

March 14, 2016

The Stillwater Board of Education met on March 14, 2016, 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 5, 2016. 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. Nothstine, Mrs. Saul, Mr. Theys, Mr. Grace (arrived 7:27 pm), and Mrs. Galante.

Absent: Mr. DeGroat and Mrs. LoCascio.

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. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve the Regular Board of Education Meeting minutes and executive session minutes from February 22, 2016. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve the Business Administrator/Board Secretary to advertise in the New Jersey Herald for the public hearing on the 2016-2017 school budget to be held on April 25, 2016 in Room A119 beginning at 7:00 pm, with the regular meeting to follow. A voice vote was taken and unanimously approved.

SUPERINTENDENT'S REPORT

1. Superintendent's Report – Dr. Petty reported on the following items:

- Security Lockdown Drill
- Monthly Superintendent Roundtable on 2/23
- Crossage Program
- March 3rd Greenhouse/Garden Planning Session- Next meeting will be March 22nd at 3pm.
- ELA Curriculum Update
- Love of Reading Week
- CAP Program
- Preschool Play
- Pinwheel Program at KRHS
- Science Curriculum Update
- Fitness for Red Cross
- Science-Tell Program
- PARCC Workshop

2. District Goals Update- Mr. Robinson reported on the following items:

- Further enhance Language Arts is in progress
- Stillwater School Garden is in progress
- Enhance Technology- Completed and exceeded
- Enhance Communication- complete, but always looking for more ways

CORRESPONDENCE

-Thank you letter for being a part of the coins for Kenya program.

PRESIDENT'S COMMENTS

Mrs. Nothstine commented on the following:

- Greenhouse meeting was such a positive and eager group of people. We have a very comprehensive plan. Very exciting!
- Another area that had improved with communication is having representatives at the PTA meetings. BOE members and administrative have been attending.

PUBLIC PARTICIPATION

None.

ACTION ITEMS:

PERSONNEL

1. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve attached professional days. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve Superintendent employment contract with Matthew Robinson dated July 1, 2016-June 30, 2021 at a salary of \$117,500 for the 2016-2017 school year. \$120,085 (increase of 2.2%) for the 2017-2018 school year, \$122,727 (increase of 2.2%) for the 2018-2019 school year, \$125,427 (increase of 2.2%) for the 2019-2020 school year, \$128,186 (increase of 2.2%) for the 2020-2021 school year. The employment contract was approved on March 1, 2016 by the executive county superintendent. A roll call vote was taken and unanimously approved.

Mr. Grace arrived at 7:27 pm

3. Motion made by Mrs. Santore, second by Mrs. Svendsen to appoint the Matthew Robinson as the Affirmative Action Officer for the 2016-2017 school year. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Santore, second by Mr. Grace to approve the submission of the proposed Comprehensive Equity Plan for the school years 2016-2017 through 2018-2019. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Santore, second by Mrs. Svendsen to rescind the following motion that was approved at the February 22, 2016 Regular Board of Education meeting:

Motion made by Mr. DeGroat, second by Mrs. Santore upon recommendation of the Interim Superintendent, to approve Lauren Stocklinski as maternity leave replacement substitute for a Special Education Teacher, to begin on or about March 14, 2016 to June 30, 2016 at BA, Step 0 for a daily rate of \$263.89, no benefits, pending valid NJ K-6 & Special Education Certificate of Eligibility. A voice vote was taken and unanimously approved.

A voice vote was taken and unanimously approved.

6. Motion made by Mrs. Santore, second by Mr. Grace, upon recommendation of the Interim Superintendent, to approve Jennifer Mathura as maternity leave replacement substitute for a Special Education Teacher, to begin on March 15, 2016 to June 30, 2016 at BA, Step 0 for a daily rate of \$263.89, no benefits. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Santore, second by Mr. Grace to retroactively approve Beth Johnson to mentor Georgeanne Velella for a pro-rated stipend of \$134.75 from February 1, 2016-April 8, 2016. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. Santore, second by Mrs. Svendsen to advertise for an Assistant Principal/Teacher position for the 2016-2017 school year.

Motion to amend the motion was made by Mr. Grace, second by Mrs. Svendsen to reflect combined position of Assistant Principal/Teacher.

-Discussion was had on the duties of the assistant principal, and how it will be cut down. Job descriptions are created by administration, and will be presented for board approval at a future meeting.

Motion to advertise for a combined Assistant Principal/Teacher position for the 2016-2017 school year. The amended motion was approved by a roll call vote, Mrs. Svendsen-Aye; Mrs. Nothstine- Aye; Mrs. Santore-Aye; Mr. Grace-Aye; Mr. Theys-No; Mrs. Galante-Aye; Mrs. Saul-Aye.

9. Motion made by Mrs. Santore, second by Mr. Grace to approve maternity leave for Jessica Garrigan beginning on or about June 16, 2016 (or earlier if needed) with the intent to return on October 10, 2016. This leave includes up to 12 weeks covered by FMLA & NJFLA. A voice vote was taken and unanimously approved.

10. Motion made by Mrs. Santore, second by Mr. Grace to approve maternity leave for Megan Reed beginning on or about May 27, 2016 (or earlier if needed) with the intent to return on August 30, 2016. This leave includes up to 12 weeks covered by FMLA & NJFLA if applicable. A voice vote was taken and unanimously approved.
11. Motion made by Mrs. Santore, second by Mr. Grace to accept with regret, the resignation of Patricia Klimek, effective July 1, 2016, for the purpose of retirement. A voice vote was taken and unanimously approved.

POLICY

No Report.

