

**BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

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

**January 8, 2015 Meeting Minutes**

## **ANNUAL REORGANIZATION MEETING**

**CALL TO ORDER** The Blairstown Township Board of Education held this meeting in the School Library on Thursday, January 8, 2015.

Mrs. Petty, Board Secretary, called the meeting to order at 7:00PM, and read the District's Mission Statement.

**FLAG SALUTE** Everyone present was requested to rise and repeat the Pledge of Allegiance.

**SUNSHINE LAW** Mrs. Petty read the Notice of Meeting as follows:  
Adequate notice of this meeting was given in accordance with the Open Public Meetings Act by publishing in the Express Times and by posting a copy of the meeting schedule on the front door of the school and at the Blairstown Municipal Building.

**ROLL CALL** The following board members were present:  
Mr. Cook, Mrs. Glory, Mrs. Hadden, Mr. Herrmann, Mr. Karolchyk, Mrs. Mantegna, and Mrs. McLain  
Absent: Mrs. Wood-Rosso

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

**ADMINISTRATION OF OATH OF OFFICE TO NEW BOARD MEMBERS** – Mrs. Petty administered the oath of office to Mr. Cook and Mr. Herrmann. Mrs. Wood-Rosso will be sworn in at the next meeting.

**UNEXPIRED TERM** – At this time Mrs. Petty noted that Mrs. Ruben had expressed interest in filling the unexpired one-year term but could not be here this evening due to illness. She asked if anyone else in the audience was interested, but there was no response. Mrs. Ruben will appear before the Board at the next meeting to formally express her interest in this seat.

### **CALL FOR NOMINATIONS FOR PRESIDENT**

Mrs. Petty called for nominations for the Board President.

Mr. Herrmann was nominated by Mrs. McLain. No other nominations were made.

A motion was made by Mrs. Glory, seconded by Mrs. Hadden, and carried unanimously to close the nominations for BOE President and cast the ballot for Mr. Herrmann as President of the Board of Education for 2015.

**ELECTED PRESIDENT PRESIDES OVER REMAINDER OF MEETING** – At this time Mrs. Petty turned the meeting over to Mr. Herrmann.

**CALL FOR NOMINATIONS FOR VICE-PRESIDENT**

Mr. Herrmann called for nominations for Board Vice-President.

Mrs. McLain was nominated by Mr. Herrmann. No other nominations were made.

A motion was made by Mr. Karolchyk, seconded by Mrs. Glory, and carried unanimously to close the nominations for Vice-President and cast the ballot for Mrs. McLain as Vice-President of the Board of Education for 2015.

**PERSONNEL AND/OR FIRMS APPOINTMENTS FOR 2015**

A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to appoint the following personnel and/or firms for 2015:

- |   |                                  |
|---|----------------------------------|
| a. Board Architect  | Suburban Consulting Engineers    |
| b. Board Attorney   | Schwartz Simon Edelstein & Celso |
| c. Board Auditors   | Ardito & Co.                     |
| d. Treasurer  | Georgette Range & Joanne Ashton  |
| e. School Business Administrator/Board Secretary  | Molly Petty                      |
| f. Public Agency Compliance Officer, Custodian of Records,<br>Right-to-Know Compliance Officer, & Qualified<br>Purchasing Agent   | Molly Petty                      |
| g. Substance Abuse Coordinator  | Michele Andrews                  |
| h. Attendance Officer, Affirmative Action Officer,<br>504 Officer, Safety & Health Designee, and ADA Officer  | Bruce Leal                       |
| i. Homeless Liaison   | Mary Grace Rudolph               |
| j. AHERA Coordinator, Chemical Hygiene Officer,<br>Integrated Pest Management Coordinator, Asbestos<br>Management and PEOSHA Officer/Coordinator, & Indoor Air Quality Designee | Thomas Amalfitano                |
| k. Insurance Agents   | Brown & Brown                    |
| l. Health Insurance Brokers   | Integrity Consulting Group       |
| m. School Doctor  | Dr. Boris Freyman                |
| n. Psychological Examiner   | Wendy Keefer                     |

**DESIGNATIONS OF THE FOLLOWING APPOINTMENTS:**

A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously by roll call vote to designate the following appointments for 2015:

- a. Official Newspaper: Express Times; Alternate – Star Ledger
- b. Bank Depositories: First Hope Bank, PNC Bank, and Lakeland Bank
- c. Designate Board Secretary as the person responsible for investments.
- d. Authorize Superintendent and Board Secretary to make line item transfers, to be approved at the next meeting.
- e. Adopt all existing policies, textbooks, and the following curriculum of the Blairstown Twp. Board of Education for 2014: Math, Science, English, Social Studies, Health, Physical Education, Fine & Performing Arts, World Language, Language Arts Literacy, and 21<sup>st</sup> Century Skills.
- f. Designate Superintendent's secretary and CST secretary as the people responsible for each respective petty cash fund.
- g. Designate Superintendent and Board Secretary/SBA to implement 2015-2016 Budget pursuant with local/state policies and regulations.
- h. Adopt the NJSBA Code of Ethics

**BANK SIGNATORIES:**

A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously to designate the following signatures on each bank account for 2015:

- General - President, Treasurer, Secretary
- Payroll - Treasurer
- Agency - Treasurer
- Cafeteria – Treasurer
- SUI - Treasurer

**BOARD MEMBER APPOINTMENTS:**

Mr. Herrmann will appoint committee members after receiving their requests over the next few weeks.

**2015 BOARD MEETING SCHEDULE** – A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously to approve the attached schedule of 2015 Board meetings.

