Curriculum & Instruction, at the annual salary of \$80,000 for the 2013-14 School Year.

Increase Hourly Rate for Custodians - A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to increase the hourly summer custodian rates to \$9.00 plus 25 cents for each year of previous service.

Approve Superintendent’s Goal – A motion was made by Mr. Herrmann, seconded by Mrs. Glory, and carried unanimously by roll call vote to certify that Goal #2 for the 2013-14 School Year was met and exceeded by Mr. Saalfield.

ADJOURNMENT – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Helck, and carried unanimously to adjourn the meeting at 11:23PM.

Respectfully submitted,

Molly Petty
School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

August 15, 2013 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, August 15, 2013.

Mr. Herrmann, Board President, called the meeting to order at 6:01PM, and read the District's Mission Statement.

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

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

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

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

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

BOE SELF-EVALUATION – Robynn Meehan from NJSBA presented the results that she compiled from the BOE annual self-evaluation, which were very favorable.

STRATEGIC PLANNING – Robynn Meehan reviewed and started the process for Strategic Planning with the Board. The Board scheduled three meetings for this process, and each will last 90 minutes: October 10th, November 14th, and December 12th. Members of the public will be invited and encouraged to attend and participate in these special meetings.

DISTRICT BOARD GOALS – Robynn Meehan led the Board through the process of setting District and Board goals.

APPROVE BOE MEETING MINUTES – A motion was made by Mrs. Hadden, seconded by Mrs. McLain, and carried unanimously to approve the June 13, 2013 meeting minutes as submitted.

APPROVE PAYMENT OF BILLS - A motion was made by Mrs. Glory, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims list in the following amounts:

June 30th General Fund Bills List - \$779,634.80
June 30th Food Service Bills List - \$ 5,961.30
July 24th General Fund Bills List - \$333,623.03
August 15th General Fund Bills List - \$358,305.81

APPROVE TRANSFERS & FINANCIAL REPORTS - A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve the attached list of May and June transfers in the amounts of \$13,992 and \$89,772 and the May and June Board Secretary's Reports, in agreement with the Treasurer's Reports, in the respective amounts of \$1,127,613.47 and \$698,277.71 in Total Government Funds and to certify that as of June 30, 2013, after review of the Secretary and Treasurer's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation with N.J.A.C.6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligation for the fiscal year.

CORRESPONDENCE – Mr. Saalfield referred to a letter from P. McDonald, notifying the District that the State's Special Education review revealed that all requirements were met. A letter was received from a parent of a child in the Preschool Disabilities program, which outlined her satisfaction with the program, and especially appreciation for the contributions of J. Socha, B. O'Connell, and W. Keefer.

PUBLIC HEARING & PETITION – None.

MOTION ITEMS

A. PERSONNEL

1. **Workshop and Mileage Reimbursement Requests** – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the attached workshop and mileage reimbursement requests.
2. **Movement on BTA Guide** – A motion was made by Mrs. Glory, seconded by Mrs. Ruben, and carried unanimously to approve the following requests to move to the designated column of the BTA Salary Guide, effective September 1, 2013.

<u>Teacher</u>	<u>BTA Column</u>
Mrs. Mosca	Master's Degree
Miss Pennell	Master's +15 credits
Mrs. Reynolds	Master's Degree
Mrs. Mary Smith	Bachelor's +15 Credits

