

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

April 18, 2019 Meeting Minutes

CALLL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, April 18, 2019.

Mr. Cook, 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 Mr. Cook read the Notice of Meeting and Mission Statement

MISSION STATEMENT

ROLL CALLL The following board members were present: Mr. Cook, Mrs. Inscho, Mrs. Krauss, Mrs. McElroy, Mrs. Rolph, and Mrs. Sikkes

Absent: Mrs. Gerhardt, Mr. Karolchuk, and Mrs. Shaffer

Tardy: None

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Andrew Brown, Esquire; and approximately 12 members of the public.

APPROVE REGULAR MINUTES – A motion was made by Mrs. McElroy, seconded by Mrs. Sikkes, and carried unanimously to approve the minutes as submitted for March 14, 2019.

NEW BUSINESS

1. **Superintendent's Report** – Mr. Saalfield distributed Aladdin tickets for the May student performance. He noted that 52 Kindergarten students have already registered for September. He reviewed the CSA Evaluation timeline and urged the Board to complete their portion by April 30. Mr. Saalfield informed the Board that a tree had fallen on one of our school buses, but only minimal damage resulted. He will be attending a workshop on the changes in Adjustment Aid, and he asked about the ad hoc committee status, which hasn't yet met. He will be arranging a Building & Grounds Committee meeting as well as a Planning Committee meeting. Mr. Saalfield reported that he received a letter from the Township Clerk requesting us to budget \$20,000 for crossing guards. He and Mrs. Petty updated the Board on moisture control procedures now in place.
2. **Principal's Report** – Although absent from this meeting, Mr. Leal had provided a written report for the Board.
3. **NJ Herald – Official Newspaper** – A motion was made by Mrs. Krauss, seconded by Mrs. Rolph, and carried unanimously to designate the New Jersey Herald newspaper as an alternate official newspaper for the 2018-19 School Year.
4. **OPRA REQUEST - Informational:** We have received an OPRA request from an attorney in Florham Park, requesting information on asbestos removal projects.

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PUBLIC HEARING & PETITION – None.

APPROVE TRANSFERS & FINANCIAL REPORTS - A motion was made by Mrs. McElroy, seconded by Mrs. Sikkes, and carried unanimously by roll call vote to approve the list of February 2019 Transfers in the amount of \$302,200.00, and the February Board Secretary's reports, in agreement with the Treasurer's Reports, in the amounts of \$976,192.18, in Total Government Funds; and to certify that as of February 28, 2019, 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 \$1,048,315.82 and for the Food Service Fund in the amount of \$ 9,663.65.

MOTION ITEMS

A. PERSONNEL

A motion was made by Mr. Cook, seconded by Mrs. Inscho, and carried unanimously by roll call vote to approve the following five Personnel items:

1. Extend FMLA – To extend Mrs. Huston's FMLA leave until June 3, 2019 (it was originally through March 22).
2. Approve List of Extended School Year Staff – To approve the attached list of Extended School Year staff.
3. Approve Summer Curriculum Writing Teacher – To approve Mrs. Juliana Goncalves for summer curriculum writing for the World Languages program during the summer, to be paid at \$150 per day per the terms of the BEA contract, not to exceed eight days.
4. Accept Resignations – To accept the resignation of Marissa Hardy (aide), effective May 3rd, and Gerald Mazzetta (part-time physical education teacher), effective June 14, 2019.
5. Approve FMLA – To approve Mrs. Truelove's FMLA request for April 15 – 18, 2019 (four school days).

B. FACILITIES

1. Approve Facilities' Use Requests – A motion was made by Mrs. Inscho, seconded by Mrs. Rolph, and carried unanimously to approve the attached list of Facilities' Use Requests.

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2. Preliminary Information on Referendum for Roof, Generator and Boiler Projects – Mrs. Petty and Mr. Saalfield discussed the need for roof repairs, boiler replacement in the 1929 wing, and generator connections. Mrs. Petty provided preliminary information and a timeline for a possible November/December referendum for roof, generator and boiler projects. The Board discussed several aspects of a referendum, including timing, pre-referendum costs, and property tax impact.

A motion was made by Mrs. McElroy, seconded by Mrs. Krauss, and carried unanimously by roll call vote to adopt the attached resolutions to retain the Bond Counsel (Wilentz, Goldman & Spitzer, P.A.); Financial Advisor firm (Phoenix Advisers, LLC); and the architectural/engineering firm of Suburban Consulting Engineers in the amount of \$12,500 for pre-referendum work.

Please note that the Bond Counsel and the Financial Advisor firm will not charge a fee if the referendum fails.

