

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

January 19, 2012 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, January 19, 2012.

Mr. Benson, Board President, called the meeting to order at 7:30PM, and read the District's Mission Statement.

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

SUNSHINE LAW Mr. Benson 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. Benson read aloud the District's mission statement.

ROLL CALL The following board members were present:
Mr. Benson, Mr. Herrmann, Mr. Karolchyk, Mrs. McLain, Mrs. Merkle, Mrs. Rosko, and Mrs. Wood-Rosso
Absent: Mr. Cino and Mrs. Ruben

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mrs. Goodman, Principal; Mrs. Harrington, Supervisor of Curriculum & Instruction; and several members of the public.

APPROVE BOE MEETING MINUTES – A motion was made by Mrs. Merkle, seconded by Mrs. Rosko, and carried unanimously to approve the December 1st meeting minutes as submitted.

APPROVE TRANSFERS & FINANCIAL REPORTS - A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve the November Transfers in the amount of \$211,472.88 and the November Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$1,135,924.88 in Total Government Funds and to certify that as of November 30, 2011, 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:23-2.11 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 Mr. Herrmann, seconded by Mrs. Merkle, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims List in the amount of \$1,213,990.10 and the Food Service Fund in the amount of \$20,604.43.

CORRESPONDENCE – None.

PUBLIC HEARING & PETITION – Mrs. Reynolds, BTA President, expressed appreciation to the Board members for their service.

BOE RECOGNITION – Mr. Saalfield distributed appreciation certificates for Board of Education Recognition Month

STUDENT RECOGNITION –Mrs. Goodman presented certificates to winners of the Spelling Bee: Glen Beckler (first place), Timothy Baier (second place), and Justin Roskam (third place).

“TEACHER FOR A DAY” PRESENTATION BY MRS. REYNOLDS – After a brief review of this program proposed by the BTA, a motion was made by Mrs. Wood-Rosso, seconded by Mrs. Rosko, and carried unanimously to approve this program.

MOTION ITEMS

A. PERSONNEL

1. Workshop & Mileage Reimbursement Requests –A motion was made by Mrs. Merkle, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the attached list of workshop and mileage reimbursement requests.
2. Substitutes – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to add the names of Megan Schemm and Leah Thorn to the Substitute Teacher List for the 2011-12 School Year.
3. Move Across Guide – A motion was made by Mrs. Merkle, seconded by Mr. Herrmann, and carried unanimously to approve Mrs. Menzel’s request to move across the BTA salary guide to the Bachelor’s + 30 credits column, effective February 1, 2012.
4. Move Across Guide – A motion was made by Mrs. Merkle, seconded by Mrs. McLain, and carried unanimously to approve Mrs. Reade’s request to move across the BTA salary guide to the Bachelor’s + 30 credits column, effective February 1, 2012
5. Move Across Guide – A motion was made by Mrs. Merkle, seconded by Mrs. Wood-Rosso, and carried unanimously to approve Ms. Fox’s request to move across the BTA salary guide to the Master’s degree column, effective February 1, 2012.
6. Approve Maternity Leave - A motion was made by Mr. Herrmann, seconded by Mrs. Merkle, and carried unanimously to approve Mrs. Kovacs’ revised maternity leave request.
7. Superintendent’s Evaluation – FYI-Mr. Saalfield will be able to go online as of February 1st to complete his part of the annual evaluation process, after which Board members will be required to complete their portion. This evaluation must be completed and reviewed with Mr. Saalfield prior to April 1st.
8. Lunch Aide – Mr. Saalfield informed the Board of the need to hire an additional lunch aide.

B. FACILITIES

1. Facilities Use Requests - A motion was made by Mrs. Merkle, seconded by Mrs. McLain, and carried unanimously to approve the attached list of facilities use requests. A motion was made by Mr. Herrmann, seconded by Mrs. Merkle, and carried unanimously to extend the Board's insurance coverage for the June 2nd Fun Run.

C. FINANCIAL

1. Transportation Jointure Contract with NWR – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve a transportation jointure contract with North Warren Regional for transporting six of our non-public school students in the amount of \$3,594.24 for the 2011-12 School Year.

2. Tuition Contract – A motion was made by Mrs. Merkle, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve a special education tuition contract with the Stillwater Township BOE for one student in the BD class at the annual tuition rate of \$20,000, pro-rated to January 17th – June 30th, 2012.

3. SEMI Waiver – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously to approve the SEMI waiver request as submitted by Mr. Saalfield.

D. EDUCATIONAL

1. Harassment, Intimidation & Bullying Report – Mr. Saalfield stated that there were two incidents reported and investigated in December.

2. QSAC – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously to approve the QSAC Statement of Assurance.

E. POLICY

1. Second Reading and Adoption – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously to approve the second reading and adoption of Policy #2460 – Special Education – Location, Identification, and Referral.

2. First Reading – A motion was made by Mrs. Merkle, seconded by Mr. Herrmann, and carried unanimously to approve the first reading of Policies:

#5519 – Dating Violence at School

#6424 – Emergency Contracts

#6472 – Tuition Assistance

#8505 – School Nutrition

#9180 – School Volunteers

3. Policy Committee Report – Bylaws Update – Mr. Karolchyk reviewed the proposed changes to the bylaws, which were discussed at the Committee's meeting on December 10th, when he met with Mr. Saalfield, Mrs. Rosko, and Mrs. Wood-Rosso. A motion was made by Mrs. Rosko, seconded by Mr. Herrmann, and carried unanimously to approve the first reading of the bylaws.

OLD BUSINESS

1. BOE Criminal History Background Checks – Mrs. Petty informed the Board that she has received evidence of successful completion of background checks for all Board members.
2. School Bus Emergency Evacuation Drill Report – An evacuation drill was conducted at 3:22PM on Dec. 12, 2011.
3. FEMA Claim – Mrs. Petty updated the Board on the FEMA claim for repairs needed as a result of Hurricane Irene, and the requirement to purchase flood insurance before we can file future FEMA claims. (Quoted amount for Flood insurance is \$12,930 per year). A motion was made by Mrs. Rosko, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to request for Mrs. Petty to purchase flood insurance.

NEW BUSINESS

1. Superintendent's Update – Mr. Saalfield reviewed a recent PTG afternoon meeting, the resignation of the Reading Coach, the Oil Tank Project progress, security (new cameras were installed at the Schaare wing entrance and new doors have been ordered for there as well), a meeting with the Town regarding use of the Vail schoolhouse, a new teacher evaluation project, and minutes of an Anti-Bullying Safety Committee.
2. Principal's Report – Mrs. Goodman read her report.
3. 2012 Election – Mr. Benson, Mrs. Merkle, and Mrs. Rosko all have expiring terms. Mr. Saalfield noted that the Board now has the option to move the election to November, which the Board discussed. A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously by roll call vote to:

Change the annual election date for its members from the third Tuesday in April to the first Tuesday after the first Monday in November (the General Election), beginning in 2012;

That, pursuant to P.L. 2011, c. 202 (S-3148), this change will remain in effect at least through November 2015;

That, pursuant to P.L. 2011, c. 202 (S-3148), the annual organization meeting of the Blairstown Township Board of Education will take place in the first week of January following the November General Election and that the Board of Education's next organization meeting will take place on January 3, 2013;

That, pursuant to P.L. 2011, c. 202 (S-3148), members of the Blairstown Township Board of Education whose terms would have expired by May 1, 2012 will continue to serve in office until the January 2013 organization meeting, and

That this resolution be transmitted to Governor Christopher Christie, Lt. Governor/Secretary of State Kimberly Guadagno; Richard Constable, Acting Commissioner, Department of Community Affairs; Robert Giles, Director, Division of Elections, Department of State; Pat Kolb, Warren County Clerk, the Warren County Board of Elections; Christopher Cerf, Acting Commissioner of Education; the Division of Finance, New Jersey Department of Education; and Rosalie Lamonte, Executive County Superintendent for Warren County, as well as NJSBA.

4. Ethics/Disclosure Forms – Board members need to complete these forms, which will be distributed tonight.

LEGISLATIVE UPDATE – J. Karolchyk reviewed recent legislative activity.

EXECUTIVE SESSION – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously to convene to Executive Session at 9:30PM to discuss matters of Negotiations, the results of which will be released to the public as soon as possible.

ADJOURNMENT

A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously to adjourn the meeting at 10:07PM.

Respectfully submitted,

Molly Petty
School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

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October 18, 2012 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, October 18, 2012.

Mr. Herrmann, Board Vice-President, called the meeting to order at 7:33PM, and read the District's Mission Statement.

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

SUNSHINE LAW Mr. Herrmann 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:
Mr. Cino, Mr. Herrmann, Mr. Karolchyk, Mrs. McLain, Mrs. Merkle, Mrs. Rosko, Mrs. Ruben, and Mrs. Wood-Rosso
Absent: Mr. Benson

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

APPROVE BOE MEETING MINUTES – A motion was made by Mrs. Rosko, seconded by Mrs. Wood-Rosso, and carried unanimously to approve the September 20, 2012 meeting minutes as submitted.