3. Substitutes – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to accept Mr. Saalfeld's recommendation to add the attached list of names to the corresponding substitute lists for the 2013-14 School Year.
4. Hire Clorymar Rios as Maternity Leave Replacement Teacher – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept Mr. Saalfeld's recommendation to hire Clorymar Rios as a part-time maternity leave replacement teacher (for Mrs. Zaleski) on Master's Step 1, effective September 1 through Friday, December 6, 2013.
5. Accept Letters of Resignation – A motion was made by Mrs. Hadden, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept Ms. DiFebo (O/T) and Mr. Tierney's (aide) letters of resignation, effective June 30, 2013.
6. Accept Letters of Retirement – A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously by roll call vote to accept the letters of retirement, with regret, from Mrs. Donna Cecchetti and Mrs. Ann Socha, effective July 31, and June 30, 2013, respectively.
7. Extend Mrs. Bunce's Contract – A motion was made by Mrs. Glory, seconded by Mr. Herrmann, and carried unanimously to extend Mrs. Bunce's contract to full-time, effective September 1, 2013. The Board discussed the depth of the music program, and possibly offering alternatives for students who aren't especially enthusiastic about music.
8. Hire Jessica Farley – A motion was made by Mrs. Hadden, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Jessica Farley as a full-time teacher on Bachelor's Step 1 for the 2013-14 School Year.
9. Approve Request for Part-Time Status – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried by roll call vote (6-yes, 1-no <Mr. Karolchyk>) to approve Mrs. Sutton's request to work part-time in the 2013-14 School Year, which action is not to be construed as precedent-setting and which does not entitle Mrs. Sutton to future full-time employment.
10. Hire David DiGrazia - A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried by roll call vote (6-yes, 1-no <Mr. Karolchyk>) to accept the Superintendent's recommendation to hire David DiGrazia as a part-time teacher on Bachelor's Step 1 for the 2013-14 School Year.
11. Approve Superintendent's Goals – A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve Mr. Saalfeld's merit goal, as amended by the Board's suggestions, for 2013-14, which was already approved by the Executive County Superintendent.

B. FINANCE

1. PT Contract – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve a contract with Allison M. Peck for physical therapy services at the hourly rate of \$82, an increase of \$1/hour over 2012-13, for the 2013-14 School Year.
2. OT Contract – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve a contract with Kathleen DiFebo, OTR/L for occupational therapy services at the hourly rate of \$78, an increase of \$3/hour over 2012-13, (for our student attending the autistic program at Knowlton Township School as well as our summer program OT needs) for the 2013-14 School Year.
3. Summer Tuition Contract – A motion was made by Mrs. Haden, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve a special education tuition contract for the summer autistic program for one student in the amount of \$2,500 with Knowlton Township BOE.
4. 2013-14 Tuition Contract – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve a special education tuition contract for one student in the autistic class with the Knowlton Township Board of Education in the amount of \$37,740 for the 2013-14 School Year.
5. 2013-14 Tuition Contract – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve a special education tuition contract with for one student at The Outreach Program Stanhope Campus, in the amount of \$56,104.20 for the 2013-14 School Year.
6. Approve 2014 NCLB Grant Application – A motion was made by Mrs. Hadden, seconded by Mrs. McLain, and carried unanimously to approve the 2014 “No Child Left Behind” Grant application for Title I in the amount of \$34,234, a reduction from \$37,346 in 2012-13 and for Title II Part A in the amount of \$19,345, a reduction from \$19,669 in 2012-13.
7. Approve 2014 IDEA Grant Application – A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve the 2014 IDEA Basic Grant application in the amount of \$142,755, a reduction from \$155,086 in 2012-13, and the IDEA Preschool Grant application in the amount of \$12,575, a reduction from \$13,369 in 2012-13.
8. 2013-14 Transportation Contract – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve a transportation contract for Route #9 with the Stocker Bus Company in the amount of \$22,081.04 for the 2013-14 School Year.

9. 2013-14 Transportation Contract Award – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to accept one quote for 2013-14 transportation for one student to/from Phillipsburg to the Blairstown Elementary School and to award a contract to Stocker Bus Company in the amount of \$ 28,305.00. Mrs. Petty noted that no additional quotes were received.
10. Millenium Contract Discussion – Mrs. Petty informed the Board that she had received a price (via U.S. General Services Administration) in the amount of \$55,220.89 for nine security cameras and three swipe-card system installations, but the Board felt the cost was excessive, and wanted to bid out this project. A motion was made by Mr. Cino, seconded by Mrs. Glory, and carried unanimously to authorize Mrs. Petty to contract with Consentini to prepare bid specifications for this project.

