

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

March 17, 2016 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, March 17, 2016.
Mr. Herrmann, Board President, called the meeting to order at 7:00PM.

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

SUNSHINE LAW Mr. Herrmann read the Notice of Meeting and Mission Statement.

MISSION STATEMENT

ROLL CALL The following board members were present: Mrs. Glory, Mrs. Hadden, Mr. Herrmann, Mr. Karolchyk, Mrs. McLain, Mrs. Mantegna, and Mrs. Ruben
Absent: None.
Tardy: Mrs. Wood-Rosso arrived at 7:10PM, and Mr. Cook arrived at 7:18PM.

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

APPROVE REGULAR MINUTES - A motion was made by Mrs. Ruben, seconded by Mrs. Mantegna, and carried unanimously to approve the minutes as submitted for February 18 and March 3, 2016.

NEW BUSINESS

1. **Superintendent's Update** – Mr. Saalfield informed the Board that he and Mrs. Petty met with Richard Keiling, attorney, regarding the property across the street, and its proposed new use as a counseling center. The Board briefly discussed concerns regarding addiction counseling in the vicinity of the school. Written notice from the municipality has not yet been received, and we have requested more specific information from the attorney. Mr. Saalfield noted that he has received a parent request for their home-schooled child to graduate with the class in June. He remarked upon the fabulous County All-Star Band Concert. Rehearsals have started for “Annie”. We have been flushing our water mornings in the school and will have it tested from inside the building.
2. **Principal's Report** – Mr. Leal reviewed recent school activities, which included a visit from the “Cat in the Hat”! He informed everyone that Gabrielle Paredes, our Spelling Bee champion, was the runner-up in the regional Spelling Bee. Gabrielle is a fifth-grade student, and she was competing against students in 5th, 6th, 7th, and 8th grade.

STUDENT AWARDS –CHESS TOURNAMENT FIRST PLACE CHAMPIONS & MATH LEAGUE CONTEST WINNERS

Mrs. Dell presented trophies to the following members of the Chess Club: Ethan Henderson, Braden Jones, Cole Leibig, Andrew Rice, and Zach Zebrun. These students won first place in the County Chess Tournament this year.

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Mr. Leal presented certificates to the following Math League Contest winners: Haily Cseh, Shane Lightcap, and Joseph Zalusky.

PUBLIC HEARING & PETITION – Ms. Pfeiffer asked about the request for the home-schooled student to attend graduation, with regard to practices and participation. Other teachers also questioned the responsibility for this child and other possible issues.

Sixth Grade Graduation Request - After a short discussion by the Board, a motion was made by Mrs. Wood-Rosso, seconded by Mrs. McLain, and carried by roll call vote (Mr. Cook and Mrs. Ruben voted no) to respectfully deny the request by the parents of the home-schooled child, per Policy #9270, to participate in the Sixth Grade Promotion ceremony.

APPROVE FINANCIAL REPORTS - A motion was made by Mrs. Hadden, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$1,391,921.40 for January 2016 in total Government Funds; and to certify that as of January 31, 2016, 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 Bills & Claims List for the General Fund in the amount of \$789,075.52 and for the Food Service Fund in the amount of \$8,341.04.

MOTION ITEMS

A. PERSONNEL

1. **Hire Substitutes** – A motion was made by Mrs. Mantegna, seconded by Mrs. McLain, and carried by roll call vote (Mr. Karolchik abstained on the name of Lisa Benzaia) to accept Mr. Saalfield's recommendation to add the following names to our Substitute Teacher List: Lisa Benzaia, Jennifer McElroy, Robert O'Callaghan, and Barbara Warnkin, and the name of Marilyn Shanley to our Substitute Aide List.

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

2. **Hire Kristopher DeWitt** – To accept Mr. Saalfield's recommendation to hire Kristopher DeWitt as a part-time custodian (5.75 hours per day) at \$13.00 per hour, effective April 4 through June 30, 2016.
3. **Extend Contract for Long-Term Replacement Teacher** – To extend Mrs. Celentano's Long-Term Replacement Teacher contract through June 30, 2016 (she is substituting for Mrs. Sutton's maternity leave).
4. **Approve Affirmative Action Officer** – To appoint Mr. Bruce Leal and Mrs. Petty as Affirmative Action Officers.

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B. FACILITIES

1. Window Project – A motion was made by Mrs. Mantegna, seconded by Mrs. Ruben, and carried unanimously by roll call vote:

– To authorize execution and delivery of the Grant Agreement #G5-5928 for the School Facilities Window Replacement DOE Project #0400-030-13-3001/SDA Project #0400-030-13-G2TM.

- To delegate authority to the School Business Administrator for supervision of the School Facilities Window Replacement DOE Project #0400-030013-3001/SDA Project #0400-030-13-G2TM.

C. EDUCATIONAL

A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to approve the following three Educational items:

1. Approve Class Trips – To approve two Sixth Grade Class Trips: May 2nd to YMCA Camp Mason and a trip to go to NWR middle school, with a date to be determined.

2. Comprehensive Equity Plan – To authorize the submission of the proposed Comprehensive Equity Plan.

3. ESEA Action Plan – To approve the ESEA Action Plan (This is a corrective action plan for the low participation of PARCC testing last year).