APPROVE FINANCIAL REPORTS - A motion was made by Mrs. McLain, seconded by Mrs. Merkle, and carried unanimously by roll call vote to approve the August Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$1,320,427.57 in Total Government Funds and to certify that as of August 31, 2012, 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. Rosko, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims list in the amount of \$855,075.42 and the Food Service Fund in the amount of \$13,621.87.

CORRESPONDENCE – None.

PUBLIC HEARING & PETITION – No questions or comments from the public.

MOTION ITEMS

A. PERSONNEL

1. Workshop & Mileage Reimbursement Requests – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the attached list of workshop and mileage reimbursement requests.
2. Hire Custodians – A motion was made by Mrs. Ruben, seconded by Mrs. Merkle, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Peter Macri and Sean Wallace as part-time custodians @ \$13.00 per hour, effective November 1, 2012, for the 2012-13 School Year.
3. Hire Lunch Aides – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Kim Schonfeld, Cristina Walaszcyk, and Kimberley Neeb as lunchroom aides at the hourly rate of \$10.00 for the 2012-13 School Year.
4. Accept Mrs. Merrifield's Resignation – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Ruben, and carried unanimously to accept Mrs. Merrifield's resignation, with regrets, effective 10/19/12.
5. Hire BSI Teacher – A motion was made by Mrs. Rosko, seconded by Mrs. Merkle, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Dee Stauffer as a part-time BSI teacher (.8) on Master's Step 8 of the BTA Salary Guide, effective October 22, 2012, for the 2012-13 School Year.
6. Hire Substitute Bus Driver – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to add the name of Cindy Penna to the Substitute Bus Driver list for the 2012-13 School Year.
7. Accept Mrs. Quinn's Resignation – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to approve Barbara Quinn's letter of resignation, for the purpose of retirement, effective December 31, 2012
8. Approve Mrs. Pillion's Leave of Absence Request – A motion was made by Mrs. McLain, seconded by Mrs. Merkle, and carried unanimously to approve Mrs. Pillion's leave of absence request.

B. FINANCE

1. Class Trips Transportation Contract – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve a contract with the Stocker Bus Company for class trips transportation in the amount of \$13,949.10 for the 2012-13 School Year.

2. Snow Plowing Contract – A motion was made by Mrs. McLain, seconded by Mrs. Merkle, and carried unanimously by roll call vote to approve a contract with JB’s Landscaping, LLC, in the amount of \$90.00 per hour for snow plowing services and \$300 per salting application for the 2012-13 School Year. One other quote was received.
3. PA/Telephone System Project Bid – For the second time we advertised, no bids were received by the due date. Mrs. Petty will be working with the attorney to negotiate a contract for these projects.
4. Transportation Jointure with NWR – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve a contract with North Warren Regional to pay them \$4,507.20 to transport eight elementary-age non-public students for the 2012-13 School Year.

C. FACILITIES

1. Facilities’ Use Requests – A motion was made by Mrs. McLain, seconded by Mrs. Merkle, and carried unanimously to approve the attached list of Facilities’ Use Requests.
2. M-1 and Comprehensive Maintenance Plan – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Rosko, and carried unanimously to approve the attached M-1 Form and Comprehensive Maintenance Plan. A new sign and a walking path were mentioned as possible additions.

D. EDUCATION

1. QSAC Statement of Assurance – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to approve the 2012-13 QSAC Statement of Assurance.
2. Approve Teacher Evaluation System – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Rosko, and carried unanimously to approve the Charlotte Danielson/Teachscape Teacher/Principal Evaluation System for use at Blairstown Elementary School in compliance with NJDOE regulations.

E. POLICY

1. Second Readings and Adoptions – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to approve the second readings and adoption of the following policies:
 - 0151 – Bylaws – Organization Meeting
 - 0153 – Bylaws – Annual Appointments
 - 0167 – Public Participation in Board...
 - 2361 – Acceptable Use of Computer...
 - R2361 - Regulations for Policy 2361 – Acceptable Use of Computer Networks...
 - 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries
 - R2431.4 – Regulations for Policy 2431.4 – Prevention and Treatment of Sports....
 - 2622 – Pupil Assessment
 - 3282 – Use of Social Networking Sites (Teaching Staff)
 - 4282 – Use of Social Networking Sites (Support Staff)
 - 6164 – Advertising on School Buses
 - 6470 – Payment of Claims
 - R6470 – Regulations for Policy 6470–Payment of Claims

Mr. Karolchyk noted that Mr. Saalfield is doing some research on policies with regard to volunteers in the building, and focused on Board members as volunteers. The Board had a lengthy discussion on possible policy changes regarding volunteers.

NEW BUSINESS

1. Superintendent's Update – Mr. Saalfield mentioned the recent gym equipment inspection, Early-Act group, Warren/Morris Council of Government meeting, State-developed curriculum, and October 9th bus accident.

LEGISLATIVE UPDATE – J. Karolchyk mentioned Janet's Law, the pilot program for extended school day/year, as well as pending legislation.

EXECUTIVE SESSION – A motion was made by Mrs. Ruben, seconded by Mrs. Rosko, and carried unanimously to convene to Executive Session at 9:32PM to review previous minutes as well as to discuss matters of Personnel (Principal Search) and Litigation.

The meeting re-opened to the public at 10:03PM.

A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously to approve the September 20th Executive Session minutes.

ADJOURNMENT

A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to adjourn the meeting at 10:04PM.

Respectfully submitted,

Molly Petty
School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

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November 15, 2012 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, November 15, 2012.

Mr. Benson, Board President, called the meeting to order at 7:30PM, and read the District's Mission Statement.

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

SUNSHINE LAW Mr. Benson 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. Benson read aloud the District's mission statement.

ROLL CALL The following board members were present:
Mr. Benson, Mr. Herrmann, Mr. Karolchyk, Mrs. McLain, Mrs. Merkle, Mrs. Rosko, Mrs. Ruben, and Mrs. Wood-Rosso
Absent: Mr. Cino

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

APPROVE BOE MEETING MINUTES – A motion was made by Mrs. Merkle, seconded by Mrs. Rosko, and carried unanimously to approve the October 18, 2012 meeting minutes as submitted.

APPROVE FINANCIAL REPORTS - A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the September Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$1,078,706.46 in Total Government Funds and to certify that as of September 30, 2012, 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. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims list in the amount of \$745,202.07.

CORRESPONDENCE – Mr. Saalfield had received a letter from M. Demkowiz regarding her unhappiness over the discontinuance of after-school tutoring. The Board discussed the possibility of putting this item in the next budget. Mr. Saalfield also received a letter from the State of NJ regarding special education.

PUBLIC HEARING & PETITION – Mr. Benson introduced the new Board members, who were sitting in the audience: Lauren Glory, Kelly Hadden, and Mary Helck.

PRESENTATION – Mrs. Elias discussed her analysis of Language Arts Literacy in Grades 4-6, noting that she is planning on doing curriculum mapping for these grades.

MOTION ITEMS

A. PERSONNEL

1. Workshop & Mileage Reimbursement Requests – A motion was made by Mrs. Merkle, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the attached list of workshop and mileage reimbursement requests.
2. Accept Miss Thorn's Resignation – A motion was made by Mrs. Ruben, seconded by Mrs. Rosko, and carried unanimously to accept Miss Thorn's resignation, effective 10/19/12.
3. Hire Teacher – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Christina Santoro as a teacher on Bachelor's Step 1 of the BTA Salary Guide, effective January 3, 2013, for the 2012-13 School Year.
4. Hire After-School Teacher - A motion was made by Mrs. Ruben, seconded by Mrs. Rosko, and carried unanimously by roll call vote to accept the Superintendent's recommendation to extend the employment of Suzanne Montgomery for special education instruction after school, at the hourly rate of \$75, for the 2012-13 School Year.
5. Extend Bus Driver to Full-Time – Due to an out-of-district placement in Sparta, we need to increase the hours of Jeanne Socha, our bus driver. Health Benefits will be provided for the remainder of the school year, but this is no more expensive than contracting with a bus company to provide this transportation.
A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously by roll call vote to increase the hours of Jeanne Socha to 8.5 hours/day, effective October 9, 2012, for the 2012-13 School Year.
6. Approve Leave of Absence/NJFL - A motion was made by Mrs. Merkle, seconded by Mrs. McLain, and carried unanimously to approve Mrs. Elias's maternity leave request under NJFL.
7. Approve Maria Maglio's NJFL Request – A motion was made by Mrs. Ruben, seconded by Mrs. Rosko, and carried unanimously to approve Mrs. Maglio's New Jersey Family Leave request for approximately 4-6 weeks.

