

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

April 26, 2018 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, April 26, 2018.
Mrs. Glory, 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 Mrs. Glory read the Notice of Meeting and Mission Statement

MISSION STATEMENT

ROLL CALL The following board members were present: Mrs. Gerhardt, Mrs. Glory, Mr. Karolchyk, Mrs. Krauss, Mrs. McElroy and Mrs. Shaffer
Absent: Mrs. Mantegna
Tardy: Mr. Cook and Mrs. Hadden

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; Andrew Brown, Esquire; and approximately 25 staff members and public.

APPROVE REGULAR MINUTES – A motion was made by Mrs. Glory, seconded by Mrs. Gerhardt, and carried to approve the minutes as submitted for March 15 and 20, 2018.

NEW BUSINESS

1. **Superintendent's Report** – Mr. Saalfield highlighted the student drawings made for the Volunteer Tea. He discussed recent meetings he attended in Trenton. He noted that NJ is first in the nation in Grade 4 reading and math scores. He informed the Board that Mrs. Petty recently submitted the REAP grant application, that the B&G Committee met tonight and recommends removing the five large trees in front of the school as well as one tree near the playground, and that a search is in progress for the new CST secretary. He distributed the playbill and tickets for next week's student performance of The Music Man Kids. He asked the Board which Superintendent evaluation format they prefer for this year, and all agreed to use the old format. The evaluation process needs to be finished by June 30th. He noted that the Kindergarten screenings are almost finished and that first grade's enrollment is borderline on needing a third section.
2. **Principal's Report** – Mr. Leal spoke about the CAP program, art and music show, Jump Rope for Heart, the Volunteer Tea and Battle of the Books teams.
3. **Student Recognition** – Mr. Leal introduced members of the BES first place 5th and 6th grade Debate Teams.
4. **August Meeting Date Change** – A motion was made by Mrs. McElroy, seconded by Mrs. Shaffer, and carried unanimously to change the August meeting date from August 16 to August 30.

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5. BOE Election Nominating Petitions Due July 30 – Mrs. Petty informed the public that there are three terms coming up for election: Mrs. Glory, Mrs. Hadden and Mrs. Mantegna. All terms are for 3 years. She had nominating petitions available for the public. Petitions are due to the Warren County Clerk’s office by July 30th.

PUBLIC HEARING & PETITION – None.

APPROVE FINANCIAL REPORTS - A motion was made by Mrs. Krauss, seconded by Mrs. McElroy, and carried unanimously by roll call vote to approve the attached February Board Secretary’s reports, in agreement with the Treasurer’s Reports, in the amount of \$1,382,890.66 in Total Government Funds; and to certify that as of February 28, 2018, 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. Krauss, seconded by Mrs. McElroy, and carried unanimously by roll call vote to approve payment of the Bills & Claims Lists for the General Fund in the amount of \$1,289,340.81 and for the Food Service Fund in the amount of \$9,040.58.

MOTION ITEMS

A. PERSONNEL

A motion was made by Mrs. Shaffer, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to approve the following six Personnel items:

1. Hire Substitute – To accept the Superintendent’s recommendation to add the name of Erin Pomponio to the substitute teacher list for the remainder of the 2017-18 School Year.
2. Expand Part-time Contract for Carolyn Collins – To expand Mrs. Collins’s ending work time from 1:45PM to 2:15PM each day for the last two weeks of April.
3. Accept Resignation of Christina Oliveira – To accept Mrs. Oliveira’s resignation with regret as an aide, effective April 13.
4. Hire Malena Groff – To accept Mr. Saalfield’s recommendation to re-hire Malena Groff as a part-time Paraprofessional at the hourly rate of \$10.28, effective May 1, 2018, and for the remainder of the 2017-18 School Year.
5. Approve Maternity Leave – To approve Mrs. McDonald’s Maternity and Family Leave per the terms of her March 28th letter, beginning on September 4th, and returning to work on February 4th, 2019. (She will be taking leave under the NJ Family Leave Act from November 5, 2018 until February 1, 2019.)
6. Approve Talent Show Advisor – To approve Mrs. Donna Reade as the Assistant Talent Show Advisor at the stipend amount \$300, per the terms of the BEA contract.

