

**BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

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

**April 28, 2016 Meeting Minutes**

**CALL TO ORDER** The Blairstown Township Board of Education held this meeting in the School Library on Thursday, April 28, 2016.  
Mr. Herrmann, 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. Herrmann read the Notice of Meeting and Mission Statement.

**MISSION STATEMENT**

**ROLL CALL** The following board members were present: Mr. Cook, Mrs. Glory, Mr. Herrmann, Mr. Karolchyk, Mrs. McLain, and Mrs. Ruben  
Absent: Mrs. Wood-Rosso  
Tardy: Mrs. Mantegna arrived at 7:12PM, and Mrs. Hadden arrived at 7:13PM.

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

**APPROVE REGULAR MINUTES** - A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously to approve the minutes as amended by Mr. Cook for March 17, 2016.

**NEW BUSINESS**

1. **Superintendent's Update** – Mr. Saalfield informed the Board that the graduation ceremony will be held at 6PM and that there was a student suspension for one day on April 14<sup>th</sup>. He discussed copyright infringement on internet graphics, this month's Building & Grounds Committee meeting, and his attendance at the Rotary meeting where we received the donation of five CPR mannequins. Mr. Saalfield noted there were 21 refusals for PARCC testing and that 45 students are registered for Kindergarten in September. He is in the process of conducting interviews for the position of Supervisor of Special Services. He discussed the April Land Use meeting with regard to the variance request for 13 Stillwater Road, and the Board deliberated about this issue at length.
2. **Principal's Report** – Mr. Leal reviewed recent school activities. He personally invited all of the Board members to next week's performance of "Annie".
3. **Finalize 2015-16 Year-End School Calendar** – A motion was made by Mrs. Mantegna, seconded by Mrs. Hadden, and carried unanimously to finalize the 2015-16 School Calendar with the last day of school being June 16<sup>th</sup>. The sixth grade promotional ceremony will be held on Wednesday, June 15<sup>th</sup> at 6PM.
4. **June Meeting Date Change** – A motion was made by Mrs. Hadden, seconded by Mrs. McLain, and carried unanimously to change the date of the June meeting from June 16 to June 9.

**Blairstown Township Board of Education**

**April 28, 2016 Meeting Minutes**

**Page 2**

**PUBLIC HEARING & PETITION** – Mrs. Pelosi noted that she feels a counseling center would be good for Blairstown.

**APPROVE FINANCIAL REPORTS** - A motion was made by Mrs. Mantegna, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve the list of February Transfers in the amount of \$51,500 and the Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$1,601,274.55 for February 2016 in total Government Funds; and to certify that as of February 29, 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. Mantegna, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve payment of the Bills & Claims List for the General Fund in the amount of \$867,232.59 and for the Food Service Fund in the amount of \$11,205.69.

**MOTION ITEMS**

**A. PERSONNEL**

1. Accept Resignation – A motion was made by Mrs. Mantegna, seconded by Mrs. Hadden, and carried unanimously to accept Mrs. Maglio's letter of resignation for the purpose of retirement, effective June 30, 2016.
2. CSA Evaluation Process – Mrs. Petty noted that Mrs. Meehan dropped off the NJSBA summary today, and it will be discussed in later in tonight's Executive Session.

**B. FACILITIES**

1. Asbestos Removal Project for Library Wing Flooring – A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously by roll call vote to accept the attached list of quotes for the floor removal project in the Library Wing in June 2016 and to award the contract to VMC in the amount of \$19,800.00 for Area #1 (Upper Library and rooms on sides), and in the amount of \$6.00 per square foot for any carpet needed to be removed in the lower library area (to be determined after June 1<sup>st</sup>).
2. Water Test Results – Mrs. Petty distributed written results of this month's water tests that were conducted from water drawn at six points within this building. No copper or lead showed up in five of the six sources, and a tiny amount of lead, well under the "action level" was found in the sixth source. Since the results were very favorable, our environmental engineering firm has recommended that testing be done once every five years, and the Board agreed to that schedule. We will post the results of the water tests on the school's website.

**C. EDUCATIONAL**

1. HIB Incident - #B3 – A motion to affirm or deny Mr. Saalfield’s handling of the B3 incident as reported to the Board at its March 17<sup>th</sup> meeting was requested by Mr. Saalfield. However, Mrs. McLain questioned the whole HIB process, which the Board discussed at length with the school attorney and Mr. Saalfileld. A motion was made by Mrs. Mantegna, seconded by Mr. Herrmann, and carried (Mrs. McLain abstained) to affirm that the #B3 incident as reported to the Board at its March 17<sup>th</sup> meeting was an HIB incident.
2. HIB Incident #B4 Report – Mr. Saalfield reported that there has been ongoing name calling related to a student’s weight.

