

November 23, 2015

The Stillwater Township Board of Education met on November 23, 2015, at 7:00 p.m. in the Stillwater School Library for a regular board of education meeting.

The meeting was called to order by Shannon Nothstine at 7:00 p.m. In accordance with the New Jersey Open Public Meetings Law, the time, date and location of this meeting was provided to the New Jersey Herald and Township Journal on January 7, 2015. Notices were posted in the Stillwater School, Town Hall, Lakeland Bank, Stillwater Post Office, Middleville Post Office and Swartswood Post Office.

Mrs. Nothstine led the flag salute. The following Board members were present: Mrs. Santore, Mrs. Svendsen, Mrs. Galante, Mrs. Nothstine, Mrs. LoCascio (left 8:12 pm), Mr. DeGroat, Mr. Grace and Mr. Jones.

Absent: Mrs. Hendershot.

Also present were George Petty, Interim Superintendent, René Solar, Business Administrator/Board Secretary, Marissa Cramer, Principal/Supervisor of CST and Special Education/Basic Skills, and Matthew Robinson, Assistant Principal.

BOARD BUSINESS

1. Superintendent's Ad hoc Committee Recommendation- Dr. Petty
The Stillwater Township Board of Education determined that it would evaluate the current structure of school administration to consider organizational formats that would maintain the current high level of instruction, and have a positive fiscal impact. Dr. Petty, the committee, and each administrator agree that it is necessary that the administration of the Stillwater District include a full time Superintendent to best serve the students, teachers, and entire educational community. Our rural setting has been recently cited by families as a safety and security issue; specifically the continuous presence of a Superintendent increases the school's ability to respond to emergencies in an efficient and timely manner. Committee members and Dr. Petty worked collaboratively, and the report is universally supported by all members. Some recommendations were made by Dr. Petty based on his experience in other districts and in Stillwater.

Miss Solar summarized the cost analysis spreadsheet with the board showing the costs of scenarios for the proposed administration. She also summarized a comparison of other schools administrative makeup in the region.

The floor was then open to the ad-hoc committee members to add any additional information from Dr. Petty's report.

Mr. DeGroat mentioned he thought a great outcome came from the ad-hoc committee.

The discussion was then opened to the full board.

Mr. Jones said he was concerned with this structure. He believes the current administration is doing a wonderful job, and he wouldn't want to lose that with the new structure.

Mr. Grace wanted to know legally what positions are we required to have in the district and what is a necessity here at Stillwater. A Business Administrator, Superintendent, Principal and CST Coordinator. Dr. Petty added that he firmly believes a full time Superintendent is needed here.

Mrs. LoCascio is concerned with cutting the Assistant Principal position, then that person is missing from the student body 50% of the time.

The recommendation write up will be revised and a final copy will be included at the next meeting, with the final vote on a full time Superintendent.

2. Sussex County School Boards Meeting Report on Declining Enrollment Program
Mrs. Svendsen, Mr. DeGroat and Miss Solar reported back that districts are struggling with enrollment. Some districts are forced to close school buildings. Options discussed were sharing services. We were already doing most of the items they spoke about. Even used Stillwater School as a role model for the discussion about sharing teachers, and partnering with the township.
3. Discussion on NJSBA Training Program for January 25, 2015
Mrs. Nothstine explained the “Transitioning to a New Superintendent” training program is geared for when we hire a permanent Superintendent, so that will be scheduled at a later date. They have a Superintendent Search Promo, however, we decided to conduct the search ourselves, rather than use NJSBA. So we will continue to have the training session that will be on Ethics.
Miss Solar will also work on conducting training on budget & finance for the board.
4. Motion made by Mr. DeGroat, second by Mr. Grace to approve the Committee of the Whole Board of Education Meeting minutes and executive session minutes from November 9, 2015. Motion approved by voice vote, Mrs. Galante-Aye; Mrs. Svendsen-Aye; Mr. Jones-Abstain; Mrs. Santore-Aye; Mrs. Nothstine-Aye; Mr. Grace-Aye; Mrs. LoCascio-Aye; Mr. DeGroat-Aye.
5. Motion made by Mr. DeGroat, second by Mrs. Santore to approve the October 31, 2015 Board Secretary’s and Treasurer’s Reports which balanced in the amount of \$1,904,195.55 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of October 31, 2015 after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4, and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. A voice vote was taken and unanimously approved.