B. FINANCE

2018-19 BUDGET HEARING

Mr. Saalfield and Mrs. Petty reviewed financial and instructional highlights of the proposed 2018-19 preliminary budget, noting that there will be a \$25,000 decrease 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	\$ 9,000,000
Fund 20: Special Revenue Fund	\$ 167,650
Total Expenditures:	<u>\$ 9,167,650</u>

REVENUE:

General Fund

Local Tax Levy	\$ 6,625,000
State Aid	\$ 2,005,601
Budgeted Fund Balance	\$ 263,836
Withdrawal from Capital Reserve	\$ 44,000
Federal Impact Aid	\$ 35,000
Miscellaneous Revenue	\$ 16,563
Tuition Revenue for Preschool	\$ 10,000
Total for General Fund	<u>\$ 9,000,000</u>

Special Revenue Fund

Grants	\$ 167,650
Total for Special Revenue Fund	<u>\$ 167,650</u>
TOTAL REVENUE	<u>\$ 9,167,650</u>

A motion was made by Mrs. Gerhardt, seconded by Mrs. McElroy, and carried unanimously by roll call vote to adopt the 2018-19 Budget in the above amounts, with a tax levy of \$6,625,000, and with accompanying limits outlined below for professional services and mileage reimbursement.

School Attorney	\$35,000
School Auditor	\$18,000
School Physician	\$ 3,000
Independent Student Evaluations	\$ 2,500
Mileage reimbursement/employee	\$ 1,000
Total District mileage reimbursement	\$ 6,000

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A motion was made by Mrs. Glory, seconded by Mrs. McElroy, and carried by roll call vote (6-yes; 1-No <D. Krauss>) to approve the following four Finance items (RCV):

1. Approve Workshop and Travel Reimbursement Requests – To approve the attached list of workshop and travel mileage reimbursement requests.
2. Lawn Services Contract – To approve a contract for lawn maintenance with Constantine Landscaping & Design at a monthly fee of \$650 for services at Vail and One Sunset Hill Road, as well as \$325 for spring clean-up and \$375 for fall clean-up, from April 1, 2018 to January 2019. (Same costs as last year).
3. CD Investment - To designate Lakeland Bank as a depository for the purchase of a \$500,000 CD at 1.85% for six months. (Our checking account currently earns .8%).
4. Summer LLD Program Tuition Rate – To set the tuition rate for the summer LLD program in the amount of \$400.

C. EDUCATIONAL

A motion was made by Mrs. Krauss, seconded by Mr. Cook, and carried unanimously by roll call vote to approve the following four Educational items:

1. Eliminate MD Class - To eliminate the Multiple Disabilities Class, effective June 30, 2018.
2. Establish PSD Part-Time Class – To establish a Preschool Disabilities Part-Time Class as of September 1, 2018.
3. 2017-18 School Calendar Revision – To establish Thursday, June 21st as the last day of school, with promotional exercises taking place on Wednesday, June 20th, with full days on the 18th and 19th, and early dismissals on the 20th and 21st.
4. 2018-19 School Calendar Adoption – To adopt the 2018-19 School Calendar as drafted.
5. HIB Report – Mr. Saalfield informed the Board that there was a verbal incident involving three male fifth grade students, against a fifth grade girl. One of the boys was found to have committed a violation of HIB policy. The girl and boy both received counseling. The boy received a two-day suspension. The Board will take action on this report at the May meeting.

- D. SCHOOL SECURITY** – Mr. Saalfield led the discussion on possible security additions, which included securing individual rooms with “Fire Door Armor” a door-locking device, Lobby Guard software, and the various classes of School Resource Officers. Mr. Saalfield wants to survey the school staff and the community about some of these options before going any further.

CORRESPONDENCE – None.

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OLD BUSINESS - Mrs. Petty reminded Board members to complete their Financial Disclosure documents online by April 30th.

PUBLIC HEARING & PETITION – None.

LEGISLATIVE UPDATE – J. Karolchyk did not have anything to report.

EXECUTIVE SESSION – A motion was made by Mrs. Krauss, seconded by Mrs. Glory, and carried unanimously at 8:57PM to convene to Executive Session to discuss the BEA grievance and staff renewals, the results of which will be released to the public as soon as the reason for confidentiality no longer exists.

The meeting reopened to the public at 9:37PM and continued with the following items:

A motion was made by Mrs. Hadden, seconded by Mrs. McElroy, and carried unanimously to accept Mr. Saalfield's recommendation to renew the attached lists of tenured and non-tenured teaching staff for the 2018-19 School Year, pursuant to the legal terms and salary guides of the BEA contract.

A motion was made by Mrs. Krauss, seconded by Mrs. Hadden, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation to renew the attached list of administrators and paraprofessionals for the 2018-19 School Year at salary increases of 2.65%. (Mrs. Petty's salary increase must first be approved by the NJ Department of Education's County office, so her increase will be on a future agenda).

ADJOURNMENT

A motion was made by Mrs. Hadden, seconded by Mrs. Gerhardt, and carried unanimously to adjourn the meeting at 9:40PM.

Respectfully submitted,

Molly Petty
School Business Administrator