

**BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

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

**March 19, 2015 Meeting Minutes**

**CALL TO ORDER** The Blairstown Township Board of Education held this meeting in the School Library on Thursday, March 19, 2015.

Mr. Herrmann, Board President, called the meeting to order at 7:05PM, 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.

**ROLL CALL** The following board members were present:  
Mrs. Glory, Mrs. Hadden, Mr. Herrmann, Mr. Karolchyk, and Mrs. McLain  
Tardy: Mr. Cook (7:53PM) and Mrs. Wood-Rosso (7:08PM)  
Absent: Mrs. Mantegna

**Also Present:** Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; Andrew Brow, Esquire; and nine staff members

**AT THIS TIME MRS. PETTY NOTED THAT ALL INTERESTED PARTIES WERE INVITED TO EXPRESS INTEREST IN THE BOARD'S UNEXPIRED ONE-YEAR AVAILABLE TERM** –Mrs. Ruben expressed interest.

A motion was made by Mr. Herrmann, seconded by Mrs. Glory, and carried unanimously to appoint Mrs. Leslie Ruben to fill the vacant unexpired one-year term. Mrs. Petty administered the oath of office to Mrs. Ruben, and then Mrs. Ruben took a seat with the other Board of Education members.

**APPROVE REGULAR MINUTES** – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to approve the minutes as submitted for February 19, 2015.

**NEW BUSINESS**

1. Superintendent's Update – Mr. Saalfield informed the Board that two students were suspended in the past month. He also spoke about receiving training for operating the new website, North Warren's zoning change request (Mr. Brown is still reviewing this, but the Board noted that other Board properties may be involved, including the 30 acres on Lambert Road and the Vail school building on Vail Road). The musical is scheduled for May 1<sup>st</sup>. Mr. Saalfield distributed a resolution regarding "Sustainable Jersey for Schools".

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After a short discussion, a motion was made by Mr. Herrmann, seconded by Mrs. Glory, and carried unanimously to adopt the resolution to participate in the “Sustainable Jersey for Schools” program.

2. Principal’s Report – Mr. Leal reviewed his written report. Mr. Leal shared students’ projects from the 3-D printer.

#### **PUBLIC HEARING & PETITION**

Mrs. Messina noted that she was very happy with the speed that a technology issue was addressed for four of her students during PARCC testing. Mrs. Wood-Rosso noted that she was happy to see Mrs. Kovacs attend so many student basketball games.

**APPROVE TRANSFERS & FINANCIAL REPORTS** – A motion was made by Mrs. McLain, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to approve the list of January Financial Transfers in the amount of \$33,000.00 and the January Board Secretary’s Reports, in agreement with the Treasurer’s Reports, in the amount of \$1,334,890.33 in total Government Funds; and to certify that as of January 31, 2015, 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 Mr. Herrmann, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve payment of the General Fund Bills List in the amount of \$710,454.30 and the Food Service Bill List in the amount of \$7,618.78.

#### **MOTION ITEMS**

##### **A. PERSONNEL**

1. Hire Substitute – 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 add the name of Alyse Kalas to the substitute teacher list and the names of Andrew Fromm, James Richardson, and Alyson Vakulchik to the substitute custodian list for the 2014-15 School Year.
2. Movement Across Guide – A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously to approve Mrs. Koeppen’s request to move across the guide to Master’s +45 credits, Step 7, retroactive to December 15, 2014.
3. Battle of the Books – A motion was made by Mrs. Hadden, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve the following staff to supervise the “Battle of the Books” program, with a stipend of \$480 each, per the terms of the BEA contract: Mrs. Fleming, Mrs. Menzel, Mrs. Pelosi, and Mrs. Pillion.



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**REVENUE:**

**General Fund**

Local Tax Levy	\$ 6,520,000
State Aid	\$ 1,973,757
Budgeted Fund Balance	\$ 225,000
Withdrawal from Capital Reserve	\$ 125,000
Federal Impact Aid	\$ 35,000
Miscellaneous Revenue	\$ 20,243
Tuition Revenue for Preschool	<u>\$ 16,000</u>
<b>Total for General Fund</b>	<b>\$ 8,915,000</b>

**Special Revenue Fund**

Grants	<u>\$ 174,000</u>
<b>Total for Special Revenue Fund</b>	<b>\$ 174,000</b>

**TOTAL REVENUE \$ 9,089,000**

After a discussion on the Receptionist position, a motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried by roll call vote (6-yes, 2-no <Mrs. Glory and Mr. Karolchyk>) to increase the Receptionist position to full-time, including health benefits, and with a salary of \$25,000 in the 2015-16 School Year.