B. FINANCE

1. Approve Lease for Lambert Road Fields –The Board discussed a lease agreement with North Warren Regional Board of Education for use of the fields on Lambert Road in the amount of \$1.00 per year for the 2012-13 School Year, but no action was taken. Mr. Saalfield will contact Dr. Fogelson.
2. 2011-12 Audit Results - Mrs. Petty distributed the audit synopsis to the public at this time and reviewed the results of the 2011-12 Financial Audit. She opened the floor to questions at this time.
3. Accept Audit and Approve Corrective Action Plan – A motion was made by Mrs. Rosko, seconded by Mr. Herrmann, and carried unanimously to accept the 2011-12 Financial Audit with no recommendations, and to approve the Corrective Action Plan with no corrections.

NEW BUSINESS

1. Semi-Annual HIB Report– Mr. Saalfield reported that there have been no HIB incidents this year so far, but there is one identification in progress now.
2. 2012-13 School Calendar Revision – Mr. Saalfield noted that school was closed for seven days due to Hurricane Sandy but that school was open for the two days previously scheduled to be closed for the NJEA convention. As a result we need to amend the calendar to open for one day, and then use the built-in four emergency days to be even at this point. A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Rosko, and carried unanimously to amend the 2012-13 School Calendar to be open on January 2, 2013.
3. Election Results – Kelly Hadden – 794 votes
Lauren Glory – 658 votes
Mary Helck – 650 votes
Mabell Rosko – 633 votes
Mrs. Petty noted that the above figures have not yet been certified by the County Board of Elections.
4. Superintendent's Update – Mr. Saalfield shared the “Conserve Wildlife Calendar” with Board members, which contained a winning sketch by Faith Kately, one of our students.
5. Principal's Report – Mrs. Goodman discussed the change in weeks for November conferences as well as the October Open House. She also noted that the Fire Department came with a simulation trailer for evacuation demonstrations for students. The fourth grade went to the Bronx Zoo.

LEGISLATIVE UPDATE – J. Karolchyk noted he will be attending the Delegate Assembly this weekend in Princeton and asked the Board their preference for his vote on tuition reimbursement for teachers who take internet courses by third party instructors who are not part of a university. The BOE wanted to maintain the integrity of graduate work and vote negatively on reimbursement in these instances.

EXECUTIVE SESSION – A motion as made by Mrs. McLain, seconded by Mrs. Merkle, and carried unanimously to convene to Executive Session at 8:50PM to review previous minutes as well as to discuss matters of Personnel regarding Mr. Saalfield's update on the Principal search, the results of which will be released to the public once the need for confidentiality no longer exists.

OPEN SESSION - Upon return to Open Session, the meeting continued with the following item.

A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried (Mr. Benson abstained) to approve the Executive Session Minutes as submitted for October 18th.

ADJOURNMENT – A motion was made by Mrs. McLain, seconded by Mrs. Wood-Rosso, and carried unanimously to adjourn the meeting at 9:42PM.

Respectfully submitted,

Molly Petty
School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

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December 6, 2012 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, December 6, 2012.

Mr. Benson, Board President, called the meeting to order at 7:30PM, and read the District's Mission Statement.

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

SUNSHINE LAW Mr. Benson 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. Benson read aloud the District's mission statement.

ROLL CALL The following board members were present:
Mr. Benson, Mr. Herrmann, Mr. Karolchyk, Mrs. McLain, Mrs. Merkle, Mrs. Rosko, Mrs. Ruben, and Mrs. Wood-Rosso
Tardy: Mr. Cino arrived at 7:32PM

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

APPROVE BOE MEETING MINUTES – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to approve the November 15, 2012 meeting minutes as submitted.

APPROVE FINANCIAL REPORTS - A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve the October Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$950,695.74 in Total Government Funds and to certify that as of October 31, 2012, 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. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims list in the amount of \$510,513.90 and the Food Service Fund List in the amount of \$11,721.50.

CORRESPONDENCE – None.

PUBLIC HEARING & PETITION – Mrs. Rosemary Woelfle thanked Mrs. Goodman for all her contributions to the Blairstown Elementary School over her long career here.

STUDENT RECOGNITION: BLAIRSTOWN CLEAN COMMUNITIES T-SHIRT DESIGN

CONTEST WINNERS – Mrs. Goodman presented the winners of the Blairstown Clean Communities T-shirt Design Contest and the Lion’s Club Peace Poster Contest.

BOE RECOGNITION – Mr. Saalfield presented plaques for Mr. Benson, Mrs. Merkle, and Mrs. Rosko, outgoing Board members, as well as Mrs. Goodman, who retires at the end of this month. Mrs. Goodman read a prepared letter reflecting on her career.

A short break was taken at this time for refreshments.

EXECUTIVE SESSION – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Merkle, and carried unanimously to convene to Executive Session at 8:00PM to discuss the finalists for the Principal position, to hear a HIB report by Mr. Saalfield, and to read a letter from a parent concerning a special education personnel matter, the results of which will be released to the public once the need for confidentiality no longer exists.

The meeting reopened to the public at 9:05PM and continued with the following items.

MOTION ITEMS

A. PERSONNEL

1. **Hire Principal** – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote (Mr. Cino abstained) to accept the Superintendent’s recommendation to hire Bruce Leal as Principal, with the salary of \$ 116,000, which will be pro-rated to his start date of February 11th or sooner, if released by his current employer, for the 2012-13 School Year.
2. **Hire Aide** – A motion was made by Mrs. Herrmann, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Clorymar Rios as a part-time Aide at the hourly rate of \$10.00, effective December 7, 2012, for the 2012-13 School Year.
3. **Hire Maternity Leave Replacement Teacher** – A motion was made by Mrs. Rosko, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Carissa Capiello as a Maternity Leave Replacement Teacher (for Grade 4) on Bachelor’s Step 1, effective January 2, 2013, for the 2012-13 School Year.

4. Hire Maternity Leave Replacement Teacher – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Abbey Pfitzenmayer as a Maternity Leave Replacement Teacher (for Grade 3) on Bachelor’s Step 1, effective January 2, 2013, for the 2012-13 School Year.
5. Approve Mrs. Sutton’s Request to Move Across BTA Guide – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to approve Mrs. Sutton’s request to move across the BTA salary Guide to the Master’s +15 credits column, effective February 1, 2013, per the terms of the BTA Contract.
6. Approve Mrs. Mosca’s Request to Move Across BTA Guide – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Rosko, and carried unanimously to approve Mrs. Mosca’s request to move across the BTA salary Guide to the Bachelor’s +15 credits column, effective February 1, 2013, per the terms of the BTA Contract.
7. Approve Substitutes – A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously by roll call vote to add the names of Lynn Cozier and Patricia Marcus to the substitute teacher list for the 2012-13 School Year.

B. FACILITIES

1. Facilities’ Use Requests – A motion was made by Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously to approve the attached list of Facilities’ Use Requests.

C. FINANCE

1. Approve Tuition Contract – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve a tuition contract with the Stillwater Township BOE in the amount of \$20,000 per year, pro-rated to November 13, 2012, for one special education student for the 2012-13 School Year.
2. Approve NWR Land Lease – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried by roll call vote (7-yes; 2-no <Mrs. Rosko and Mrs. Ruben>) to approve a lease for NWR to use the Board’s Lambert Road fields in the amount of \$2.00 for the 2012-13 School Year.

D. TRANSPORTATION

1. Bus Evacuation Drill Report – A bus evacuation drill was held on November 28th at Blairstown Elementary School for all regular bus routes.

NEW BUSINESS

1. Motion to approve DPRs – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to approve QSAC 2012-13 DPRs.
2. School Principal Waiver – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously to approve the Superintendent’s recommendation to approve the full-time School Principal Waiver Request.
3. Gift Refusal – Mrs. Merkle requested that it be noted in the minutes that due to job constraints, she not able to accept either the gift from the attorneys or the plaque presented to her for her years of service to the Board.

LEGISLATIVE UPDATE

Mr. Karolchyk spoke about the proposed resolution regarding the Budget Control Act. He also reported on the November Delegates Assembly, noting that the resolution on limiting tuition reimbursement for courses taken online passed.

A motion was made by Mr. Karolchyk, seconded by Mrs. McLain, and carried unanimously to adopt the proposed resolution regarding the Budget Control Act.

At this time Mr. Saalfield read a letter of appreciation to Girl Scout Troop 888 for their gift of door wreaths.

ADJOURNMENT – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Rosko, and carried unanimously to adjourn the meeting at 9:33PM.

Respectfully submitted,

Molly Petty
School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

February 23, 2012 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, February 23, 2012.

Mr. Benson, Board President, called the meeting to order at 7:30PM, and read the District's Mission Statement.

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

SUNSHINE LAW Mr. Benson 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. Benson read aloud the District's mission statement.