C. EDUCATION

1. Technology Plan – A motion was made by Mr. Cino, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the 2013-2016 Technology Plan
2. Curriculum Approvals – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the following curriculum for the 2013-14 School Year: science, social studies, world languages, 21st century skills, fine and performing arts, health & physical education, language arts, and math.
3. School Bus Evacuation Drill Report – The Board received the June 20th written report from Mrs. Rusweiler.

D. FACILITIES

1. Facilities' Use Requests – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to approve the attached list of Facilities' Use Requests, with a date change for wrestling to March 23.
2. Approve Contract with Design Resources Group (DRG) – A motion was made by Mr. Herrmann, seconded by Mr. Cino, and carried unanimously by roll call vote to approve a contract with Design Resources Group for the preparation and submission of sealed drawings for the design of the new lavatory in the 1929 wing, in the amount of \$5,000.
3. Approve Contract with Design Resources Group (DRG) – A motion was made by Mrs. Hadden, Seconded by Mr. Cino, and carried unanimously by roll call vote to approve a contract with Design Resources Group for the design and preparation of bid documents of our fire alarm system replacement project, in the amount of \$5,000.00.

4. DOE Project Application – Mrs. Petty noted that the State of NJ recently released another batch of funding for facilities projects, and the engineers from Design Resources Group have prepared project applications for roof replacement as well as window replacement in the event the Board may want to proceed with this work, if the State will approve these projects with 40% State funding. A motion was made by Mrs. Glory, seconded by Mrs. Hadden, and carried unanimously by roll call vote to authorize Design Resources Group, Architects, 371 Hoes Lane, Suite 301, Piscataway, NJ 08854 to submit all required and appropriate documents to the New Jersey DOE for the:

Roof Replacement at Blairstown Elementary School
Exterior Door Replacement at Blairstown Elementary School
Window Replacement at Blairstown Elementary School

The District is submitting this project to the Department of Education for approval under the ROD Grant program Allocation 4.

FYI: The Board will have approximately three years to begin these projects, and DRG will not charge us for the design work until and unless the Board proceeds with project(s).

OLD BUSINESS

Discussion – Bylaws changes for order of agenda items. A motion was made by Mrs. Hadden, seconded by Mrs. McLain, and carried unanimously to approve the first reading of Bylaw #0164, for the order of the Board meeting, which is proposed as follows:

Call to Order	Approve Financial Reports
Pledge of Allegiance	Approve Payment of Bills
Announcement of Notice	Motion Items
Mission Statement	Old Business
Roll Call	Correspondence
Approval of Minutes	Public Hearing & Petition
New Business	Legislative Update
Student Recognition	Executive Session, as needed
Public Hearing & Petition	Adjournment

NEW BUSINESS

1. Superintendent's Update – Mr. Saalfield informed the Board that he is looking into purchasing new bleachers, to replace the ones installed in 1962, which are becoming a safety issue. He noted that enrollment is currently at 533 for 2013-14. He referred to the upcoming bridge repair projects, a letter from the EPA on lighting, and a list of summer projects completed.
2. Principal's Report – Mr. Leal reviewed highlights of his written report.
3. Informational – Mr. Saalfield informed the Board that the YMCA will be offering parents the opportunity for after-school care on early dismissal days and has provided prices and information for this service.
4. Informational – Mrs. Petty noted that with the purchase of a new, larger bus we will be able to provide transportation to additional special education students, which will save the District approximately \$70,000 over the cost of contracting with the Sussex County Regional Cooperative. Mrs. Socha, the bus driver, will be full-time in 2013-14 with the addition of this new duty.

LEGISLATIVE UPDATE – No report.