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

To establish a maximum amount of professional services for 2015-16 as follows:

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

To establish a maximum amount of \$1,000 per employee for mileage reimbursement for 2015-16, with a total reimbursement of \$6,000.

To adopt the 2015-16 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 submit the budget to the County office for review and approval.

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 2015-16 School Year.

**C. FACILITIES**

1. Approve Facilities' Use Requests – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously to approve the list of Facilities' Use Requests.
2. Roof Update – Mrs. Petty distributed a letter and roof pictures from Mr. John Miller of Suburban Engineers, who was here on March 13<sup>th</sup> to take a close look at the condition of all the roofing. He will be providing the Board with a comprehensive report and long-range plan to care for the roofs. Mrs. Petty noted that two repairs are known to be needed, due to wet spots in the insulation found as a result of recent infra-red testing. Additionally, it appears that many small concrete and other repairs are needed to strengthen the condition of the roof to prevent further leakage at seams, chimneys, etc.

**D. EDUCATION**

1. Field Trip – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously to approve a walking class trip for First Grade classes to walk to the Food Pantry on March 31<sup>st</sup>, with a rain date of April 2<sup>nd</sup>.
2. Spring Break Calendar Discussion – Mr. Saalfield asked the Board if they wanted to change the date of the May early dismissal, due to North Warren's change, which they did. He also asked the Board if they wanted to follow North Warren's change in spring break dates, which they decided against. The Board also discussed the calendar in the event of any future snow days.

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously to approve a change in early dismissal dates from May 15<sup>th</sup> to May 8<sup>th</sup>.

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously to be in session on April 10<sup>th</sup> if we are closed for any snow days between now and April 2.

**OLD BUSINESS** – Mrs. Petty reminded all Board members to complete their Financial Disclosure forms online by April 30<sup>th</sup>, as required by law.

**POLICY**

1. Approve Second Readings & Adoption – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously to approve the second reading and adoption of the following policies: 2463, 5305, 5308, 5310, 5530, and 5339.
2. FYI – Mrs. Petty informed the Board that Strauss Esmay has completed their overhaul of our policies and that the new policy books have been received and distributed.

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**CORRESPONDENCE** – Mr. Saalfield noted that he has received approval of the SEMI waiver request. He also shared a letter written to David Hespe regarding students being required to take the PARCC. He also mentioned an issue with a student who took a picture of one of the pages of the PARCC test.

**PUBLIC HEARING & PETITION** – None.

**LEGISLATIVE UPDATE** – J. Karolchyk distributed a resolution for the Board’s consideration regarding the State’s Task Force report of possible public pension system reforms, which the Board discussed.

A motion was made by Mr. Herrmann, seconded by Mr. Karolchyk, and carried unanimously to adopt the resolution entitled “Pension and Health Benefits Reform”.

**EXECUTIVE SESSION** – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously to convene to Executive Session at 9:48PM to review previous Executive Session minutes and to discuss matters of Personnel (leaves of absence) and possible Negotiations.

The Board reconvened to Public Session at 10:32PM and continued with the following action:

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

A motion was made by Mrs. Glory, seconded by Mr. Herrmann, and carried unanimously that be it resolved that the Blairstown Township BOE supports S-1987, a bill repealing the Superintendent’s salary cap and authorizes the Board Secretary to take the necessary steps to notify NJSBA and appropriate legislators of the Board’s action.

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Carolyn Collins as a replacement teacher on Master’s Step 1 of the BEA salary guide, effective March 20, 2015.

A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously by roll call vote that:

BE IT RESOLVED: upon recommendation of the Superintendent of Schools, that pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, employee I.D. #9804203 is required and directed to submit to a psychiatrist examination by a licensed psychiatrist and physical examination by a licensed physician selected by the Superintendent or his designee;

Be it further resolved that the Board ratifies the Superintendent’s decision that employee I.D. #9804203 be placed on administrative leave, with pay, pending the results of the examination; and

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Be it further resolved, that the Superintendent of Schools is hereby authorized and directed to prepare and provide the employee with appropriate statutory notice of the Board's action, and the reasons therefore.

**ADJOURNMENT** – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Hadden, and carried unanimously to adjourn the meeting at 10:38PM.

Respectfully submitted,

Molly Petty

School Business Administrator