ROLL CALL The following board members were present:
Mr. Benson, Mr. Herrmann, Mr. Karolchyk, Mrs. McLain, Mrs. Merkle, Mrs. Rosko, and Mrs. Wood-Rosso (arrived at 8PM)
Absent: Mrs. Merkle

Also Present: Mr. Saalfield, Superintendent; Mrs. Petty, SBA/Board Secretary; Mrs. Goodman, Principal; Mrs. Harrington, Supervisor of Curriculum & Instruction; and several members of the public.

APPROVE BOE MEETING MINUTES – A motion was made by Mrs. Rosko, seconded by Mr. Herrmann, and carried unanimously to approve the January 19th meeting minutes as submitted.

APPROVE TRANSFERS & FINANCIAL REPORTS - A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve the December Transfers in the amount of \$60,844 and the December Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$ 984,795.67 in Total Government Funds and to certify that as of December 31, 2011, 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:23-2.11 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 Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims List in the amount of \$849,161.25 and the Food Service Fund in the amount of \$12,496.45

CORRESPONDENCE – Mr. Saalfield received a letter concerning the NCLB waiver for New Jersey and a letter from the James Madison seminar, which Mrs. Pelosi and Mrs. Menzel will attend this summer.

PUBLIC HEARING & PETITION – None.

STUDENT RECOGNITION –Mrs. Goodman presented certificates to winners of the Martin Luther King Jr. Essay contest. A short break was taken at this time. The meeting resumed at 7:50PM.

SPECIAL EDUCATION PRESENTATION – Mrs. Mary Grace Rudolph, Supervisor of Special Services, presented an outline of the special education services our Child Study Team provides for both Blairstown and Frelinghuysen students.

MOTION ITEMS

A. PERSONNEL

1. Workshop & Mileage Reimbursement Requests –A motion was made by Mrs. Rosko, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve the attached list of workshop and mileage reimbursement requests.
2. Substitutes – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to add the names of Erika Clavel, Jaclyn Pederson, and Abbey Pfitzenmayer to the Substitute Teacher List for the 2011-12 School Year.
3. Superintendent’s Evaluation – FYI-Mr. Saalfield was able to go online as of February 1st to complete his part of the annual evaluation process, and then we emailed Board members to complete their portion. This evaluation must be completed and reviewed with Mr. Saalfield prior to April 1st.
4. Hire Maternity Leave Replacement – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to approve Tracy Ann Reinhardt as a maternity leave replacement teacher, Grade 6, for Mrs. Kovacs from February 21 to the end of the school year on Master’s Step 1 at the annual salary of \$48,735, pro-rated to \$20,240.00

B. FACILITIES

1. Facilities Use Requests - A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to approve the attached list of facilities use requests.

C. FINANCIAL

1. Section 125 Flexible Spending Account for Employees – Mrs. Petty explained that it is mandatory for boards of education to provide this type of account for its employees, and she has received information from Horizon and Integrity Consulting Group.

A motion was made by Mrs. Rosko, seconded by Mrs. Ruben, and carried unanimously by roll call vote to appoint Horizon Blue Cross/Blue Shield as a third party administrator for their Section 125 Flexible Spending Account for Employees, to be established September 1, 2012, with a minimum of \$500 and maximum of \$1,500, with no carry-over timeframe. Horizon will waive their \$2,000 start-up fee and will charge an administration fee of \$6.00 per month, per participant, with an overall minimum of \$25/month.

2. Approve Preliminary 2012-13 Budget – Mr. Saalfield reviewed proposed programs, and Mrs. Petty explained the revenues for the 2012-13 budget.

After a discussion with Board members, a motion was made by Mrs. Rosko, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to adopt the following preliminary 2012-13 budget:

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:

Anticipated Enrollment: 608 Students (includes 26 at RVCS)

Expenditures:

Fund 10: General Current Expense	\$ 8,599,000
Fund 20: Special Revenue Fund	\$ 193,327
Total:	\$ 8,792,327

Revenue:

General Fund

Budgeted Fund Balance	\$ 250,000
Local Tax Levy	\$ 6,362,000
Miscellaneous Revenue	\$ 80,377
State Aid	\$ 1,906,623
Tuition	\$ 0
Total for General Fund	\$ 8,599,000

Special Revenue Fund

State Aid (Municipal Alliance)	\$ 3,730
Federal Aid	\$ 189,597
Total for Special Revenue Fund	\$ 193,327

Total Revenue for All Funds \$ 8,792,327

3. 2012-13 Tuition Rates for PSD Class – A motion was made by Mrs. Rosko, seconded by Mr. Cino, and carried unanimously by roll call vote to set the 2012-13 PSD tuition rates in the amounts of \$15,000 for the half-day program and \$25,000 for the full-day program.

D. POLICY

1. First Reading – A motion was made by Mrs. Ruben, seconded by Mr. Herrmann, and carried unanimously to approve the first reading (due to a second revision) of Policy #2460 – Special Education – Location, Identification, and Referral.
2. Second Reading and Adoption – A motion was made by Mrs. Ruben, seconded by Mr. Benson, and carried unanimously to approve the second reading and adoption of Policies:
 - #5519 – Dating Violence at School
 - #6424 – Emergency Contracts
 - #6472 – Tuition Assistance
 - #9180 – School Volunteers
 - All Bylaws

Mrs. McLain requested clarification on Policy #8505 – School Nutrition. The Policy Committee will review this policy at a future date.

OLD BUSINESS

1. Vail Use – Mr. Tom Thurgood indicated that the wrestlers would like to explore future use of the Vail schoolhouse. Mr. Benson asked him to submit his requests in writing. Mr. Saalfield noted that the Township is interested in purchasing the Vail schoolhouse for possible use of senior housing.
2. Insurance FYI – Mrs. Petty noted that Flood Insurance has been purchased, and insurance for the PTG run has been added to the BOE policy.

NEW BUSINESS

1. 2012 Meeting Calendar – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the following BOE meeting dates for the remainder of 2012:
(Third Thursday, except for March, September & December)

March 22	September 13
April 19	October 18
May 17	November 15
June 21	December 6
No meeting in July	January 3, 2013 (Annual Reorganization Meeting)
August 16	
2. Superintendent's Update – Mr. Saalfield noted he would like a policy on bringing electronic devices to school. Also, he noted that the library books need updating. The average age of a book in our library is 23 years old.
3. Principal's Report – Mrs. Goodman reviewed her written report.
4. NWR Budget Presentation – The Board would like Dr. Fogelson to present the NWR 2012-13 budget at its April 19th meeting.

LEGISLATIVE UPDATE – J. Karolchyk reported that things are quiet in Trenton at this time.

EXECUTIVE SESSION – A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously to convene to Executive Session at 10:07PM, the results of which will be released to the public as soon as the reason for confidentiality no longer exists.

The meeting reopened to the public at 10:25PM.

ADJOURNMENT

A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously to adjourn the meeting at 10:26PM.

Respectfully submitted,

Molly Petty
School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

March 22, 2012 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, March 22, 2012.

Mr. Benson, Board President, called the meeting to order at 7:30PM, and read the District's Mission Statement.

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

SUNSHINE LAW Mr. Benson 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. Benson read aloud the District's mission statement.

ROLL CALL The following board members were present:
Mr. Benson, Mr. Herrmann, Mr. Karolchyk, Mrs. McLain, Mrs. Merkle, Mrs. Rosko, Mrs. Ruben, and Mrs. Wood-Rosso (arrived at 8PM)
Absent: Mr. Cino

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

APPROVE BOE MEETING MINUTES – A motion was made by Mrs. Rosko, seconded by Mr. Herrmann, and carried unanimously to approve the February 23rd meeting minutes as submitted.

APPROVE TRANSFERS & FINANCIAL REPORTS - A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve the January Transfers in the amount of \$121,650.00 and the Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$762,767.47 in Total Government Funds and to certify that as of January 31, 2012, 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 Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims List in the amount of \$735,164.25 and the Food Service Fund in the amount of \$11,605.04.

CORRESPONDENCE – Mr. Saalfield received letters concerning the Vail schoolhouse. Mrs. Petty received a thank-you note from the Saalfield family for the Board's expression of sympathy.

STUDENT RECOGNITION – Mr. Saalfield presented certificates to the winners of the American Legion Coloring Contest. A short break for refreshments was taken at this time.

PUBLIC HEARING & PETITION – Mr. Richard Mach and Ms. Theresa Tamburo referred to the letter sent from the Township regarding their interest in the Vail building and starting negotiations with the BOE to purchase this property.

Mrs. Durlster, a substitute teacher, requested better communication for the substitutes and better daily pay in the future.

MOTION ITEMS

A. PERSONNEL

1. 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 Helena Frick to the Substitute Teacher List for the 2011-12 School Year.
2. Maternity Leave Request– A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously to approve Mrs. Sutton's maternity leave request through December 31, 2012.

B. FACILITIES

1. Facilities Use Requests - A motion was made by Mrs. McLain, seconded by Mrs. Merkle, and carried unanimously to approve the attached list of facilities use requests.