C. FINANCE

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

1. Workshop/Mileage Requests – To approve the attached list of workshop/mileage reimbursement requests.
2. Accept \$100 Gift from Blair Woman’s Club – To accept a \$100 donation from the Blair Woman’s Club to supplement the art program.
3. Establish ESY Program Tuition Rate – To establish the ESY Tuition rates in the following amounts, which do not include therapy services or personal aides:
 - PSD: \$500 per student
 - LLD: \$500 per student
 - RR: \$500 per student

D. EDUCATIONAL

1. 2017-18 New Jersey School Performance Report - Mr. Saalfield reviewed the results for the Board.
2. Establish MD Class – A motion was made by Mrs. McElroy, seconded by Mrs. Rolph, and carried unanimously to establish a Multiple Disabilities class for 2019-20.
3. 2018-19 School Calendar Finalization – A motion was made by Mrs. Sikkes, seconded by Mrs. McElroy, and carried unanimously to finalize the end-of-the-year school calendar, with 6th grade promotional exercises to be held on Wednesday, June 19 and the last day of school to be Thursday, June 20.
4. 2019-20 School Calendar Approval – A motion was made by Mrs. McElroy, seconded by Mrs. Inscho, and carried unanimously to approve the 2019-20 school calendar as presented.

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- 5. Shared Services Survey – This was an informational item for the Board.
- 6. Summary of County-wide School Safety & Security Actions – This was an informational item for the Board, and Mr. Saalfield noted that the Blairstown Elementary School has kept up with all safety and security suggestions by the Warren County Prosecutors Office.

E. TRANSPORTATION

A motion was made by Mrs. Sikkes, seconded by Mr. Cook, and carried unanimously by roll call vote to approve the following two Transportation items:

- 1. 2019-20 Warren County Special Services School District Transportation Contract - To approve a contract with the Warren County Special Services School District for coordinated transportation in the 2019-20 school year, with a 4% administration fee.
- 2. 2019-20 Sussex County Regional Transportation Agreement – To approve the Resolution for Participation in the Joint Transportation Agreement with the Sussex County Regional Transportation Cooperative for the 2019-20 School Year, with a 4% administration fee.

F. POLICY

- 1. Second Reading & Adoption – After a lengthy debate about requiring nurses on class trips, a motion was made by Mrs. McElroy, seconded by Mr. Cook, and carried unanimously to approve the second reading and adoption of Policy #2340 (Field Trips), adding the requirement for a nurse to accompany all class trips.
- 2. First Readings – A motion was made by Mrs. Inscho, seconded by Mrs. McElroy, and carried unanimously to approve the first reading of the following list of policies:

2415.06 - Unsafe School Option	5530-Substance Abuse	5756-Transgender Students
2422 - Health & PE	5537-Service Animals	7440-School District Security
2460.8 - Special Ed	5600-Student Discipline/CoC	8860-Memorials
2610 - Educational Program Evaluation	5611-Removal of Students for Firearms Offenses	8461- Reporting Violence, Vandalism, HIB, Alcohol, and other Drug Offenses
4219 - Commercial D. License	5612-Assaults on District BOE	8561-Procurement Procedures for School Nutrition Programs
5111 - Eligibility of Resident/ Non-Resident Students	5613-Removal of Students for Assaults with Weapons Offenses	

CORRESPONDENCE – Mrs. Petty read the last paragraph of the March 12th letter received from the NJ Department of Education Commissioner regarding additional financial assistance for the mold clean-up expenses

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OLD BUSINESS

Reminder for all Board members to complete their Financial Disclosure documents online by April 30.

PUBLIC HEARING & PETITION

LEGISLATIVE UPDATE – Mr. Saalfield reported that student ID’s on class trips are “permitted”, not “required”.

EXECUTIVE SESSION – A motion was made by Mrs. Sikkes, seconded by Mrs. Inscho, and carried unanimously to convene to Executive Session at 8:47PM to review March minutes and discuss matters of Personnel (2019-20 staffing and SBA employment), the results of which will be released to the public as soon as the reasons for confidentiality no longer exist.

The meeting re-opened to the public at 9:42PM and continued as follows:

A motion was made by Mrs. Sikkes, seconded by Mrs. McElroy, and carried unanimously to approve the March Executive Session minutes as submitted.

A motion was made by Mrs. Sikkes, seconded by Mrs. McElroy, and carried by roll call vote (5-yes; 1-no <Mrs. Krauss>) to accept Mr. Saalfield’s recommendation to approve Dr. Susan Elias as Principal of the Blairstown Elementary School, effective July 1, 2019, at an annual salary of \$120,000.

ADJOURNMENT

A motion was made by Mrs. McElroy, seconded by Mrs. Inscho, and carried unanimously to adjourn the meeting at 9:45PM.

Respectfully submitted,

Molly Petty
School Business Administrator