

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

May 2, 2019 Meeting Minutes

CALLL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, May 2, 2019.

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

MISSION STATEMENT

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

Absent: Mrs. Krauss

Tardy: None

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

NEW BUSINESS

1. Superintendent's Report – Mr. Saalfield reported that the preliminary 2019-20 budget was approved by the County Office, that police will be riding on busses, and that he had a conversation with the mayor regarding crossing guards. He asked Mrs. Gerhardt about the status of holding of an ad hoc committee meeting with the other boards of education in the NWR cluster, but so far a meeting date has not been set. Mr. Saalfield mentioned the Lobby Guard progress, extraordinary aid, and policies to be adopted in June. He noted that the Rotary offered to provide support, which may be for the purchase of new playground balls and games. He discussed the cost of hiring a property appraiser which would be approximately \$850 to appraise the Lambert Road and Vail School properties, but the Board asked about having a realtor do that. Mr. Saalfield announced that Mrs. Hicok has been awarded a Century Link Grant in the amount of \$4,804.11, which will be used to purchase Chromebooks for students in special education classes.
2. Principal's Report – Mr. Leal updated the Board on the dedication of the gymnasium in honor of Mr. Thomas Gross, which will be held on June 8.

PUBLIC HEARING & PETITION – None.

APPROVE PAYMENT OF BILLS – A motion was made by Mr. Cook, seconded by Mrs. Shaffer, and carried unanimously by roll call vote to approve payment of the Bills & Claims Lists for the General Fund in the amount of \$515,489.51 and for the Food Service Fund in the amount of \$ 9,784.90.

Blairstown Township Board of Education

May 2, 2019 Meeting Minutes

Page 2

APPROVE TRANSFERS & FINANCIAL REPORTS - A motion was made by Mrs. Gerhardt, seconded by Mrs. Shaffer, and carried unanimously by roll call vote to approve the list of March 2019 Transfers in the amount of \$2,300.00, and the March Board Secretary's reports, in agreement with the Treasurer's Reports, in the amounts of \$822,261.50, in Total Government Funds; and to certify that as of March 31, 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.

2019-20 BUDGET HEARING

Mr. Saalfield and Mrs. Petty reviewed financial and instructional highlights of the proposed 2019-20 budget, noting that there will be a \$275,000 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. Mrs. Petty reviewed the revenues and expenditures as follows:

EXPENDITURES:

Fund 10: General Fund	\$ 8,940,000
Fund 20: Special Revenue Fund	\$ 172,000
Total Expenditures:	<u>\$ 9,112,000</u>

REVENUE:

General Fund

Local Tax Levy	\$ 6,900,000
State Aid	\$ 1,746,486
Budgeted Fund Balance	\$ 225,000
Federal Impact Aid	\$ 35,000
Miscellaneous Revenue	\$ 13,514
Tuition Revenue for Preschool	\$ 20,000
Total for General Fund	<u>\$ 8,940,000</u>

Special Revenue Fund

Grants	\$ 172,000
Total for Special Revenue Fund	<u>\$ 172,000</u>
TOTAL REVENUE	<u>\$9,112,000</u>

Blairstown Township Board of Education

May 2, 2019 Meeting Minutes

Page 3

A motion was made by Mrs. Gerhardt, seconded by Mrs. Shaffer, and carried unanimously by roll call vote to adopt the 2019-20 Budget in the above amounts, with a tax levy of \$6,900,000; with use of the health care adjustment in the amount of \$18,040; with the use of banked cap in the amount of \$124,460; 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
Maximum Mileage Reimbursement per employee	\$ 1,000
Maximum District Mileage Reimbursement	\$ 6,000

PERSONNEL

1. Approve Unpaid Sick Leave – A motion was made by Mrs. Rolph, seconded by Mrs. McElroy, and carried unanimously by roll call vote to approve unpaid sick leave for Juliana Goncalves from April 29 – May 1, 2019.

FINANCE

1. Approve Mascio’s Food Service Contract – A motion was made by Mrs. Shaffer, seconded by Mrs. McElroy, and carried unanimously by roll call vote to approve the 2019-20 contract with Maschio’s Food Service, Inc. for management of the food service operations, with a management fee of \$7,429 and a break-even guarantee.
2. Accept Grant – A motion was made by Mrs. Shaffer, seconded by Mrs. Sikkes, and carried unanimously to accept a grant from Century Link in the amount of \$4,804.11, with the funds to be used to purchase Chromebooks for students in special education classes.

CORRESPONDENCE – None.

OLD BUSINESS - Mrs. Petty thanked the BOE members for finishing their Financial Disclosure forms and the CSA evaluations on time.

PUBLIC HEARING & PETITION – Mrs. O’Connell asked a question about the budget.

LEGISLATIVE UPDATE – J. Karolchyk noted that he hasn’t yet had an opportunity to speak with Senator Oroho concerning the local charter school.

EXECUTIVE SESSION – A motion was made by 8:24PM to convene to Executive Session to review April Executive Session minutes and to discuss staff renewals, the results of which will be released to the public as soon as the reason for confidentiality no longer exists.

Blairstown Township Board of Education

May 2, 2019 Meeting Minutes

Page 4

The meeting re-opened to the public at 8:48PM and continued as follows:

A motion was made by Mrs. McElroy, seconded by Mrs. Sikkes, and carried unanimously by roll call vote to accept Mr. Saalfeld's recommendation to renew the attached lists of professional staff for the 2019-20 School Year, at salary increases of 2.65% per the terms of the BEA contract.

A motion was made by Mr. Cook, seconded by Mrs. Rolph, and carried unanimously by roll call vote to accept Mr. Saalfeld's recommendation to renew the attached list of custodians, paraprofessionals, and secretaries for the 2019-20 School Year at salary increases of 2.65%, except to increase all hourly rates to \$11.00 for those paraprofessionals who are currently earning less than \$11.00. (This is a result of the increase in minimum wage to be implemented on January 1, 2020.)

A motion was made by Mrs. McElroy, seconded by Mrs. Inscho, and carried unanimously to approve the Executive Session minutes as submitted for April 18, 2019.

EXECUTIVE SESSION – A motion was made by Mrs. Shaffer, seconded by Mrs. Sikkes, and carried unanimously to convene to Executive Session at 8:52PM to discuss the CSA Evaluation, the results of which will be released to the public as soon as the reason for confidentiality no longer exists.

The meeting re-opened to the public at 9:50PM and adjourned.

ADJOURNMENT – A motion was made by Mrs. Inscho, seconded by Mrs. Gerkhardt, and carried unanimously to adjourn the meeting at 9:50PM.

Respectfully submitted,

Molly Petty
School Business Administrator