C. FINANCIAL

1. 2012-13 Budget Presentation & Adoption- Mr. Saalfield and Mrs. Petty presented the 2012-13 Budget to the Board and public.

A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously by roll call vote to adopt the following 2012-13 Budget:

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:

Anticipated Enrollment: 608 Students (includes 26 at Ridge & Valley Charter School)

Expenditures:

Fund 10: General Current Expense	\$ 8,719,000
Fund 20: Special Revenue Fund	\$ <u>193,327</u>
Total:	\$8,912,327

Revenue:

Fund 10: General Current Expense

Budgeted Fund Balance	\$ 250,000
Capital Reserve Withdrawal	\$ 120,000
Local Tax Levy	\$ 6,362,000
Miscellaneous Revenue	\$ 79,250
State Aid	\$ 1,907,750
Tuition	\$ 0
Total for General Current Expense	\$ 8,719,000

Fund 20: Special Revenue

State Aid (Municipal Alliance)	\$ 3,730
Federal Aid	\$ 189,597
Total for Special Revenue	\$ 193,327

Total Revenue \$ 8,912,327

2. Approve DOE Project Application - A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve DRG to complete and submit a Department of Education Project Application for purchasing and installing air conditioning condensers in the 4th grade wing.
3. Extend Insurance Coverage to PTG – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Rosko, and carried unanimously to extend insurance coverage to PTG for June 2nd race.
4. Appoint Integrity Consulting Group as Broker of Record – A motion was made by Mrs. Rosko, seconded by Mrs. Wood-Rosso, and carried unanimously to appoint Integrity Consulting Group as Broker-of-Record for Delta Dental and Fort Dearborn insurance.
5. Approve NJSBAIG Safety Grant Application – A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Rosko, and carried unanimously to approve the 2012 Safety Grant application in the amount of \$5,400, to be used toward the cost of replacing an outside staircase (by the kitchen) this summer.
6. Rescind Participation in ACES Program – A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously to rescind participation in the ACES program (for purchase of electricity), effective June 30, 2012.

D. POLICY

1. Report of March 14th Committee Meeting – Mr. Karolchik reviewed the topics they discussed for the policy for student and staff use of electronic devices.

2. Second Reading and Adoption – A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously to approve the second reading and adoption of Policy #2460 – Special Education – Location, Identification, and Referral.

3. First Reading – A motion was made by Mrs. Rosko, seconded by Mrs. Merkle, and carried unanimously to approve the first reading of Policies:
 - #1631 – Residency Requirement
 - #3324 – Right of Privacy – Teaching Staff Members
 - #4324 - Right of Privacy – Support Staff Members
 - #5600 – Pupil Discipline/Code of Conduct
 - #8613 – Waiver of Pupil Transportation
 - #9270 – Home Schooling and Equivalent Education Outside the Schools

OLD BUSINESS- Mr. Karolchik spoke in support of participation in “Teacher of the Year” Program.

NEW BUSINESS

1. Superintendent’s Update – Mr. Saalfield mentioned an honor roll committee, school-wide discipline models, the 2012-13 master schedule, PARCC, spraying of mosquitoes, and background checks for assembly presenters.

LEGISLATIVE UPDATE – J. Karolchik had no news for the BOE.

EXECUTIVE SESSION – A motion was made by Mrs. Wood-Rosso, seconded by Mr. Herrmann, and carried unanimously to convene to Executive Session at 10:06PM, the results of which will be released to the public as soon as the reason for confidentiality no longer exists.

The meeting reopened to the public at 11:11PM.

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Ruben, and carried by roll call vote (5-yes; 2-no <Mrs. Rosko, and Mrs. Wood-Rosso; 1-abstention <Mr. Benson>) to enter into negotiations with the Township for the sale of the Vail school building.

A motion was made by Mrs. Ruben, seconded by Mrs. Rosko, and carried unanimously to approve the February Executive Session minutes as submitted.

ADJOURNMENT

A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously to adjourn the meeting at 11:15PM.

Respectfully submitted,

Molly Petty
School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

April 19, 2012 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, April 19, 2012.

Mr. Benson, Board President, called the meeting to order at 7:35PM, and read the District's Mission Statement.

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

SUNSHINE LAW Mr. Benson 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. Benson read aloud the District's mission statement.

ROLL CALL The following board members were present:
Mr. Benson, Mr. Herrmann, Mr. Karolchyk, Mrs. McLain, Mrs. Merkle, Mrs. Rosko, Mrs. Ruben (arrived at 7:53PM), and Mrs. Wood-Rosso
Absent: Mr. Cino

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

APPROVE BOE MEETING MINUTES – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously to approve the March 22nd meeting minutes as submitted.

APPROVE TRANSFERS & FINANCIAL REPORTS - A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve the February Transfers in the amount of \$138,000.00 and the Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$903,585.02 in Total Government Funds and to certify that as of February 29, 2012, 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 Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims List in the amount of \$818,120.62 and the Food Service Fund in the amount of \$13,037.24.

CORRESPONDENCE – Mrs. Petty read a thank-you note from E. DiGiorgio.

STUDENT RECOGNITION – Student poets were recognized for their work and inclusion in the Ridge & Valley Conservatory’s Wild Poetry Anthology. A short break for refreshments was taken at this time.

PUBLIC HEARING & PETITION – Mrs. Pollard informed the Board of PTG plans for a new type of fundraiser, which will be a sweepstakes. Mrs. Reynolds commented on the huge success of the “Teacher for a Day” program.

NWR BUDGET – Mrs. Petty informed the Board that due to a conflict in his schedule, Dr. Fogelson was unable to attend this meeting, but she forwarded NWR budget information he had shared.

MISSION STATEMENT PRESENTATION – Mrs. Harrington reviewed the process for development the new mission statement, which was introduced by Mrs. Huston , with Mr. Herrmann adding his impression of the process. The new mission statement is:

“In partnership with home and community, Blairstown Elementary School is dedicated to the mission of providing an engaging, comprehensive education aligned with the Common Core Standards.

A passion for learning is ignited through an enriched learning environment. While celebrating individuality, our students develop confidence, competence, and character.

All students have the opportunity to achieve their highest potential on a quest of lifelong learning to succeed in a global, 21st century.”

MOTION ITEMS

A. PERSONNEL

1. **Workshop & Mileage Reimbursement Requests** – A motion was made by Mrs. Rosko, seconded by Mrs. Merkle, and carried unanimously by roll call vote to approve the attached list of workshop and mileage reimbursement requests.
2. **Substitutes** – A motion was made by Mrs. Merkle, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to add the name of Alyse Kalis to the Substitute Teacher List for the 2011-12 School Year.
3. **Hire J. Rusk** – A motion was made by Mrs. Rosko, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept Mr. Saalfield’s recommendation to hire Jonathan Rusk as a part-time (.75) teacher on Bachelor’s Step 1, effective April 20, 2012, for the remainder of the 2011-12 School Year.

B. EDUCATIONAL

1. Graduation Date – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to amend the 2011-12 School Calendar, with the last day of school being Thursday, June 14th and graduation being Wednesday, June 13th. North Warren’s graduation date is June 15th.

C. FINANCE

1. Anti-Bullying Grant Application – A motion was made by Mrs. Merkle, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve the anti-bullying grant application in the amount of \$30,245.
2. NCLB Grant Amendments – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve two amendments for North Warren in the amount of \$1,900 (from 20-270-200-590 to 20-270-200-320) and \$3,500 (from 20-270-100-101 to 20-270-200-320).
3. 2012-13 Lunch Prices – After Mrs. Petty advised the Board that student lunch prices must go up to at least \$2.40 next year, a motion was made by Mrs. Merkle, seconded by Mrs. Rosko, and carried unanimously by roll call vote to increase the student lunch price to \$2.40 next year, and increase the adult lunch price by ten cents.

D. POLICY

1. Policy Committee Meeting Report – Mr. Karolchyk reviewed the results of their April 5th meeting.
2. Second Reading and Adoption – A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously to approve the second reading and adoption of Policies:
 - #1631 – Residency Requirement
 - #3324 – Right of Privacy – Teaching Staff Members
 - #4324 - Right of Privacy – Support Staff Members
 - #8613 – Waiver of Pupil Transportation
 - #9270 – Home Schooling and Equivalent Education Outside the Schools

OLD BUSINESS – None.

NEW BUSINESS

1. Superintendent’s Update – Mr. Saalfield discussed the new doors for the Schaare wing, a comparison of test scores for Ridge & Valley Charter School students, QSAC, the new teacher evaluation model, and upcoming TAG meetings.

LEGISLATIVE UPDATE – J. Karolchyk attended a legislative conference in Morris County and articulated our position on a few items.

EXECUTIVE SESSION – A motion was made by Mrs. Ruben, seconded by Mrs. Merkle, and carried unanimously to convene to Executive Session at 9:15PM to review previous minutes and discuss employment of 2012-13 instructional staff as well possible terms of a contract for selling the Vail building. Results of this session will be released to the public as soon as the reason for confidentiality no longer exists.