SUPERINTENDENT'S REPORT

Dr. Petty reported on the following items:

- 6th Grade Washington DC Trip
- Congratulations to our two winners for the "What's your anti-drug contest"
- Mr. Robinson reported out on our safety & security roundtable meeting
- 6th Grade Summit program
- Mrs. Cramer reported on the first Veteran's Day Assembly, Mrs. Nothstine also thanked Mrs. Celentano and the Stillwater Staff for bringing this to the school and community. It was such a wonderful event!
- Mrs. Cramer thanked the Hampton Township Board of Education & Mr. Hutcheson for sharing their speech therapist while we were in need.
- Mrs. Cramer reported out on the Multi-Cultural Fair
- Pinwheel Brain Bowl

CORRESPONDENCE

None.

PRESIDENT'S COMMENTS

None.

PUBLIC PARTICIPATION

Jeff LoCascio-Kill Drive- Thank you to Dr. Petty and the AdHoc Committee for all the hard work coming up with a new administrative structure for next year. He asks that we please consider not cutting administration.

Mrs. LoCascio leaves the meeting at 8:12 pm.

Marty Theys II- Mount Benevolence Rd- Previous discussion was had on declining enrollment. There was mention on the possibility of bringing in additional special education programs into the district or looking to becoming a choice school. Will these offset the demographic changes enough to keep all administration or have to bring them back if cut? Would this change demographic enough to keep a steady increasing of enrollment?

Administration & Mrs. Nothstine says it's difficult to tell. Tuition in students fluctuate year to year. Also, the option of becoming a choice school has timelines, and we are not sure if it is even a possibility anymore.

ACTION ITEMS:

PERSONNEL

1. Motion made by Mr. DeGroat, second by Mr. Grace to approve attached professional days. A voice vote was taken and unanimously approved.
2. Motion made by Mr. DeGroat, second by Mr. Grace to approve Jeralyn Dalling as a part-time paraprofessional at 27.5 hours/week, at Step 2, for salary of \$11,034 plus Teacher's Certification Stipend of \$1,000 for a total of \$12,034 (pro-rated to time worked) to begin December 14, 2015-June 30, 2016, as recommended by the Superintendent. A roll call vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mr. Jones to approve Deborah Berger as a full time Administrative Assistant to the Child Study Team for the 2015-2016 school year at salary of \$40,000 (prorated to time worked) to begin January 1, 2016-June 30, 2016, as recommended by the Superintendent. A roll call vote was taken and unanimously approved.
4. Motion made by Mr. DeGroat, second by Mr. Grace to approve Deborah Berger to be paid at a per diem rate for three days in December 2015 to train as the Administrative Assistant to the Child Study Team, as recommended by the Superintendent. A voice vote was taken and unanimously approved.
5. Motion made by Mr. DeGroat, second by Mr. Jones to approve the following substitute teacher for the 2015-2016 school year:
Jeralyn Dalling
A voice vote was taken and unanimously approved.

POLICY

1. Motion made by Mrs. Galante, second by Mr. Jones to approve the first reading of the following policy regulation:
Regulation#3541.1 Transportation Routes & Services
A voice vote was taken and unanimously approved.

EDUCATION & CURRICULUM

None.

BUILDING & GROUNDS

1. Miss Solar provided the following Building and Grounds Update:
 - Outside Camera replacement is now complete. We will be looking into adding additional insides cameras.
 - Window project- Contractors were here to finalize items last Friday. We will be scheduling the final walkthrough with the architects to close the project.

2. Motion made by Mrs. Santore, second by Mr. DeGroat to approve building and use calendar for December 2015. A voice vote was taken and unanimously approved.

