

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

March 14, 2019 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, March 14, 2019.
Mr. Cook, Board President, called the meeting to order at 7:03PM.

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

SUNSHINE LAW Mr. Cook read the Notice of Meeting and Mission Statement
MISSION STATEMENT

ROLL CALL The following board members were present: Mr. Cook, Mrs. Gerhardt, Mrs. Inscho, Mr. Karolchuk, Mrs. Krauss, Mrs. McElroy, Mrs. Rolph, Mrs. Shaffer, and Mrs. Sikkes
Absent: None

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; Andrew Brown, Esquire; and approximately 40 parents/students/staff members.

APPROVE REGULAR MINUTES – A motion was made by Mrs. Krauss, seconded by Mrs. McElroy, and carried unanimously, with Mrs. Rolph abstaining, to approve the minutes as amended for February 21, 2019.

NEW BUSINESS

1. **Superintendent's Report** – Mr. Saalfield discussed the use of snow days so far, last week's QSAC visit, YMCA's program for preschoolers, today's visit by two meteorologists in 6th grade and the spring musical.
2. **Principal's Report** – Mr. Leal referred to items on his written report and commented that the Reading Incentive Program is almost finished and that Literacy Night will be held in late March. He then introduced:
 - a) Winners of the Warren County DAR Essay Contest – 1st Place – Avery Griffin; 3rd place Ciara D'Onofrio.
 - b) Members of the Warren County All-Star Band – Joshua Crisman, Ciara D'Onofrio, Christina Dugan, Nya Gillen, Shane Hadden, and Carter Smith
 - c) Members of the Chess Club Championship Team – Captain Tyler Petty and Co-Captain Kevin Roof (both undefeated); Matthew Craig, Julia Guerriere, Gino Mondello, and Trey Zebrun

PUBLIC HEARING & PETITION – None at this time.

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APPROVE TRANSFERS & FINANCIAL REPORTS - A motion was made by Mrs. McElroy, seconded by Mr. Cook, and carried unanimously by roll call vote to approve the list of January 2019 Transfers in the amount of \$179,375.00, and the January Board Secretary's reports, in agreement with the Treasurer's Reports, in the amounts of \$539,077.33, in Total Government Funds; and to certify that as of January 31, 2019, 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. Sikkes, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to approve payment of the Bills & Claims Lists for the General Fund in the amount of \$590,949.02.

MOTION ITEMS

A. PERSONNEL

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

1. Appoint Substitutes – To accept Mr. Saalfield's recommendation to add the names of Sarah Blanchard to the substitute aide list, Blake Quick to the substitute custodian list, and Jennifer Carpio to the substitute nurse list for the 2018-19 School Year.
2. Extend FMLA – To extend Mrs. Scalise's FMLA leave until March 22 (it was originally through March 15).
3. Approve NJFLA – To approve Mrs. Huston's NJFLA request, tentatively through March 22.

B. FACILITIES

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

C. FINANCE

1. Workshop/Mileage Requests – A motion was made by Mrs. McElroy, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to the attached list of workshop/mileage reimbursement requests.

2019-20 PRELIMINARY BUDGET

Mr. Saalfield and Mrs. Petty reviewed financial and instructional highlights of the proposed 2019-20 preliminary budget, noting that they are proposing a \$275,000 increase in the tax levy.

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

EXPENDITURES:

Fund 10: General Fund	\$ 8,940,000
Fund 20: Special Revenue Fund	\$ 172,000
Total Expenditures:	<u>\$ 9,112,000</u>

REVENUE:

General Fund

Local Tax Levy	\$ 6,900,000
State Aid	\$ 1,746,486
Budgeted Fund Balance	\$ 225,000
Federal Impact Aid	\$ 35,000
Miscellaneous Revenue	\$ 13,514
Tuition Revenue for Preschool	\$ 20,000
Total for General Fund	<u>\$ 8,940,000</u>

Special Revenue Fund

Grants	\$ 172,000
Total for Special Revenue Fund	<u>\$ 172,000</u>
TOTAL REVENUE	<u>\$9,112,000</u>

The Board discussed the rumor that that the Town will no longer be paying for crossing guards, but we have not received official notification of that decision. Mrs. Petty explained the use of “Banked Cap” in the 2019-20 budget, as well as the need for new roofing, for which she will be researching the possibility of a referendum for this expense. The County School Business Administrator advised Mrs. Petty that there is still State funding available for Debt Service for facilities projects, and that she would like to see the District take advantage of the 40% State funding to help pay for our roofing.