EXECUTIVE SESSION – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to convene to Executive Session at 11:52PM to discuss matters of Litigation, the results of which shall be released to the public once the need for confidentiality no longer exists.

The meeting reopened to the public at 12:05AM.

ADJOURNMENT – A motion was made by Mr. Cino, seconded by Mrs. Hadden, and carried unanimously to adjourn the meeting at 12:06AM.

Respectfully submitted,

Molly Petty
School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

September 19, 2013 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, September 19, 2013.

Mr. Herrmann, Board President, called the meeting to order at 6:35PM, and read the District's Mission Statement.

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

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

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

ROLL CALL The following board members were present:
Mr. Cino, Mrs. Glory, Mrs. Hadden, Mrs. Helck, Mr. Herrmann, Mr. Karolchyk, Mrs. McLain, Mrs. Ruben, and Mrs. Wood-Rosso
Absent: None.

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

STRATEGIC PLANNING – Robynn Meehan from NJSBA briefly reviewed the Strategic Planning process. Meeting dates have been set and advertised for October 10, November 14, and December 12. Members of the public will be invited and encouraged to attend and participate in these special meetings.

APPROVE BOE MEETING MINUTES – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to approve the August 15, 2013 meeting minutes as submitted.

APPROVE PAYMENT OF BILLS - A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims list in the amount of \$669,333.63.

APPROVE TRANSFERS & FINANCIAL REPORTS - A motion was made by Mrs. McLain, seconded by Mrs. Helck, and carried unanimously by roll call vote to approve the attached list of July transfers in the amount of \$34,500 and the July Board Secretary's Reports, in agreement with the Treasurer's Reports, in the respective amounts of \$1,067,248.50 in Total Government Funds and to certify that as of July 31, 2013, after review of the Secretary and Treasurer's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation with N.J.A.C.6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial

CORRESPONDENCE – Mr. Saalfield referred to the letter from the Crismans, regarding transportation. After a lengthy discussion, Mr. Saalfield offered to telephone the neighbors about permission for parking.

PUBLIC HEARING & PETITION – Mrs. Leibig asked for information on procedures for students with allergies and noted that she was unhappy with her son's being seated at the peanut-free table this year.

MOTION ITEMS

A. PERSONNEL

1. Workshop and Mileage Reimbursement Requests – A motion was made by Mrs. Hadden, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve the attached workshop and mileage reimbursement requests.
2. Substitutes – A motion was made by Mrs. Hadden, seconded by Mr. Cino, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation to add the name of Michelle Schultz to the Substitute Nurse list and the names of Kathleen DiFrancesco, Mary Jane Forte, Cindy Groseibl, Jaclyn Pederson, and William Yarzab to the Substitute Teacher list for the 2013-14 School Year.
3. Move to B+15 credits Column of BTA Salary Guide – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to approve Mr. DiGrazia and Miss Farley's request to move to the B+15 credits column of the BTA Salary Guide, effective September 1, 2013.

B. FINANCE

1. Approve Joint Transportation Contract – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve a Joint Transportation Contract with North Warren Regional as the joiner and Blairstown Township BOE as the host district, in the amount of \$3,753.26, for the daily transportation of ten NWR students to the Ridge & Valley Charter School.
2. Approve NJCIE Contract – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve a contract with NJCIE to provide behavior consulting services for up to five days in the amount of \$1,000 per day, for the 2013-14 School Year.
3. Approve CTC Tuition Contract – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried by roll call vote (8-yes; 1-abstention <Mr. Karolchyk>) to approve a tuition contact with Celebrate the Children for one special education student in the amount of \$60,714.00 for the 2013-14 School Year.
4. Approve Tuition Contract with Mt. Olive – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve a tuition contract with Mt. Olive BOE for them to send two homeless students to Blairstown Elementary School in the amount of \$3,887.30 for three months for one third grade student and in the amount of \$3,367.48 for three months for one

5. Approve OT Contract – A motion was made by Mrs. McLain, seconded by Mrs. Helck, and carried unanimously by roll call vote to approve a contract for occupational therapy services with Therapeutic Outreach for Children, Inc. in the amount of \$76,987.98 for the 2013-14 School Year.
6. Approve Tuition Contracts – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve a regular education tuition contract for one student in the amount of \$14,000 and a special education tuition contract for one student in the amount of \$20,000, with the Stillwater Township BOE, for the 2013-14 School Year.