TRANSPORTATION

None.

BUDGET & FINANCE

1. Motion made by Mr. Grace, second by Mr. Jones to approve November regular checks numbered 22924 through 22987, N1028, N1029, N1030, N1103, N1111, N1112, N1113, N1117 for a total of \$542,320.68, and cafeteria checks numbered 2541-2542 in the amount of \$14,093.68. A voice vote was taken and unanimously approved.
2. Motion made by Mr. Grace, second by Mr. Jones to approve October student activity checks numbered 6134-6146 in the amount of \$17,820.31. A voice vote was taken and unanimously approved.
3. Motion made by Mr. Grace, second by Mr. Jones to approve the attached list of purchase orders over \$1,000 for 2015-2016 school year. A voice vote was taken and unanimously approved.
4. Motion made by Mr. Grace, second by Mr. Jones to approve monthly travel as attached. A voice vote was taken and unanimously approved.
5. Motion made by Mr. Grace, second by Mr. Jones to approve transfers from October 1, 2015-October 31, 2015 as attached. A voice vote was taken and unanimously approved.
6. Motion made by Mr. Grace, second by Mr. Jones to postpone the following motion indefinitely:
Motion to approve participation in the Hunterdon ESC fuel bid contract for the 2015-2016 school year in the amount of \$50.00.
A voice vote was taken and unanimously approved.
7. Motion made by Mr. Grace, second by Mrs. Santore to approve the purchase of the online payment system for the school lunch program through PayForIt.net at a cost of \$1,044.10. The user will pay for any service fee incurred for the transaction as listed:
ACH Transactions: \$1.75 per transaction
Credit/Debit ICF: 4%
A voice vote was taken and unanimously approved.

LEGISLATION

Mr. Grace reported on the following:

-As mentioned last week, the State will not hold back funds for not meeting minimum participation rate for PARCC Testing. However, the state was not going to, it was the Federal Government that was going to withhold the federal funding for the district.

-Also mentioned last week, no commercially developed standardized testing will be mandatory for students in grades K-2. However, there were never commercially developed standardized testing required for grades K-2.

-Massachusetts is looking for a new standardized test to replace PARCC, this may become the new trend.

-Congress Passed the new NCLB Act-Cannot give incentives to schools to opt into the standardized testing.

-City of Bayonne is under a lot of scrutiny regarding a large capital project and the documentation. There have been state audits and trying to locate "lost paperwork and files." Mr. Grace commented on how well our business office functions. We have clean audits, a great business administrator, internal controls, and a great board with good checks and balances. Mr. Grace has been on the board for 7 years and you can look around and see all the fiscal problems in other schools. Here at Stillwater we have had great Business Administrators and Miss Solar continues to do a fantastic job, and again it comes to the success of the Business Administrator, Board and community together.

COMMUNITY RELATIONS

PTA Meeting is scheduled for December 3, 2015 at 7:00 pm.

UNFINISHED BUSINESS

1. Board member online required training- Due by December 31, 2015.
2. Audit Presentation will be scheduled for January 4, 2016 Committee of the Whole Meeting.

NEW BUSINESS

None.

PUBLIC PARTICIPATION

Martin Theys II- Mount Benevolence Road- Was interested in budget and finance training as a new board member.

Miss Solar said she will work on putting something together for the full board.

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mr. Grace, second by Mr. Jones at 8:50 pm the Stillwater Township Board of Education pursuant to N.J.S.A. 10:4-12 and 10:4-13 that said public body hold a closed session for the purpose of discussing the Student Privacy, it is expected that the minutes taken of this closed session will be made public when the reason for confidentiality no longer exists. A voice vote was taken and unanimously approved.

Motion made by Mr. Jones, second by Mr. Grace at 8:54 pm to come out of executive session and return to public session. A voice vote was taken and unanimously approved.

ADJOURN

Motion made by Mr. Jones, second by Mr. DeGroat to adjourn the meeting at 8:54 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Solar

Business Administrator/Board Secretary