

# **BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

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

## **March 19, 2020 Meeting Minutes**

**CALL TO ORDER** The Blairstown Township Board of Education held this meeting in the School Library on Thursday, March 19, 2020.  
Mr. Cook, 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 CALL** The following board members were present: Mr. Cook, Mrs. Gerhardt, Mrs. Inscho, Ms. Klein, Mrs. McElroy, Mrs. Rolph, Mrs. Shaffer, and Mrs. Sikkes  
Absent: None  
Tardy: None

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

**APPROVE REGULAR MINUTES** - A motion was made by Mrs. McElroy, seconded by Mrs. Rolph, and carried unanimously to approve the minutes as submitted for February 27, 2020.

### **NEW BUSINESS**

1. **Superintendent's Report** – Mr. Saalfield thanked the BOE for coming tonight, and noted that we may have to meet remotely in April, depending on the status of the Coronavirus public health reports. He reported that he was on a telephone conference call this morning with the County Department of Health and other superintendents, and he reviewed the Questions and Answers discussed. Mr. Saalfield distributed the paperwork for his evaluation.
2. **2020 NSJBA Training Registrations for BOE Members** – Mrs. Petty reported that everyone is now registered for their online training required for 2020.

**PUBLIC HEARING & PETITION** – None.

**APPROVE FINANCIAL REPORTS** – A motion was made by Mrs. Sikkes, seconded by Mrs. Shaffer, and carried unanimously by roll call vote to approve the list of January Transfers in the amount of \$144,200 and the January Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$1,357,696.18 in Total Government Funds; and to certify that as of January 31, 2020, 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 Ms. Klein, seconded by Mrs. Rolph, and carried unanimously by roll call vote to approve payment of the March 19<sup>th</sup> Bills & Claims List for the General Fund in the amount of \$791,906.07 and for the Food Service Fund in the amount of \$9,403 (Maschio’s) and \$405.75 (Hobart).

**MOTION ITEMS**

**A. PERSONNEL** – A motion was made by Mrs. McElroy, seconded by Mrs. Shaffer, and carried unanimously by roll call vote to approve the following two Personnel items:

1. Assistant Talent Show Advisor – To appoint Mrs. Kovacs as the Assistant Talent Show Advisor.
2. School Treasurer – To accept Mr. Saalfield’s recommendation to hire Lisa Benzaia as the School Treasurer, effective May 1, 2020 through June 30, 2020, at the annual salary of \$4,000, pro-rated to \$667 for two months.

**B. FINANCE**

1. Adoption of 403(b) Plan under PenServ Plan Services, Inc. – A motion was made by Mrs. Rolph, seconded by Mrs. Sikkes, and carried unanimously by roll call vote to adopt the 403(b) Plan Document under PenServ Plan Services, Inc. (They serve as our Third Party Administrator and ensure our compliance with IRS requirements).

**2020-21 PRELIMINARY BUDGET**

Mr. Saalfield and Mrs. Petty reviewed financial and instructional highlights of the proposed 2020-21 preliminary budget, noting that there will be no increase in the tax levy. Mrs. Inscho noted that she would like to see the Board budget approximately \$40,000 for two part-time Resource Officers next year. Mr. Saalfield will review items that could be moved to free up \$40,000, but noted that there are other considerations to be discussed at a future meeting. 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	\$ 8,789,000
Fund 20: Special Revenue Fund	\$ 164,000
Total Expenditures:	<b><u>\$ 8,953,000</u></b>

**REVENUE:**

**General Fund**

Local Tax Levy	\$ 6,900,000
State Aid	\$ 1,513,913
Budgeted Fund Balance	\$ 290,044
Federal Impact Aid	\$ 35,000
Miscellaneous Revenue	\$ 20,043
Tuition Revenue for Preschool	\$ 30,000
Total for General Fund	<b>\$ 8,789,000</b>

**Special Revenue Fund**

Grants	\$ 164,000
Total for Special Revenue Fund	<b>\$ 164,000</b>
<b>TOTAL REVENUE</b>	<b><u>\$ 8,953,000</u></b>

A motion was made by Mrs. Shaffer, seconded by Mrs. Sikkes, and carried unanimously by roll call vote to adopt the 2020-21 Preliminary Budget in the above amounts, with a tax levy of \$6,900,000, 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 Mileage Reimbursement per employee	\$ 1,000
Maximum District Mileage Reimbursement	\$ 6,000