The meeting re-opened to the public at 11:08PM.

1. Hire 2012-2013 Staff - A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously by roll call vote to accept the Superintendent's recommendation to approve the attached list of employment contracts for tenured and non-tenured certificated staff for the 2012-2013 school year, pursuant to the salary guide in the 2011-14 BTA Contract.
2. Approve March Minutes – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously to approve the March 22nd Executive Session minutes as submitted.

ADJOURNMENT

A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to adjourn the meeting at 11:10PM.

Respectfully submitted,

Molly Petty
School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

May 17, 2012 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, May 17, 2012.

Mr. Benson, Board President, called the meeting to order at 7:30PM, and read the District's Mission Statement.

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

SUNSHINE LAW Mr. Benson 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. Benson read aloud the District's mission statement.

ROLL CALL The following board members were present:
Mr. Benson, Mr. Cino, Mr. Herrmann, Mr. Karolchyk, Mrs. McLain, Mrs. Rosko (arrived at 7:51PM), Mrs. Ruben, and Mrs. Wood-Rosso
Absent: Mrs. Merkle

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

EXECUTIVE SESSION – A motion was made by Mrs. McLean, seconded by Mrs. Ruben, and carried unanimously to convene to Executive Session at 7:32 PM to discuss matters of Personnel. The BOE will take action on non-union salaries for 2012-13 hires later in this meeting.

The meeting reopened to the public at 7:45 and continued as follows:

APPROVE BOE MEETING MINUTES – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously to approve the April 19, 2012 meeting minutes as submitted.

APPROVE TRANSFERS & FINANCIAL REPORTS - A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve one March Transfer in the amount of \$75.00 and the Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$1,000,723.88 in Total Government Funds and to certify that as of March 31, 2012, 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 Mr. Herrmann, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims List in the amount of \$802,532.63 and the Food Service Fund in the amount of \$8,823.83.

CORRESPONDENCE – None.

PUBLIC HEARING & PETITION – Christine Sciala asked whether a policy on substitutes was on the agenda for discussion tonight.

MOTION ITEMS

A. PERSONNEL

1. Substitutes – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to add the names of Daniella Ferguson to the Substitute Teacher List and Kenneth Dier and Mike MacLean to the Substitute Custodian List for the 2011-12 School Year.
2. Workshop & Mileage Reimbursement Requests – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the attached list of workshop and mileage reimbursement requests.
3. Accept Resignation - A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to accept Mrs. Angelou’s resignation as an aide, effective June 30, 2012.
4. Hire Summer Custodians – A motion was made by Mrs. McLean, seconded by Mrs. Ruben, and carried by roll call vote (7 yes: 1-no <Mr. Cino>) to hire the following summer custodians @ \$9.00 per hour:

Barbara Bandel
Michael Dorn
Gordon Lyng
Jennifer Pillion

Liam Saalfield
Sean Wallace
George Winter

After a brief discussion, it was decided to require summer custodians to take physicals before employment.

*Mrs. Rosko arrived at this time.

5. Hire Teacher – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote (Mrs. Rosko abstained) to accept Mr. Saalfield’s recommendation to hire Kristina Wohlers as a full-time teacher on Bachelor’s Step 1 for the 2012-13 School Year.
6. Approve Job Description – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously to approve the Job Description for the Receptionist/Teacher Aide.

B. FACILITIES

1. Facilities Use Requests – None.
2. Amend LRFP – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to amend our Long Range Facility Plan to include the HVAC and UGST projects.
3. Approve Liberty Power – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to contract with Liberty Power as our electric general supplier, effective May 18, 2012. (This will be a savings of 3.8 cents per KW).

C. FINANCE

1. Approve 2012-13 Substitute Daily Rate – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to establish the 2012-13 rate of \$75 per day for substitute teachers and \$100 per day for substitute teachers who have been in the same position at least 20 prior days. (This is an increase of \$5/day from \$70 in 2011-12).
2. Sussex County Regional Cooperative Coordinated Transportation – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously by roll call vote to adopt the resolution to participate in a Joint Transportation Agreement with Sussex County Regional Cooperative, with a 4% administration fee, for the 2012-13 School Year.
3. Warren County Special Services School District Coordinated Transportation – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to adopt the resolution to participate in the Coordinated Transportation Program with Warren County Special Services School District, with a 4% administration fee, for the 2012-13 School Year.
4. Approve Summer OT Contract – A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote to approve a contract with Kathleen DiFebo, OTR/L for summer Occupational Therapy Services at the hourly rate of \$75.00 for 2012.
5. Food Service Contract – A motion was made by Mrs. Rosko, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve a contract with Maschio's Food Service, Inc. for food service management, with a written guarantee of \$1,000 profit and a management fee of \$7,107, for the 2012-13 School Year. Mrs. Petty noted that no other proposals had been received in response to the advertisement.
6. E-Rate Exchange LLC Contract – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve a contract with E-Rate Exchange, LLC in the amount of \$1,500, for the 2013-14 School Year.

D. EDUCATION

1. 2012-13 School Calendar – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to adopt the 2012-13 School Calendar as submitted. Mr. Karolchyk questioned the number of early dismissals, Back-to-School Nights, and the early closing of the 4th marking period. Mr. Saalfield noted we tie in with North Warren’s calendar so that families have all their children on the same schedule.

E. POLICY

1. First Reading– After agreeing to eliminate Policy #2431.4 (Prevention and Treatment of Sports-Related Concussions) altogether and also to eliminate in Policy #8505 the first paragraph on Page 3, a motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried (6-yes, 1-no <Mr. Karolchyk>; 1-abstention <Mr. Cino>) to approve the first reading of Policies:

#4250 - Support Staff Conditions – Mr. Saalfield suggested an additional change (not requiring custodians to take all their vacation time in the summer)

5516 - Personal Technology

8505 - School Nutrition

OLD BUSINESS

1. 2012 BOE Election – Mrs. Petty informed everyone that petitions are due to Patricia Kolb, the Warren County Clerk, by 4PM on June 5, 2012. Petitions, which were given to incumbents, will be posted on their website. Mr. Benson, Mrs. Merkle, and Mrs. Rosko all have terms that expire this year. The public is invited to file petitions, as well as the incumbents.
2. PTG Sweepstakes Fundraiser – Mrs. Petty informed that Board that she checked with the Board’s attorney about the legality of a PTG Sweepstakes, and he confirmed it is a legal fundraiser.

NEW BUSINESS

1. Superintendent’s Update – Mr. Saalfield discussed QSAC, NCLB, TAG, regionalization, 6th grader testing from NWR, substitute teachers, and the recent anti-bullying grant.
2. Principal’s Report – Mrs. Goodman reviewed her written report.
3. Violence and Vandalism Report – Mr. Saalfield reported that there have been no incidents since the last report.
4. School Bus Emergency Evacuation Drill Report – This information was included in the agenda packet.
5. True Value Paint Grant – Mrs. Petty informed the Board that we have received a grant for 40 gallons of paint and that North Warren Farm & Home wants to take publicity pictures.

PERSONNEL AND/OR FIRMS APPOINTMENTS FOR 2012-2013 SCHOOL YEAR

A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously by roll call vote to appoint the following personnel and/or firms for the 2012-2013 School Year:

- | | |
|--|---|
| a. Board Architect | Design Resources Group |
| b. Board Attorney | Courter, Kobert & Cohen,
and
Adams, Stern, Gutierrez, &
Lattiboudere |
| c. Board Auditors (See System Review Report)* | Ardito & Co. |
| d. Treasurer | Georgette Range & Christine Madeiros |
| 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 | Rosemary Goodman |
| i. Homeless Liaison | Mary Grace Rudolph |
| j. AHERA Coordinator, Chemical Hygiene Officer,
Integrated Pest Management Coordinator, Asbestos
Management and PEOSA 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 |
| o. Student Accident Insurance | Groseclose |

DESIGNATIONS OF THE FOLLOWING APPOINTMENTS:

A motion was made by Mrs. McLain, seconded by Mrs. Wood-Rosso, and carried unanimously to designate the following appointments for the 2012-2013 School Year:

- a. Official Newspaper: Express Times; Alternate – NJ Herald
- 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 in an emergency, to be approved at the next meeting.
- e. Adopt all existing policies, textbooks, and the following curriculum of the Blirstown Twp. Board of Education for the school year July 1, 2012 through June 30, 2013: Math, Science, English, Social Studies, Health, Physical Education, Art, Music, Spanish, Language Arts Literacy, and Quest.
- 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 2012-2013 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. Rosko, and carried unanimously by roll call vote to designate the following signatures on each bank account for the 2012-2013 School Year:

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

LEGISLATIVE UPDATE – J. Karolchyk shared a list of pending legislation and reported on a recent county meeting where local high school student spoke about their elementary experiences. He also noted that he received several compliments from other board members about our reading and math programs.