A motion was made by Mrs. Krauss, seconded by Mrs. Sikkes, and carried unanimously by roll call vote to adopt the 2019-20 Preliminary Budget in the above amounts, with a tax levy of \$6,900,000, with accompanying limits outlined below for professional services and mileage reimbursement, and to submit the budget to the County office

for review and approval:	School Attorney	\$35,000
	School Auditor	\$18,000
	School Physician	\$ 3,000
	Independent Student Evaluations	\$ 2,500
	Maximum Mileage Reimbursement per employee	\$ 1,000
	Maximum District Mileage Reimbursement	\$ 6,000

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D. EDUCATIONAL

1. Semi-annual HIB Report by Mr. Saalfield (September – December 2018) – Mr. Saalfield reported that there were no incidents of HIB from September 1 to December 31, 2018.
2. Assessment Update “Blueprint for NJSLS” – This is the PARCC replacement.

E. POLICY

1. Second Reading & Adoption – There was a brief discussion about Mr. Saalfield’s suggested changes to this policy, but no action was taken on the second reading and adoption of Policy #2340 (Field Trips).
2. First Readings – Mr. Karolchyk, Policy Committee Chairman, explained that the Committee still has more policies to review before we can hold the first reading of the following list of policies:

2415.06 - Unsafe School Option	5530-Substance Abuse	5756-Transgender Students
2422 - Health & PE	5537-Service Animals	7440-School District Security
2460.8 - Special Ed	5600-Student Discipline/CoC	8860-Memorials
2610 - Educational Program Evaluation	5611-Renewal of Students for Firearms Offenses	8461- Reporting Violence, Vandalism, HIB, Alcohol, and other Drug Offenses
4219 - Commercial D. License	5612-Assaults on District BOE	8561-Procurement Procedures for School Nutrition Programs
5111 - Eligibility of Resident/ Non-Resident Students	5613-Removal of Students for Assaults with Weapons Offenses	

CORRESPONDENCE – Mr. Saalfield received a letter from the County Executive Superintendent, approving our SEMI waiver request. Mr. Karolchyk asked about the flyer for the YMCA before and after-school program.

OLD BUSINESS

Reminder for all Board members to complete their Financial Disclosure documents online. Mr. Saalfield noted that we lost points on our QSAC review last week because a former BOE member did not file this document on time.

PUBLIC HEARING & PETITION – Mr. Fred Cook asked about the size of the State Aid cut for 2019-20.

LEGISLATIVE UPDATE – Mr. Karolchyk will call the legislators to discuss the RVCS.

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EXECUTIVE SESSION – A motion was made by Mrs. Krauss, seconded by Mrs. Sikkes, and carried unanimously by roll call vote to convene to Executive Session at 8:35PM to review February minutes and discuss matters of Personnel, the results of which will be released to the public as soon as the reasons for confidentiality no longer exist.

After Executive Session, a motion was made by Mrs. Gerhardt, seconded by Mrs. McElroy, and carried unanimously to approve the February Executive Session minutes.

The Board discussed the timeline for the search for a new Principal.

The Board discussed the estimated magnitude of future state aid cuts and the desire to meet with Knowlton and Frelinghuysen Boards of Education to open a dialogue about future options. Mrs. Gerhardt, Mrs. Rolph, Mrs. Shaffer, and Mrs. Sikkes volunteered to serve on this committee

ADJOURNMENT

A motion was made by Mrs. McElroy, seconded by Mrs. Inscho, and carried unanimously to adjourn the meeting at 9:20PM

Respectfully submitted,

Molly Petty
School Business Administrator