4. HIB Report by Mr. Saalfield – Mr. Saalfield reported on the HIB #B3 incident, which occurred on February 29th. He informed the Board that the victim was a female, who was bullied by a male student. The administration gave the male student detention and made him write a letter of apology to the female student. The victim was provided with counseling. At the April meeting Board will need to take action to affirm or deny Mr. Saalfield's handling of the incident.

D. FINANCE

A motion was made by Mrs. Glory, seconded by Mrs. Hadden, and carried unanimously to approve the following four Finance motions:

1. Workshop & Mileage Reimbursement Requests - To approve the attached list of workshop and mileage reimbursement requests.

2. Approve Physical Therapy Services Contract – To approve a contract with Allison M. Peck for physical therapy services in the amount of \$83 per hour for the 2016-17 School Year.

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- 3. Approve PenTeleData Service Agreement – To approve a contract with PenTeleData for Internet access in the amount of \$1,310.00 per month effective July 1, 2016, for a five-year period. (Fifty percent of this expense will be refunded through the ERate program. The change to this Ethernet service will greatly enhance the school’s connectivity and will also ensure the optimum available internet service during PARCC testing).

- 4. Approve Lawn Care Contract – To approve a contract with Constantine Landscaping to mow the lawns at the Vail and Blairstown Elementary Schools at the cost of \$650 per month, and to do the spring clean-up (\$300) and fall clean-up (\$350). Another quote was received (from JB’s Landscaping), which was for \$780 per month.

2016-17 PRELIMINARY BUDGET

Mr. Saalfield and Mrs. Petty reviewed financial and instructional highlights of the proposed 2016-17 preliminary budget, noting that there will be no increase in the tax levy. As she does annually, Mrs. Wood-Rosso vehemently protested the necessity of the cost of paying tuition to the Ridge & Valley Charter School.

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. Mantegna, seconded by Mrs. McLain, and carried unanimously by roll call vote to establish a maximum amount of professional services for 2016-17 as follows:

School Attorney	\$25,000
School Auditor	\$16,000
School Physician	\$ 3,000
Independent Student Evaluations	\$ 2,500

A motion was made by Mrs. Ruben, seconded by Mr. Cook, and carried unanimously by roll call vote to establish a maximum amount of \$1,000 per employee for mileage reimbursement for 2016-17, with a total reimbursement of \$6,000.

Anticipated Enrollment: 530 Students (includes 19 at Ridge & Valley Charter School)

EXPENDITURES:

Fund 10: General Fund	\$ 9,500,000
Fund 20: Special Revenue Fund	\$ <u>195,000</u>
Total Expenditures:	\$ 9,695,000

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REVENUE:

General Fund

Local Tax Levy	\$ 6,520,000
State Aid	\$ 1,978,747
Budgeted Fund Balance	\$ 250,000
Withdrawal from Capital Reserve	\$ 667,400
Federal Impact Aid	\$ 35,000
Miscellaneous Revenue	\$ 28,853
Tuition Revenue for Preschool	\$ <u>20,000</u>
Total for General Fund	\$ 9,500,000

Special Revenue Fund

Grants	\$ <u>195,000</u>
Total for Special Revenue Fund	\$ 195,000

TOTAL REVENUE \$ 9,695,000

A motion was made by Mrs. Hadden, seconded by Mr. Herrmann, and carried unanimously by roll call vote to adopt the 2016-17 Preliminary Budget in the above amounts, with a tax levy of \$6,520,000, with accompanying limits outlined for professional services and mileage reimbursement, and to submit the budget to the County office for review and approval.

A motion was made by Mrs. Glory, seconded by Mr. Cook, and carried unanimously by roll call vote to establish the half-day preschool (regular education) tuition rate in the amount of \$2,000, the full-day (regular education) preschool tuition rate in the amount of \$4,000, and the summer preschool (special education) tuition rate in the amount of \$750 for the 2016-17 School Year.

OLD BUSINESS

- **Ethics Forms** – Mrs. Petty reminded the Board members to complete their online School Ethics forms by April 30. Emails for each Board member should have been received in January.
- **Lambert Road Update** – Mr. Brown informed the Board that we have received a fully executed original copy of the Agreement of Sale between the Blairstown Township BOE and the County of Warren.

CORRESPONDENCE

Mr. Saalfeld received a letter from the DOE, approving our equivalency waiver for the QSAC process, which is a result of our being a high-performing school.

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Mr. Saalfield also received a letter from NJSBA, informing us of Mr. Karolych's achievement as a Certified Board Member. He has been invited to attend a dinner honoring all Certified Board Members on May 26th. Mr. Saalfield will attend this meeting.

PUBLIC HEARING & PETITION – Mrs. Mantegna commented on the fact that the crossing guard near Main Street smokes during her duties. Mr. Saalfield will address this with the Township, who employs her. Mr. Saalfield noted that Lt. Losey was retired from the Blairstown Police, but that we hadn't been notified of the action. Lt. Losey was our liaison with the police force, and he was an integral part of our security team here. His departure will be a great loss to the school.

LEGISLATIVE UPDATE – Mr. Karolchyk had nothing to report.

ADJOURNMENT – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to adjourn the meeting at 8:50PM.

Respectfully submitted,

Molly Petty
School Business Administrator