EXECUTIVE SESSION – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to convene to Executive Session at 9:29PM to review previous minutes as well as discuss 2012-13 salaries for administrative and non-instructional staff and terms of contract for possible sale of the Vail building.

The meeting reopened to the public at 10:08PM.

1. Hire 2012-2013 Administrative and Non-Certificated Staff - A motion was made by Mrs. Rosko, seconded by Mrs. Wood-Rosso, and carried unanimously by roll call vote to accept the Superintendent's recommendation to approve the attached list of employment contracts for administrative and non-certificated staff, with a 2.6% salary increase over 2011-12, for the 2012-2013 School Year.
2. Approve Executive Session Minutes – A motion was made by Mrs. Rosko, seconded by Mrs. Wood-Rosso, and carried unanimously to approve the April 19th Executive Session minutes.

ADJOURNMENT

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. McLain, and carried unanimously to adjourn the meeting at 10:20PM.

Respectfully submitted,

Molly Petty
School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

June 21, 2012 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, June 21, 2012.

Mr. Herrmann, Board Vice-President, called the meeting to order at 7:30PM, and read the District's Mission Statement.

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

SUNSHINE LAW Mr. Benson 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. Benson read aloud the District's mission statement.

ROLL CALL The following board members were present:
Mr. Cino, Mr. Herrmann, Mr. Karolchyk, Mrs. McLain, Mrs. Merkle, Mrs. Rosko
Mrs. Ruben, and Mrs. Wood-Rosso
Absent: Mr. Benson

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

APPROVE BOE MEETING MINUTES – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously (Mrs. Merkle abstained) to approve the May 17, 2012 meeting minutes as submitted.

APPROVE TRANSFERS & FINANCIAL REPORTS - A motion was made by Mrs. McLain, seconded by Mrs. Merkle, and carried unanimously by roll call vote to approve the list of April Transfers in the amount of \$52,600.00 and the Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$881,780.33 in Total Government Funds and to certify that as of April 30, 2012, 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. Merkle, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims List in the amount of \$1,099,570.20 and the Food Service Fund in the amount of \$14,521.00.

STUDENT RECOGNITION – Mrs. Goodman and Mr. Herrmann recognized winners of the Fifth and Sixth Grade Geography Bee teams and the winner of the “Species on the Edge” Art and Essay Contest.

CORRESPONDENCE – Mrs. Petty received confirmation of the award of a Safety Grant in the amount of \$5,400 from the New Jersey School Boards Insurance Group, which will be used toward the purchase of a new outdoor staircase for the kitchen entrance. Mr. Karolchyk commended Mrs. Petty for her work on grants.

PUBLIC HEARING & PETITION – Mrs. Lisa Benzaia, PTG President, informed the Board that Wal-Mart gave the PTG a \$500 grant for the purchase of library books, which the Board gratefully accepted.

MOTION ITEMS

A. PERSONNEL

1. Workshop & Mileage Reimbursement Requests – A motion was made by Mrs. Merkle, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve the attached list of workshop and mileage reimbursement requests.
2. Hire Summer School Staff – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire the attached list of summer school staff for special education programs
3. Approve SBA Contract – A motion was made by Mrs. Ruben, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve Mrs. Petty’s (School Business Administrator) employment contract at a 2.6% salary increase over 2011-12 for the 2012-13 School Year.
4. Approve Salaries Paid with Grant Funds – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve the following salaries partially paid with grant funding for the 2011-12 School Year:

<u>Teacher</u>	<u>Annual Salary</u>	<u>Grant Salary</u>
D. Reade	\$85,690	\$16,182 (Title IIA Grant Funds)
D. Reade	\$85,690	\$35,912 (Title I Grant Funds)
M. Maglio	\$14,960	\$12,453 (IDEA PSD Grant Funds)

5. Appoint L. Crimmins – NCLB Coordinator – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to appoint Linda Crimmins as the NCLB Coordinator for the 2012-13 School Year. Her salary is paid through the grant.

6. Hire Mary DiRienzo – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Mary DiRienzo as a part-time aide at the hourly rate of \$10.00 for September 1 – December 31, 2012.
7. Hire Helena Frick – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Helena Frick as a part-time aide at the hourly rate of \$10.00 for the 2012-13 School Year.
8. Hire Jan Mondello – A motion was made by Mrs. McLain, seconded by Mrs. Merkle, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to rehire Jan Mondello as a Personal Care Aide at the hourly rate of \$13.38 for the 2012-13 School Year.
9. Hire Summer Custodians – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire the following summer custodians at \$9.00 per hour: Jacob Bryant, Jesse Perry, and Patrick Schemm.
10. Accept Resignation – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept Miss Cappiello’s (aide) resignation, effective June 14, 2012.
11. Accept Resignation – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept Mr. Peck’s (custodian) resignation, effective June 14, 2012.
12. C. Santoro – Maternity Leave Replacement – A motion was made by Mrs. McLain, seconded by Mrs. Merkle, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire Christina Santoro on Bachelor’s Step 1, with no benefits, to replace Mrs. Sutton on maternity leave from September 1 – December 31, 2012.
13. Stipend Positions – After a short discussion on duties of Office Manager, a motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire the following employees for the listed stipend positions for the 2012-13 School Year:

Traffic Guide	\$2,400	D. Mosca
Substitute Caller	\$1,500	C. Kampfe
Office Manager	\$1,000	P. Rusweiler
Night Custodian Supervisor	\$1,000	G. Washburn
14. Approve Staff for Primary Reading Academy – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to accept the Superintendent’s recommendation to hire the following staff for the Primary Reading Academy, at the hourly rate of \$40, per BTA contract, for the 2012-13 School Year: T. Anderson, C. Constantine, S. Huston, D. Kelley, J. Rusk, P. Tirone, and J. Zaimis, and C. Robinson as a substitute.

B. FACILITIES

1. HVAC Project Bid - A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously by roll call vote to accept the following bids and to award a contract to Direct Digital Systems, Inc. in the amount of \$78,700 for the HVAC project. The bid opening was held on June 21st, after which time the attorney reviewed and approved all documents).
2. Approve Application for Substandard Instructional Space – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to approve the 2012-13 Renewal Application for Substandard Instructional Space in Room 35.
3. Approve Application for Temporary Classroom Space in TCUs – A motion was made by Mrs. Ruben, seconded by Mrs. McLain, and carried unanimously to approve the 2012-13 Facility Approval Request for Temporary Classroom Space in four TCUs.
4. Advertise Bid Preparation and Bid Advertisement for Telephone & Paging Systems – A motion was made by Mrs. Merkle, seconded by Mrs. McLain, and carried unanimously by roll call vote to contract with DRG to prepare the Bid Specifications and to advertise for bids for a new telephone system and a new paging system to be installed over the summer, or after school hours in the fall.

C. FINANCE

1. Northern Hills Academy Tuition Contract – A motion was made by Mrs. Merkle, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve an “Extended School Year” tuition contract with Sussex County Educational Services Commission for one student’s summer program at the Northern Hills Academy in the amount of \$10,773.00, plus \$5,074 for an Aide.
2. Approve Capital Reserve Deposit – A motion was made by Mrs. Merkle, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve a deposit in a total amount not to exceed \$175,000 (\$100,364 <received from State of NJ for previous HVAC project> and \$11,279 <amount of roof project that came in under bid price> for a total of \$111,643.00), plus any estimated excess surplus.
3. Approve Payment of Late June and July Bills - A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously by roll call vote to approve payment of late June and July invoices, with Mr. Benson’s review and signature before release, as these bills will need to be paid before our August meeting.

D. EDUCATION

1. 2012-13 Calendar Amendment – A motion was made by Mrs. McLain, seconded by Mrs. Ruben, and carried unanimously to reschedule Pre-First Back-to-School-Night from 9/28 to 9/27. A brief discussion was held on BOE meeting dates in the fall.

E. POLICY

1. Second Reading & Final Adoption – After a discussion on the proposed contents of Policies #5516 and #8505, a motion was made by Mrs. McLain, seconded by Mrs. Merkle, and carried unanimously by roll call vote to approve the second reading and final adoption of Policies:

- #4250 - Support Staff Conditions – Change (not requiring custodians to take all their vacation time in the summer)
- # 5516 - Personal Technology
- # 8505 - School Nutrition

OLD BUSINESS – 2012 BOE Election Update. Petitions were due to Patricia Kolb, the Warren County Clerk, by 4PM on June 5, 2012. Mr. Benson, Mrs. Merkle, and Mrs. Rosko all have terms that expire this year. The candidates on the ballot will be: Lauren Glory, Kelly Hadden, Mary Helck, and Mabell Rosko.

NEW BUSINESS

1. Superintendent's Update – Mr. Saalfield discussed his request for his children to attend BES next year, but no action was taken. He reviewed fall enrollment estimated at 560, the upcoming QSAC monitoring, and summer projects, which include maintenance, organizational, and instructional items.

