

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

March 15, 2018 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, March 15, 2018.
Mrs. Glory, Board President, called the meeting to order at 7:04PM.

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: Mr. Cook, Mrs. Gerhardt, Mrs. Glory, Mr. Karolchyk, Mrs. Krauss, Mrs. McElroy and Mrs. Shaffer
Absent: Mrs. Hadden and Mrs. Mantegna

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; Andrew Brown, Esquire; Mrs. Kathey Helewa, NJSBA representative; and approximately 20 staff members and public.

APPROVE REGULAR MINUTES – A motion was made by Mrs. Krauss, seconded by Mrs. McElroy, and carried (Mrs. Glory and Mrs. Shaffer abstained for the February 20th meeting) to approve the minutes as submitted for February 15 and 20, 2018.

NEW BUSINESS

1. **Superintendent's Report** – Mr. Saalfield distributed thank-you notes from the GATE students for the Board to read. He also distributed a draft of the 2018-19 school calendar, to be on next month's agenda. He informed the Board that the administration has been reviewing school security measures and our crisis plan, and we have recently changed our morning entry procedures by keeping the double doors closed and locked, thereby requiring everyone to enter through the Receptionist's office. Additionally, the administration wants to install a bullet-proof door to the Receptionist's area this summer. He and Mr. Leal met with Captain Johnson today and discussed the use of School Resource officers. Mr. Saalfield noted that many of the teachers will be participating in a Bureau of Education summer reading workshops. He presented his "State of the School" information to the Blairstown Rotary Club last week. Lastly, he noted that the Policy Committee met tonight and reviewed a policy on teleconferencing, and they are recommending that they do need one at this time, and will put forth a policy stating that.

2. **Principal's Report** – Mr. Leal spoke about the Reading Incentive Program's BMX Assembly, the PTG-sponsored author's visit and book signing, the All-Star Band's performance, and today's Third Grade Living History Presentations. He recognized the OEM members in Blairstown for all of their hard work after this month's storms.

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PUBLIC HEARING & PETITION – Mrs. O’Connell asked about the level of protection offered by the double doors in the vestibule. Dr. Wyar thanked Mr. Saalfield for considering her request at last month’s meeting for additional security and for his research thus far. Mr. Leal spoke about the importance of protecting our students.

APPROVE FINANCIAL REPORTS - A motion was made by Mrs. Gerhardt, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve the attached list of transfers for the month of January in the amount of \$205,700.00 and the January Board Secretary’s reports, in agreement with the Treasurer’s Reports, in the amount of \$1,152,018.28 in Total Government Funds; and to certify that as of January 31, 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 \$856,313.27 and for the Food Service Fund in the amount of \$9,714.26.

BOE ETHICS PRESENTATION BY NJSBA – Mrs. Kathy Helewa reviewed the ethics of boardsmanship.

MOTION ITEMS

A. PERSONNEL

1. Hire Substitutes – A motion was made by Mrs. Krauss, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to add the name of Jordan Polanco to the substitute teacher list for the remainder of the 2017-18 School Year.
2. Approve FMLA Request – A motion was made by Mrs. Krauss, seconded by Mrs. McElroy, and carried unanimously by roll call vote to approve the dates of Mrs. Truelove’s FMLA Request for approximately four weeks (February 20 – March 23, 2018).

A motion was made by Mrs. Krauss, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve the following four Personnel items, with regret:

3. Accept Resignation – To accept, Mrs. Carlile’s resignation as a teacher, effective June 30, 2018.
4. Accept Resignation – To accept Mrs. Collins’s resignation as a classroom aide, effective April 30, 2018 (but she will continue to work as a morning bus aide).

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5. Accept Resignation – To accept Mrs. Conover’s resignation as an aide, effective February 22, 2018.
6. Accept Resignation – To accept Mrs. Yuengel’s resignation as the CST Secretary, effective June 30, 2018.

B. FINANCE

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

1. Approve Workshop and Travel Reimbursement Requests – To approve the attached list of workshop and travel mileage reimbursement requests.
2. Approve Child Study Team (CST) Services for Frelinghuysen – To approve a contract, effective March 16th, with the Frelinghuysen Township Board of Education for the Blairstown CST members to conduct student evaluations at the rate of \$400/evaluation and to attend Child Study Team meetings at the Frelinghuysen School at the rate of \$75/hour for each participating member of our CST. Mrs. Petty will invoice the Frelinghuysen Township BOE on a quarterly basis for these services.
3. Sussex County Regional Transportation Cooperative – To approve the attached joint resolution for participation in Sussex County Regional Transportation Cooperative’s program for the 2018-19 School Year, with a 4% administration fee.
4. Warren County Special Services School District – To approve the attached resolution to participate in the Warren County Special Services School District’s Coordinated Transportation program for the 2018-19 School Year, with a 4% administration fee.
5. Accept Donation – To accept a donation in the amount of \$500 from the Blair Women’s Club.

