

# BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

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

## Thursday, April 27, 2017 Meeting Minutes

Mr. Herrmann called the meeting to order at 6:30PM.

**BOARD MEMBERS:** Mr. Jeremy Cook, Mrs. Michelle Gerhardt, Mrs. Lauren Glory, Mr. Dirk Herrmann, Mrs. Kelly Hadden, Mr. John Karolchyk, Mrs. Donna Krauss, Mrs. Shelly Mantegna, and Mrs. Jessica Wood-Rosso

**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. Gerhardt, Mrs. Glory, Mr. Herrmann, Mr. Karolchyk, Mrs. Krauss, and Mrs. Wood-Rosso

**Absent:** Mrs. Hadden and Mrs. Mantegna

**Tardy:** None.

**Also Present:** Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; and Mr. Leal, Principal; Mr. Andrew Brown, Attorney; and several members of the staff as well as Student Council students and parents

**EXECUTIVE SESSION** – A motion was made by Mrs. Wood-Rosso, seconded by Mr. Cook, and carried unanimously to convene to Executive Session at 6:35PM to discuss matters of Personnel (2017-18 staffing), 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 7:05PM, and continued as follows:

**APPROVE REGULAR MINUTES** - A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Glory, and carried unanimously to approve the minutes as submitted for March 16, 2017.

### **NEW BUSINESS**

1. **Superintendent's Update** – Mr. Saalfield informed the Board that Kimberley Harrington, New Jersey's Acting Commissioner of Education, visited the school earlier in the month. He spoke about our Facebook page, kindergarten registration, Jump Rope for Heart, Saturday's upcoming PTG Tricky Tray, the State's study on later starting times for schools, and North Warren's Strategic Planning process.
2. **Principal's Report** – Mr. Leal reviewed his written report, which included highlights of the Child Assault Prevention Program, PTG-sponsored Laser Show, Battle of the Books competition and the Volunteer Tea.
3. **June Meeting Date** – A motion was made by Mrs. Krauss, seconded by Mrs. Wood-Rosso, and carried unanimously to change the date of the June meeting from June 15 to June 8.

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**PUBLIC HEARING & PETITION** – None.

**STUDENT COUNCIL'S PRESENTATION OF COMMUNITY PROJECT** – Student Council President Joshua Anthony, Vice-President Ethan Anthony, and Rich Pilny discussed the Student Council's plans for a new school sign.

**APPROVE TRANSFER & FINANCIAL REPORTS** - A motion was made by Mr. Herrmann, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to approve one February Transfer in the amount of \$631,681.95 from 12-000-400-450 to 12-000-400-931 (for the proper accounting of the window project expenditures) and the February Board Secretary's reports in the amount of \$1,331,698.69 in Total Government Funds; and to certify that as of February 28, 2017, 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. Krauss, and carried unanimously by roll call vote to approve payment of the Bills & Claims Lists for the General Fund in the amount of \$897,878.59 and the Food Service Fund in the amount of \$11,396.64.

**MOTION ITEMS**

**A. PERSONNEL**

1. Hire Substitutes – A motion was made by Mrs. Glory, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to accept the Superintendent's recommendation to add the names of Tess Edwards and Crystal Sullivan to the substitute teacher list and the names of Diane Schmidt and Jen Roof to the substitute nurse list for the 2016-17 School Year.
2. Talent Show Assistant – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Glory, and carried unanimously by roll call vote to appoint Ms. Diane Kelley as this year's Talent Show Assistant, with a stipend of \$300, per the terms of the BEA contract.
3. 2017-18 Teaching Positions – A motion was made by Mr. Herrmann, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to abolish four full-time teaching positions for reasons of economy and efficiency and to create two part-time teaching positions, effective July 1, 2017.
4. Hire 2017-18 Staff – A motion was made by Mrs. Glory, seconded by Mrs. Krauss, and carried unanimously by roll call vote to accept Mr. Saalfield's recommendation for the 2017-18 School Year to renew the attached lists of tenured and non-tenured teaching staff; and to renew the attached lists of administrators, office staff, aides, and custodians.