**APPROVE REGULAR MINUTES** - A motion was made by Mrs. Hadden, seconded by Mrs. McLain, and carried unanimously (Mr. Cook abstained) to approve the minutes as submitted for December 11, 2014.

**NEW BUSINESS**

1. Superintendent's Update – Mr. Saalfield presented certificates of appreciation to Board members for their service, noting that January is Board Appreciation month. Miss Pasculli showed a short video of students playing their recorders. Mr. Saalfield noted that we have purchased 12 new computers for the Writing Center. He also spoke about the attorney's response to a question about secretarial salary guides, the school newspaper, the new Student Council, this month's Shakespeare program, the mid-year Budget review, a workshop regarding non-certificated personnel, possible collaboration with North Warren's Special Education students, the progress of our new website, and a meeting needed with the Policy Committee.
2. Violence & Vandalism HIB Report – Mr. Saalfield noted there were no reports of vandalism during the previous period. Also noted were the state-wide decreases in school violence. We had three issues: a threat to a teacher by a student, a physical altercation where a student struck a teacher, and a student-to-student physical altercation in the classroom.
3. Principal's Report – Mr. Leal reviewed items on his written report.

**INTRODUCTION OF ELECTED STUDENT COUNCIL MEMBERS** – Mr. Leal introduced this year's Student Council Members, and a short break for refreshments was taken afterward.

**PUBLIC HEARING & PETITION** – None.

**APPROVE FINANCIAL TRANSFERS & REPORTS** – A motion was made by Mrs. McLain, seconded by Mrs. Glory, and carried unanimously to approve the attached list of November Transfers in the amount of \$9,200.00 and the Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$1,620,610.40 in Total Government Funds and to certify that as of November 30, 2014, 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. McLain, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims list in the amount of \$822,792.35 and the Food Service Fund Bill List in the amount of \$6,464.94.

**MOTION ITEMS**

**A. PERSONNEL**

1. Workshop and Mileage Reimbursement Requests – A motion was made by Mrs. Hadden, seconded by Mrs. Glory, and carried unanimously by roll call vote to approve the attached list of workshop and mileage reimbursement requests.
2. Hire Substitutes – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to add the name of Loren O’Dell to the substitute teacher list for the remainder of the 2014-15 School Year.
3. Movement Across Guide – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve Mrs. Anjanette May’s request to move across the guide to the Master’s +30 credits column, retroactive to her hire date of 9/1/14, and Miss Farley’s request to move across the guide to the Master’s column, effective February 1, 2015.
4. Hire Business Office Clerk – A motion was made by Mrs. McLain, seconded by Mrs. Mantegna, and carried unanimously by roll call vote to authorize Mrs. Petty to offer a candidate a position, to be ratified by the Board at the next regularly-scheduled meeting, as the part-time (20 hours per week) Business Office Clerk at the annual salary of \$15,600, effective and pro-rated to January 12<sup>th</sup> or as soon as available, and for the remainder of the 2014-15 School Year, pending emergent hiring approval from the NJ Criminal History Unit.
5. Approve Updated Job Descriptions – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to approve the following updated job descriptions:
  - Superintendent’s Confidential Secretary
  - Principal’s Confidential Secretary/Transportation Coordinator
  - Receptionist
6. Approve Stipend Appointments – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve the stipend appointments for the following positions:

Head Drama Advisor	– Cate Pasculli	\$1,200
Assistant Drama Advisor	– Barbara Warnkin	\$ 480

- B. FACILITIES** – Mrs. Petty noted that the Township Engineer has asked if the Board is interested in being included in their feasibility study of town sewers. There would be no cost to be included in this feasibility study. The Township and Blair Academy are splitting the \$12,000 cost. After a brief discussion, the Board agreed to be part of the study. Mrs. Petty will inform Mr. Rodman, Township Engineer.

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C. **TRANSPORTATION** - A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously by roll call vote to approve use of school's mini-bus to transport ski club students during January, February, and March 2015. One of our substitute drivers will drive, and the cost will be paid by students in the ski club.

**OLD BUSINESS** - The Board reviewed the November School Bus Emergency Evacuation Drill reports.

**CORRESPONDENCE** – None.

**PUBLIC HEARING & PETITION** – None.

**LEGISLATIVE UPDATE** – J. Karolchyk asked if the Board had viewed the NJSBA Menendez video.

**EXECUTIVE SESSION** – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to convene to Executive Session at 8:46PM to discuss the terms of the Negotiated Agreement and review prior Executive Session minutes, the results of which will be released to the public as long as the need for confidentiality no longer exists.

The meeting reopened to the public at 9:00 and continued with the following items.

A motion was made by Mrs. Glory, seconded by Mr. Herrmann, and carried unanimously to approve the November Executive Session minutes.

A motion was made by Mrs. Hadden, seconded by Mrs. McLain, and carried unanimously by roll call vote to clarify the BTA 2014-17 Contract, Article XV, Extra Pay Item C, with the determination that the compensation rate for the Board to buy back grandfathered compensation time will be \$150 per day, with vouchers to be submitted for approval by January 31, 2015.

Mrs. Hadden asked about temperature guidelines for delayed openings, and the possibility of offering child care on those mornings.

Mrs. McLain followed up on her previous request for Mrs. Elias to present information on Mondo progress as well as test scores.

**ADJOURNMENT** – A motion was made by Mrs. McLain, seconded by Mrs. Hadden, and carried unanimously to adjourn the meeting at 9:09PM.

Respectfully submitted,

Molly Petty  
School Business Administrator