**D. FINANCE**

A motion was made by Mrs. Ruben, seconded by Mr. Cook, and carried unanimously by roll call vote to approve the following five Finance motions:

1. Workshop & Mileage Reimbursement Requests - To approve the attached list of workshop and mileage reimbursement requests.
2. NJSIG ERIC West Grant Application - To approve the New Jersey School Boards Insurance Group ERIC West grant application in the amount of \$2,800 to be used toward the purchase of fencing near the playground.
3. WCSSSD Coordinated Transportation – To adopt the Warren County Special Services School District Resolution for Participation in Coordinated Transportation, with a 4% administration fee, for the 2016-17 School Year.
4. SCRTC Joint Transportation – To adopt the Sussex County Regional Transportation Cooperative Resolution for Participation in their Joint Transportation Agreement, with a 4% administration fee, for the 2016-17 School Year.
5. Accept Donation – To accept the donation of five CPR mannequins from the Blairstown Rotary.

**2016-17 BUDGET ADOPTION**

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.

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

**Blairstown Township Board of Education**

**April 28, 2016 Meeting Minutes**

**Page 4**

**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>
<b>Total for General Fund</b>	<b>\$ 9,500,000</b>

**Special Revenue Fund**

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

**TOTAL REVENUE** **\$ 9,695,000**

**EXPENDITURES:**

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

A motion was made by Mrs. Hadden, seconded by Mrs. Glory, and carried unanimously to adopt the 2016-17 Budget in the above amounts, with a tax levy of \$6,520,000.

**POLICY**

1. First Readings – A motion was made by Mrs. Mantegna, seconded by Mrs. Hadden, and carried unanimously to approve the first readings of the following policies:
  - P0167 – Public Participation in Board Meetings
  - P0168 – Recording Board Meetings
  - P2422 – Health & Physical Education
  - P2425 – Physical Education (Abolished)
  - R2431.2 –Medical Exam...
  - P&R 5111 –Eligibility of Resident/Nonresident Students
  - P&R5310 – Health Services
  - P&R5330.01 –Administration of Medical Marijuana
  - P&R8462 –Reporting Potentially Missing or Abused Children
  - P8550 – Outstanding Food Service Charges

**Blairstown Township Board of Education**

**April 28, 2016 Meeting Minutes**

**Page 5**

**OLD BUSINESS**

- Ethics Forms - Reminder for all BOE members to complete online School Ethics forms by April 30.
- Lambert Road Update – The Subdivision Deed has been received for Mr. Herrmann’s signature. Mr. Karolchyk remarked upon how proceeds of the property sale must go to offset the school’s debt, if any.
- Blairstown Land Use Board Legal Notice Regarding Change in Use for Property Located at 13 Stillwater Rd – Next Land Use Board Meeting to be Held May 16<sup>th</sup> – The Board debated their support of this variance request. After a lengthy discussion, a motion was made by Mrs. Glory, seconded by Mrs. Ruben, and carried by roll call vote (4-yes; 2-no <Mr. Cook and Mrs. Glory>; and 2 abstentions <Mr. Herrmann and Mrs. Mantegna> to take a position with the Township in support of the proposed variance related to the property at 13 Stillwater Road.

**CORRESPONDENCE**

- Letter from HCESC – 2015 Purchasing Savings was \$78,012.47.
- Thank-you note - from Mrs. Bartron for the flowers sent in sympathy.

**PUBLIC HEARING & PETITION**

Mrs. Messina spoke in support of the proposed office across the street.  
The Board noted they would like to honor Fern, our long-time crossing guard, who recently retired.

**LEGISLATIVE UPDATE** – J. Karolchyk discussed the three resolutions for the upcoming Delegate Assembly.

**EXECUTIVE SESSION** – A motion was made by Mrs. Mantegna, seconded by Mrs. Hadden, and carried unanimously to convene to Executive Session at 9:48PM to discuss matters of Personnel concerning 2016-17 staffing and salaries, the results of which will be released to the public once the reason for confidentiality no longer exists.

The meeting re-opened to the public at 10:17PM and continued with the following item:

1. Renew Staff for the 2016-17 School Year – A motion was made by Mrs. Hadden, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire the attached lists of tenured and non-tenured professional staff as well as paraprofessional staff for the 2016-17 School Year.

A motion was made by Mrs. Ruben, seconded by Mrs. Mantegna, and carried unanimously to reconvene to Executive Session at 10:20 to discuss matters of Personnel concerning the CSA Evaluation, the results of which will be released to the public once the reason for confidentiality no longer exists.

**Blairstown Township Board of Education**

**April 28, 2016 Meeting Minutes**

**Page 6**

**ADJOURNMENT**

A motion was made by Mrs. Ruben, seconded by Mrs. Glory, and carried unanimously to adjourn the meeting at 11:20PM.

Respectfully submitted,

Molly Petty

School Business Administrator