C. EDUCATION

1. Approve Memorandum of Agreement - A motion was made by Mrs. Wood-Rosso, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve the Memorandum of Agreement between education officials and law enforcement.
2. Approve District Goals – The Board reviewed goals prepared by Robynn Meehan after its August meeting. A motion was made by Mrs. McLain, seconded by Jessica Wood-Rosso, and carried unanimously to approve District Goals as discussed this evening.
3. Approve Board Goals - A motion was made by Mrs. McLain, seconded by Jessica Wood-Rosso, and carried unanimously to approve District Goals as discussed this evening.

D. FACILITIES

1. Facilities' Use Requests – A motion was made by Mrs. Glory, seconded by Mrs. Helck, and carried unanimously by roll call vote to approve the attached list of Facilities' Use Requests.
2. Update on Contract with Design Resources Group – Mrs. Petty explained that the design of a full replacement would have been too expensive, so she and Mr. Saalfield are recommending that the Board accept quotes tonight and award a contract for replacement of equipment in the 1929 wing, gym, music suite, and library wing. A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Ruben, and carried unanimously by roll call vote to award a contract to Systems Electronic, Inc. in the amount of \$41,032.00. Two no-quotes were received, as well as a quote in the amount of \$43,560 from Systems Design Group.

Mrs. Petty updated the Board on the status of the door project, as well as the security cameras and swipe card system.

POLICY

1. Second Reading and Adoption of Bylaw #0164 – A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously to approve the second reading and adoption of Bylaw #0164, which amends the order of board meeting agenda items. The new agenda order is as follows:

Call to Order	Approve Financial Reports
Pledge of Allegiance	Approve Payment of Bills
Announcement of Notice	Motion Items
Mission Statement	Old Business
Roll Call	Correspondence
Approval of Minutes	Public Hearing & Petition
New Business	Legislative Update
Student Recognition	Executive Session, as needed
Public Hearing & Petition	Adjournment

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

P3232	Tutoring Services
R3232	Tutoring Services
P5117	Interdistrict Public School Choice
R5117	Interdistrict Public School Choice
P5120	Assignment of Pupils
P5533	Pupil Smoking
P7434	Smoking in School Buildings and on School Grounds
P7522	School District Provided Technology Devices to Staff Members
P4250	Support Staff Members

NEW BUSINESS

1. Superintendent's Update – Mr. Saalfield informed the new bus has been delivered and the new fence has been installed. He informed that Board that there are 124 students in the school band. The before- and after-school program has been relocated to the Music Suite, and the new located is working out very well.
2. Principal's Report – Mr. Leal reviewed highlights of his written report.
3. School Uniforms – Mr. Cino felt the Board should have a policy on school uniforms, which was briefly discussed.

LEGISLATIVE UPDATE – Mr. Karolchyk noted that he will be asking the Board about voting on proposed resolutions at the NSJBA November Delegate Assembly.

EXECUTIVE SESSION – A motion was made by Mrs. Helck, seconded by Mrs. Hadden, and carried unanimously to convene to Executive Session at 9:27PM to review previous minutes and to discuss matters of litigation, the results of which shall be released to the public once the need for confidentiality no longer exists.

The meeting reopened to the public at 10:20PM

A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to approve the June and August Executive Session minutes as submitted.

ADJOURNMENT – A motion was made by Mr. Cino, seconded by Mrs. McLain, and carried unanimously to adjourn the meeting at 10:21PM.

Respectfully submitted,

Molly Petty
School Business Administrator