2. Principal's Report – Mrs. Goodman reviewed end-of-year activities, trips, and graduation.

LEGISLATIVE UPDATE – J. Karolchyk reviewed pending bills which include those on tenure reform, virtual charter schools, increasing the length of school day/year, and temperature control in schools.

UPDATE ON VAIL BUILDING – Mr. Herrmann informed the Board that he and Mr. Benson met with Township officials earlier this month to discuss the possible sale of the old Vail schoolhouse, but the Township will not be able to afford to pay the Board's asking price.

ADJOURNMENT

A motion was made by Mrs. Wood-Rosso, seconded by Mrs. Merkle, and carried unanimously to adjourn the meeting at 9:39PM.

Respectfully submitted,

Molly Petty
School Business Administrator

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

Blairstown, New Jersey 07825

www.blairstownelem.net

September 20, 2012 Meeting Minutes

CALL TO ORDER The Blairstown Township Board of Education held this meeting in the School Library on Thursday, September 20, 2012.

Mr. Benson, Board President, called the meeting to order at 7:30PM, and read the District's Mission Statement.

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

SUNSHINE LAW Mr. Benson 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. Benson read aloud the District's mission statement.

ROLL CALL The following board members were present:
Mr. Benson, Mr. Cino, Mr. Herrmann, Mr. Karolchyk, Mrs. McLain, Mrs. Merkle, Mrs. Rosko, and Mrs. Wood-Rosso
Absent: Mrs. Ruben

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

APPROVE BOE MEETING MINUTES – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously (Mrs. Merkle abstained) to approve the August 16, 2012 meeting minutes as submitted.

APPROVE FINANCIAL REPORTS - A motion was made by Mr. Herrmann, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve the July Board Secretary's Reports, in agreement with the Treasurer's Reports, in the amount of \$981,563.72 in Total Government Funds and to certify that as of July 31, 2012, 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. Merkle, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve payment of the General Fund Bills & Claims list in the amount of \$733,649.82.

CORRESPONDENCE – Mr Saalfield received a letter from the DOE regarding Extraordinary Aid.

PUBLIC HEARING & PETITION – Mrs. Kim Pollard, PTG Vice-President, asked the Board to reconsider restoring time for library instruction time this year.

Mrs. Lisa Benzaia, PTG President, noted that the PTG's website is now active and thanked Mrs. Zaleski for her help on this project.

MOTION ITEMS

A. PERSONNEL

1. Workshop & Mileage Reimbursement Requests – A motion was made by Mrs. Merkle, 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. Merkle, and carried unanimously by roll call vote to accept the Superintendent's recommendation to add the name of Michelle Schultz to the substitute nurse list, the names of Peter Macri and Dennis Huff to the substitute custodian list, and Debbie Caufield, Charlene Crann, Colleen Plunkett, Dee Stauffer, and Mike Ventura to the substitute teacher list for the 2012-13 School Year.
3. Hire Mrs. Elias as Curriculum Coordinator – The Board expressed disappointment that they were not notified about this appointment prior to this meeting. Mr. Saalfield and Mr. Benson apologized. A motion was made by Mrs. McLain, seconded by Mr. Herrmann, and carried unanimously by roll call vote (Mr. Karolchyk, Mrs. Merkle, Mrs. Rosko, and Mrs. Wood-Rosso abstained) to hire Mrs. Susan Elias as our Coordinator of Curriculum & Instruction, at the ten-month salary of \$65,000, effective September 1, 2012, for the 2012-13 School Year, pending positive attorney review.
4. Hire Amy Voss - A motion was made by Mrs. McLain, seconded by Mrs. Merkle, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Amy Voss as a teacher on Bachelor's Step 10 of the BTA Salary Guide, effective September 1, 2012, for the 2012-13 School Year, pending positive attorney review of Personnel Motion 3.
5. Accept Resignation of H. Frick (Aide) – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously by roll call vote to accept Ms. Helena Frick's resignation as an aide, effective August 30, 2012.
6. Hire Jessica Farley – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously by roll call vote to accept the Superintendent's recommendation to hire Jessica Farley as a part-time aide at \$10 per hour for the 2012-13 School Year, effective October 1, 2012 (to replace H. Frick).

7. Approve Maternity Leave of Absence Request – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to approve Mrs. Besser’s September 4th maternity leave of absence request beginning January 3, 2013, through May 31, 2013.
8. Approve Movement Across Guide – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously to approve Mrs. Ashbey’s request to move to the Master’s +15 credits column of the BTA salary guide, effective September 1, 2012.

B. FINANCE

1. Jointure Transportation Contract – A motion was made by Mrs. Merkle, seconded by Mrs. Rosko, and carried unanimously by roll call vote to approve a jointure transportation contract with the North Warren Regional BOE in the amount of \$2,072 for the transportation of six North Warren students to Ridge & Valley Charter School for the 2012-13 School Year.
2. Tuition Rate for Frelinghuysen – The Board discussed the possibility of establishing a reduced tuition rate for Frelinghuysen Township School, with whom we share our CST services. No action was taken.
3. Approve Tuition Contract with Stillwater Township BOE - A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve a special education tuition contract with the Stillwater Township BOE for one student in the amount of \$20,000 for the 2012-13 School Year.

C. EDUCATION

1. Class Trips Approvals – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the attached list of class trips for the 2012-13 School Year. (Transportation for class trips will be presented to the BOE for approval at the October meeting).

D. FACILITIES

1. Facilities’ Use Requests – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously to approve the attached list of Facilities’ Use Requests.
2. Long Range Facilities Plan (LRFP) Amendment – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to approve the Long Range Facilities Plan Amendment Request prepared by Mr. Phil Cacossa, Design Resources Group, to include replacement of existing Public Address and Telephone Systems.
3. PA/Telephone System Project Bid – Informational: Bids were due September 18, but none were received. The second advertisement for bids will be in the September 21st edition of the Star Ledger, and another bid opening is scheduled for October 10, 2012.

4. NJCIE Contract – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve a contract with NJCIE to provide up to ten hours of functional behavior assessment at the hourly rate of \$150 for the 2012-13 School Year.

E. POLICY

1. Policy Committee Meeting Report – Mr. Karolchyk reported that the Policy Committee met last week. Mr. Karolchyk, Mrs. Rosko, Mrs. Wood-Rosso, Mr. Saalfield were present. They reviewed all of the policies on tonight's agenda for First Readings. The committee discussed the role of volunteers and noted that Mr. Saalfield will draft an update to the existing policy on volunteers, which is outdated, with the attorney.
2. First Readings – A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to approve the first readings of the following policies:

0151 – Bylaws – Organization Meeting
0153 – Bylaws – Annual Appointments
0167 – Public Participation in Board Meetings
2361 – Acceptable Use of Computer Networks/Computers and Resources
R2361 - Regulations for Policy 2361 – Acceptable Use of Computer Networks...
2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries
R2431.4 – Regulations for Policy 2431.4 – Prevention and Treatment of Sports...
2622 – Pupil Assessment
3282 – Use of Social Networking Sites (Teaching Staff)
4282 – Use of Social Networking Sites (Support Staff)
6164 – Advertising on School Buses
6470 – Payment of Claims
R6470 – Regulations for Policy 6470 – Payment of Claims
R5600 – Regulations for Policy 5600 – Pupil Discipline/Code of Conduct

NEW BUSINESS

1. Superintendent's Update – Mr. Saalfield informed the Board about the new teacher evaluation system. He mentioned the explanation of State's formula for Extraordinary Aid calculations, faculty training for seizures, Teachscape training, the PSD class size, weekly DOE communication to Superintendents, lunch aides, a student accident last week, and the Sycamore Playground Committee's request for student input. Additionally, he noted that as part of his goals, he hosted his first Superintendent's Form for parents this morning.
2. Principal's Report – Mrs. Goodman reviewed early September events for school's opening.

3. BOE Training Requirements – Mrs. Petty asked Board members to review the information for their 2013 training requirements. She will advise them of online training timelines as information becomes available.
4. Approve Memorandum of Agreement – A motion was made by Mrs. Merkle, seconded by Mrs. McLain, and carried unanimously by roll call vote to approve the State Police Memorandum of Agreement for the 2012-13 School Year.

LEGISLATIVE UPDATE – Mr. Karolchyk noted that there is a WCSBA meeting scheduled for 7PM on October 3rd at the Franklin Township School.

EXECUTIVE SESSION – A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously to convene to Executive Session at 9:35PM to review previous minutes as well as to discuss matters of Personnel.

The meeting re-opened to the public at 10:22PM.

A motion was made by Mrs. Rosko, seconded by Mrs. McLain, and carried unanimously to approve the August 16th Executive Session minutes.

ADJOURNMENT

A motion was made by Mrs. McLain, seconded by Mrs. Rosko, and carried unanimously to adjourn the meeting at 10:22PM.

Respectfully submitted,

Molly Petty

School Business Administrator