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#### **B. FINANCE**

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve the following five Finance items:

1. WCSSSD Transportation Contract – To approve the resolution for Participation in Coordinated Transportation with the Warren County Special Services School District, with an administrative fee of 4%, for the 2017-18 School Year.
2. SCRTC Transportation Contract – To approve the resolution for Participation in Coordinated Transportation with the Sussex County Regional Transportation Cooperative, with an administrative fee of 4%, for the 2017-18 School Year.
3. 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 \$399 for spring clean-up and \$375 for fall clean-up, from April 1, 2017 to January 2018. (Same costs as last year).
4. Electricity Provider – To approve the attached participation agreement for cooperative purchasing of electric services through the Educational Services Commission of New Jersey Cooperative Pricing System, effective July 1, 2017.
5. Approve NJSIG Safety Grant Application – To approve the New Jersey Schools Insurance Group 2017 Safety Grant Application in the amount of \$4,200, to be used for the purchase of a swipe card system at the Library door (\$3,613) and toward the cost of a wide-angle camera in the vestibule (total cost to be \$1,845).

#### **C. FACILITIES**

1. Approve Contract with Suburban Consulting Engineers – A motion was made by Mr. Herrmann, seconded by Mrs. Krauss, and carried unanimously by roll call vote to approve a contract in the amount of \$8,500 with Suburban Consulting Engineers, Inc. to prepare a Facility Improvement Plan for the exterior of the building.
2. Analysis of Energy Savings – Mrs. Petty presented an analysis of energy savings with the new windows and doors throughout the building, as well as electrical savings after installing timers on lights throughout the building. Savings on oil consumption were approximately 3,000 gallons per year, or 11.11%, based on this year's average mean temperature of 32.75 degrees. Current savings on electricity invoices are approximately \$20,000 per year.

#### **D. EDUCATION**

1. School Calendars – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Gerhardt, and carried unanimously to adopt the 2017-18 School Year Calendar as presented and the 2016-17 School Year Calendar as amended for year-end dates.

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2. Class Trip Request – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Gerhardt, and carried unanimously to approve a class trip request for the Sixth Grade Chimes Club to go to the Primetimers Senior Citizen Meeting at the Evangelical Free Church in Blairstown on Friday, May 26<sup>th</sup>.
3. Approve Class Trips Changes – A motion was made by Mr. Cook, seconded by Mrs. Krauss, and carried by voice vote (Mrs. Glory opposed) to approve a destination change for the Grade 4 trip, from Ellis Island and the Statue of Liberty to Foot Bridge Park (for immigration activities) on June 1, as well as a date and destination change for the Grade 6 trip to Camp Mason on May 15<sup>th</sup> instead of Stony Acres on May 31<sup>st</sup>.
4. HIB Report #16173 & #16174 – Mr. Saalfield informed the Board that both of these incidents involved the same victim. A total of four fifth graders were found guilty of cyber-bullying, name calling, etc. The police were involved in the investigation. Four students were suspended from school.
5. Approve New Special Education Class Application – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Krauss, and carried unanimously by roll call vote to approve the Superintendent’s recommendation to submit an application to the Executive County Superintendent for the creation of an in-District Behavioral Disabilities Class for the 2017-18 School Year.

## **2017-18 BUDGET PUBLIC HEARING**

Mr. Saalfield and Mrs. Petty reviewed financial and instructional highlights of the proposed 2017-18 preliminary budget, noting that there will be a 2% 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	\$ 9,218,000
Fund 20: Special Revenue Fund	\$ 182,000
Total Expenditures:	<u><b>\$ 9,400,000</b></u>

**REVENUE:**

**General Fund**

Local Tax Levy	\$ 6,650,000
State Aid	\$ 1,978,747
Budgeted Fund Balance	\$ 250,000
Withdrawal from Capital Reserve	\$ 275,000
Federal Impact Aid	\$ 35,000
Miscellaneous Revenue	\$ 19,253
Tuition Revenue for Preschool	<u>\$ 10,000</u>
Total for General Fund	<u><b>\$ 9,218,000</b></u>



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**CORRESPONDENCE** – Mr. Saalfield read a letter of appreciation from the Blairstown Youth Basketball organization as well as an unsigned letter sent from Mrs. Reynolds through the union.

**PUBLIC HEARING & PETITION** – Mrs. Pelosi noted that it is sad that we are losing teachers. Mr. Herrmann responded about the continuing decrease in enrollment and staff reductions in previous years, reflecting a trend.

**LEGISLATIVE UPDATE** – J. Karolchuk commented on a bill concerning textbooks, which Dr. Elias clarified can refer to online or hard-copy textbooks.

**EXECUTIVE SESSION** – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Glory, and carried unanimously to convene to Executive Session at 8:56PM to discuss matters of Personnel (the CSA evaluation process) and Negotiations, the results of which will be released to the public once the reasons for confidentiality no longer exist.

**ADJOURNMENT** – A motion to adjourn the meet at 11:30PM was made by Mr. Cook, seconded by Mrs. Glory, and carried unanimously.

Respectfully submitted,

Molly Petty  
School Business Administrator