

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

January 7, 2014 Meeting Minutes

ANNUAL REORGANIZATION MEETING

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Tuesday, January 7, 2014.

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 Mr. 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.

MISSION STATEMENT Mr. Herrmann read aloud the District's mission statement.

ROLL CALL The following board members were present:
Mrs. Glory, Mr. Henke, Mr. Herrmann, Mr. Karolchyk, Mrs. McLain, and Mrs. Wood-Rosso
Absent: Mr. Cino, Mrs. Hadden, and Mrs. Helck

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mr. Leal, Principal; and four members of the public.

ADMINISTRATION OF OATH OF OFFICE TO NEW BOARD MEMBERS – Mrs. Petty administered the oath of office to Mr. Henke, Mr. Karolchyk, and Mrs. McLain, and announced the election results as follows:

<u>Three-Year Terms</u>	
Mr. Karolchyk	941 Votes
Mrs. McLain	978 Votes
Mr. Henke	900 Votes

CALL FOR NOMINATIONS FOR PRESIDENT

Mrs. Petty called for nominations for the Board President.

Mr. Herrmann was nominated by Mrs. McLain and seconded by Mrs. Wood-Rosso. No other nominations were made.

A motion was made by Mrs. Glory, seconded by Mrs. McLain, 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 2014.

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 and seconded by Mrs. Wood-Rosso. No other nominations were made.

A motion was made by Mrs. Glory, seconded by Mr. Herrmann, 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 2014.

PERSONNEL AND/OR FIRMS APPOINTMENTS FOR 2014

A motion was made by Mrs. McLain, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to appoint the following personnel and/or firms for 2014:

- | | |
|---|----------------------------------|
| a. Board Architect | Design Resources Group |
| b. Board Attorney | Schwartz Simon Edelstein & Celso |
| c. Board Auditors (See System Review Report)* | Ardito & Co. |
| d. Treasurer | Georgette Range & Joanne Ashton |
| e. School Business Administrator/Board Secretary | Molly Petty |
| f. Public Agency Compliance Officer, Custodian of Records, Right-to-Know Compliance Officer, & Qualified Purchasing Agent | Molly Petty |
| g. Substance Abuse Coordinator | Michele Andrews |
| h. Attendance Officer, Affirmative Action Officer, 504 Officer, Safety & Health Designee, and ADA Officer | Bruce Leal |
| i. Homeless Liaison | Mary Grace Rudolph |
| j. AHERA Coordinator, Chemical Hygiene Officer, Integrated Pest Management Coordinator, Asbestos Management and PEOSHA Officer/Coordinator, & Indoor Air Quality Designee | Bruce Roff |
| 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. Glory, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to designate the following appointments for 2014:

- 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 21st 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 2013-2014 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 2014:

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.

2014 BOARD MEETING SCHEDULE – A motion was made by Mrs. McLain, seconded by Mrs. Wood-Rosso, and carried unanimously to approve the attached schedule of 2014 Board meetings.

SUPERINTENDENT'S AGENDA

APPROVE REGULAR MINUTES - A motion was made by Mrs. Glory, seconded by Mrs. Wood-Rosso, and carried unanimously to approve the minutes as submitted for December 5 and December 12, 2013.

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. He noted the fire alarm system is being upgraded and that the 1929 wing suffered minor water damage from frozen heating coils above Mrs. Petty's office. He also noted the declining student enrollment and the possibility of needing two fewer teachers next year as a result.
2. **Principal's Report** – Mr. Leal reviewed items on his written report.
3. **Violence & Vandalism HIB Report** – Mr. Saalfield noted that there has been no vandalism or documented incident of HIB in the first part of the school year. There was a one-day suspension for a student in a primary grade. There will be another report in the spring.

PUBLIC HEARING & PETITION – None.

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 \$418,537.70 and the Food Service Fund Bill List in the amount of \$7,093.32.

MOTION ITEMS

A. PERSONNEL

1. **Workshop and Mileage Reimbursement Requests** – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, 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 Mrs. Wood-Rosso, and carried unanimously by roll call vote to accept the Superintendent's recommendation to add the names of Carolyn Collins to the substitute teacher list and Jacob Bryant, Michael Dorn, and Liam Saalfield to the substitute custodian list for the remainder of 2013-14 School Year.
3. **Hire Staff for Primary Reading Academy** – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. McLain, and carried unanimously by roll call vote to hire the following teachers for the Primary Reading Academy: T. Anderson, C. Constantine, S. Huston, D. Kelley, D. Krauss, J. Rusk, J. Zaimis, with J. Crisman as a substitute.

FACILITIES - A motion was made by Mr. Herrmann, seconded by Mrs. Wood-Rosso, and carried unanimously to approve the facilities' use request.

POLICY

1. Second Reading and Adoption - A motion was made by Mrs. McLain, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to approve the second reading and adoption of the following policies:

- P1240 Evaluation of Superintendent
- R1240 Evaluation of Superintendent
- P3142 Nonrenewal of Nontenured Teacher Staff Member
- R3142 Nonrenewal of Nontenured Teacher Staff Member
- P3144 Certification of Tenure Charges
- R3144 Certification of Tenure Charges
- P4146 Nonrenewal of Nontenured Support Staff Member
- R4146 Nonrenewal of Nontenured Support Staff Member
- P3221 Evaluation of Teachers
- R3221 Evaluation of Teachers
- P3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- R3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- P3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- R3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- P3224 Evaluation of Principals, Vice Principals, and Assistant Principals
- R3224 Evaluation of Principals, Vice Principals, and Assistant Principals
- P5512 Harassment, Intimidation, and Bullying
- R5512 Harassment, Intimidation, or Bullying Investigation Procedure

OLD BUSINESS – None.

NEW BUSINESS

1. Approve SEMI Program Waiver Request – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously to approve the SEMI Program Waiver Request for submission to the County Office.
2. Attorneys – Mr. Herrmann welcomed the new Board attorneys in attendance: Mr. Andrew Brown and Ms. Allison Kenny from the law firm of Schwartz Simon Edelstein & Celso.

CORRESPONDENCE – None.

PUBLIC HEARING & PETITION – None.

LEGISLATIVE UPDATE – J. Karolchyk updated the Board on pending bills regarding school security, school elections, and other educational issues.

ADJOURNMENT – A motion was made by Mrs. McLain, seconded by Mrs. Wood-Rosso, and carried unanimously to adjourn the meeting at 8:04PM.

Respectfully submitted,

Molly Petty
School Business Administrator