**C. FACILITIES**

1. Lawn Care – A motion was made by Mrs. Inscho, seconded by Mrs. Rolph, and carried unanimously by roll call vote to accept the attached list of quotes and award the 2020 lawn care contract to Constantine Landscaping, LLC per the rates on the attached summary.
2. February 3rd Fire Inspection Report – Informational: A meeting has been set up on April 24th with architectural firms to discuss a RFP for the stairwell door project needed as a result of the Fire Inspection Report. Mrs. Sikkes questioned the need for an architect, which was discussed by Mr. Saalfield and Mrs. Petty.

## **D. EDUCATION**

### 1. HIB Case Reports – Case #s 19203, 19204, 19205

- a) Mr. Saalfield reported that Case #19203 involved two students with special needs, one in 3<sup>rd</sup> grade and one in 4<sup>th</sup> grade, in a playground incident.
- b) Mr. Saalfield reported that Case #19204 involved the same two students, in an incident in the hallway near the Library.
- c) Mr. Saalfield reported that Case #19205 involved two third grade students with special needs in their Art class

Mrs. Saalfield noted that none of these three cases rose to the level of HIB and were managed by the School Psychologist. As required by law, a motion will be added to the April meeting for the Board to confirm or deny the actions taken in these cases.

**CORRESPONDENCE** – Mr. Saalfield received a letter from the Executive County Superintendent, who approved our request for a waiver to participate in the SEMI program.

## **OLD BUSINESS**

1. Mental Health Report- Full report emailed to all BOE members on 3/9. In the interest of time, Mr. Cook noted that he will email his recap to BOE members.
2. PEA Grant for Preschool Funding – Will be posted in late May
3. Teacher Empowerment Training – Planned for 2020-21 District Professional Development
4. Policy 8600 to be reviewed in August
5. Ad hoc Survey Committee Report – Survey to begin after Negotiations is completed
6. Mrs. Inscho asked about having lunches delivered by the OEM, who volunteered to deliver student lunches during the school closing. Mr. Saalfield responded that there are issues of confidentiality with this which is he researching, and he has been making calls to families, but only six calls were returned. Mrs. Sikkes suggested that this topic be added to the Old Business section of the next agenda, for consideration of adding a policy and possibly a permission slip with the back-to-school information for students to address this issue for the future.

## **POLICY**

Mr. Cook wanted to vote to take a on the second reading and adoption of Policy #5756. A motion was made by Mrs. McElroy, seconded by Mrs. Inscho, and failed (4-yes; 4-no (Mr. Cook, Mrs. Gerhardt, Mrs. Rolph, and Mrs. Sikkes) to approve the second reading and adoption of Policy #5756.

**PUBLIC HEARING & PETITION** – Mrs. Tara Anderson commended the administration for their assistance during the closing of the school for the Coronavirus. Mrs. Rolph, Mrs. Shaffer, and Mrs. Sikkes added their compliments to the staff, as well.

**LEGISLATIVE UPDATE** – None.

**EXECUTIVE SESSION** – A motion was made by Mrs. McElroy, seconded by Ms. Klein, and carried unanimously to convene to Executive Session at 8:15PM to discuss matters of the new School Business Administrator’s employment contract.

The Board returned to Public Session at 8:58PM and continued with the following items:

A motion was made by Mrs. Sikkes, seconded by Mrs. McElroy, and failed (4-yes; 4-no <Mrs. Gerhardt, Mrs. Inscho, Mrs. Rolph, and Mrs. Shaffer>) to approve reimbursement for the cost of 60 days of COBRA for the new School Business Administrator.

A motion was made by Mrs. McElroy, seconded by Mrs. Gerhardt, and carried unanimously by roll call vote to notify Thomas Palmieri that there will be a special meeting held on March 26<sup>th</sup> at 6:00PM, at which time a motion will be considered to have him removed from the Board for missing three consecutive meetings, per Bylaw 0145.

**ADJOURNMENT**

A motion was made by Mrs. Sikkes, seconded by Ms. Klein, and carried unanimously to adjourn the meeting at 9:07PM.

Respectfully submitted,

Molly Petty  
School Business Administrator