2018-19 PRELIMINARY BUDGET

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> |

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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 | \$ 9,000,000 |

Special Revenue Fund

| | |
|---------------------------------------|---------------------|
| Grants | \$ 167,650 |
| Total for Special Revenue Fund | \$ 167,650 |
| TOTAL REVENUE | \$ 9,167,650 |

A motion was made by Mrs. Krauss, seconded by Mrs. Glory, and carried unanimously by roll call vote to adopt the 2018-19 Preliminary Budget in the above amounts, with a tax levy of \$6,625,000, with accompanying limits outlined below for professional services and mileage reimbursement, and to submit the budget to the County office for review and approval:

| | |
|---------------------------------|----------|
| School Attorney | \$35,000 |
| School Auditor | \$18,000 |
| School Physician | \$ 3,000 |
| Independent Student Evaluations | \$ 2,500 |

Maximum amount of \$1,000 per employee for mileage reimbursement for 2018-19, with total reimbursement not to exceed \$6,000 for the District.

C. EDUCATIONAL

1. HIB Report 2017-20182 – A motion was made by Mrs. McElroy, seconded by Mrs. Krauss, and carried unanimously by roll call vote to approve Superintendent’s action on HIB 2017-20182 as reported at the February 15th meeting.
2. 2017-18 School Calendar – Revisions are needed due to use of nine snow days. Mr. Saalfield informed the Board that we won’t know North Warren’s calendar plans until March 26th. After a short discussion, a motion was made by Mrs. Glory, seconded by Mrs. McElroy, and carried unanimously to convert June 14 and 15 to full days and to be in session on April 5/ 6 (full days), and June 19/20 (half days), with June 18th remaining a half day.

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D. FACILITIES

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

1. Exterior Brick/Roof Project – To accept the attached list of bids and to award the exterior brick/roof project to Hear Construction (South Richmond Hill, NY) in the amount of \$90,000 (total amount of Base Bid A & Base Bid B). Bids have been reviewed by our attorney and are in order. This work will be done over the summer, with budgeted funds to be withdrawn from our Capital Reserve Account.
2. Gym Lobby Lavatory Renovation Project – To accept the attached list of bids and to award the gym lobby lavatory renovation project to Northeastern Interior Services (Fairfield, NJ) in the amount of \$204,000 (total amount of Base Bid & Alternate #1). Bids have been reviewed by our attorney and were found to be in order. This work will start July 1st, after the asbestos removal portion of the work has been completed, with budgeted funds to be withdrawn from our Capital Reserve Account.
3. Gym Lobby Lavatory Asbestos Removal Project – To accept the attached list of quotes and to award the gym lobby lavatory asbestos removal project to B&G Restoration (Lincoln Park, NJ) in the amount of \$23,000. This work will be done during the week of spring break, to be finished by Wednesday, April 4th. No one will be permitted inside of the building during this project. (It is undetermined at this time if any additional removal work will be required, which would have to take place in June for an additional cost).
4. Approve Facilities' Use Request – A motion was made by Mrs. Krauss, seconded by Mrs. Shaffer, and carried unanimously to approve a request for softball to use the gym from 6-8PM on Tues/Wed/ Thurs from March 27 until the end of April, or other nights if available and if needed, for Women's Volleyball to use the gym on May 9, 16, and 23 from 8-10PM, and for Blairstown Youth Soccer to use the gym March 20, 21 & 22 from 6-8PM.

E. SCHOOL SECURITY – Mr. Saalfield had given an extensive update on school security research during his Superintendent's Report.

CORRESPONDENCE – Mr. Saalfield received a letter from the Clerk of the NJ Assembly regarding suggested Adoption of a resolution to post Code of Conduct signs at youth sporting events.

OLD BUSINESS - Our next Strategic Planning Meeting date will be March 20 at 7PM.
- Reminder for all Board members to complete their Financial Disclosure documents online.

PUBLIC HEARING & PETITION – None.

LEGISLATIVE UPDATE – J. Karolchyk noted that the new governor has a list of positive agendas.

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EXECUTIVE SESSION – A motion was made by Mrs. Krauss, seconded by Mr. Cook, and carried unanimously to convene to Executive Session to review January & February minutes and to discuss the BEA grievance, the results of which will be released to the public as soon as the reason for confidentiality no longer exists.

The Board reconvened at 10:20PM, when a motion was made by Mrs. Shaffer, seconded by Mrs. Gerhardt, and carried (Mrs. Shaffer and Mrs. Glory abstained for the February meeting) to approve the minutes as submitted for the January and February Executive Sessions.

ADJOURNMENT

A motion was made by Mrs. McElroy, seconded by Mrs. Krauss, and carried unanimously to adjourn the meeting at 10:21PM.

Respectfully submitted,

Molly Petty
School Business Administrator