EDUCATION & CURRICULUM

1. Mrs. Cramer showed the Classroom Closeup B-Alive video.
2. Motion made by Mrs. Svendsen, second by Mrs. Santore to approve the ESEA Accountability Action Plan. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Svendsen, second by Mrs. Santore to approve the submission of the following grants for the Schoolyard Greenhouse and Garden Project:

Gro1000 Grant – school garden grant; amounts range from \$500-\$1500

Lowe's Toolbox Grant – new application for garden space, smaller grant applied for \$3750

Melinda Gray Ardia Grant – school garden grant, up to \$1500

NJ Agricultural Society – Teacher grant – materials for 1 raised bed, with more each year for 3 years
School grant – materials for 3 raised beds, with more each year for 3 years

A voice vote was taken and unanimously approved.

4. Motion made by Mrs. Svendsen, second by Mrs. Santore to approve the SEEK/ASE Program for April 4th, 11th, 18th, & 25th, 2016 as listed:

Justin Reed: \$410 Stipend

Stocker Bus Transportation: \$288.52

Fairview Lake Camp: \$508

Snacks: \$50 (not to exceed)

A voice vote was taken and unanimously approved.

BUILDING & GROUNDS

1. Motion made by Mrs. Saul, second by Mr. Grace to approve building and use calendar for April 2016. A voice vote was taken and unanimously approved.

2. Motion made by Mrs. Saul, second by Mrs. Svendsen to approve Lawn Maintenance contract with Gerber Landscaping Services in the amount of \$6,950 from April 1, 2016 through October 31, 2016.

Other quotes: Caldwell Landscaping	No reply
J. Kramer Landscaping	No reply
KMH Landscaping	\$7,850
New Image Landscaping	Not Interested

A voice vote was taken and unanimously approved.

3. Motion made by Mrs. Saul, second by Mrs. Santore to approve Parette Somjen Architects to begin professional services for the Restroom Renovation project at a cost of \$21,500 plus \$1,000 for reimbursable expenditures. A voice vote was taken and unanimously approved.

4. Motion made by Mrs. Saul, second by Mrs. Svendsen to approve, upon the recommendation of the Interim Superintendent, that the Stillwater Township Board of Education, in the County of Sussex, New Jersey, authorizes Parette Somjen Architects to submit all necessary plans and paperwork to the Department of Education concerning the "Restroom Renovations at Stillwater Township School" to serve as an application to the Office of School Facilities and an amendment to the District's Long Range Facilities Plan; and

BE IT FURTHER RESOLVED, this project shall be an "Other Capital" project and the Board of Education is NOT seeking state funding, but will fund the project through a withdrawal from Capital Reserve.

A roll call vote was taken and unanimously approved.

5. Motion made by Mrs. Saul, second by Mrs. Santore to declare sale of surplus on asset item #00101, Onan propane generator & transfer switch. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Saul, second by Mrs. Svendsen to authorize the Business Administrator/Board Secretary to submit the LRFP amendment request form to the Office of School Facilities. (This is to include phone/voicemail system upgrade, 1941 door replacements, & 1966 drainage project). A roll call vote was taken and unanimously approved.

TRANSPORTATION

No Report.

BUDGET & FINANCE

1. Miss Solar reviewed the tentative budget. Expenditures, capital projects and revenues were reviewed.

2. Motion made by Mr. Grace, second by Mrs. Santore to introduce the preliminary 2016-2017 School Budget and authorize the School Business Administrator to submit the preliminary budget to the Sussex County Office of Education for compliance and approval for advertisement as follows:

<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	<u>\$6,261,005</u>	<u>General Fund</u>	
Capital Outlay	<u>\$321,927</u>	..Budgeted Fund Balance	\$ 335,195
		..Local Tax Levy	\$4,113,212
Special Revenue Fund	<u>\$129,244</u>	..Capital Reserve	\$ 272,758
Repayment of Debt	<u>\$ 0.00</u>	..Capital Reserve Int.	\$500
		..Misc Revenue	\$2,000
		..Tuition	\$52,000
		..State Aid	\$1,807,267
		...SEMI	\$ 0
Total Expenditures	<u><u>\$6,712,176</u></u>	<u>Special Revenue Fund</u>	
		..Federal & State Aid	\$ 129,244
		Total Revenue	<u><u>\$ 6,712,176</u></u>

As per NJAC 6A:23B-1.2(b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The 2016-2017 tentative budget includes a maximum travel appropriation of \$15,000. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded. Included in the 2016-2017 proposed budget is a maximum regular business travel amount of \$1,500 per employee.

A roll call vote was taken and unanimously approved.

3. Motion made by Mr. Grace, second by Mrs. Santore to approve March regular checks numbered 23144 through 23186, N0224, N0228, N0229, N0302, N0314, N0315 for a total of \$547,970.35, and cafeteria checks numbered 2548 in the amount of \$12,695.49. A voice vote was taken and unanimously approved.
4. Motion made by Mr. Grace, second by Mrs. Santore to approve February student activity checks numbered 6151-6153 in the amount of \$2,329.71. A voice vote was taken and unanimously approved.
5. Motion made by Mr. Grace, second by Mrs. Santore to approve the attached list of purchase orders over \$1,000 for 2015-2016 school year. A voice vote was taken and unanimously approved.
6. Motion made by Mr. Grace, second by Mrs. Santore to approve monthly travel as attached. A voice vote was taken and unanimously approved.
7. Motion made by Mr. Grace, second by Mrs. Santore to approve transfers from February 1, 2016-February 29, 2016 as attached. A voice vote was taken and unanimously approved.

8. Motion made by Mr. Grace, second by Mrs. Santore to approve renewal contract with Blackboard for website hosting services for the 2016-2017 school year in the amount of \$1,787.29. A voice vote was taken and unanimously approved.
9. Motion made by Mr. Grace, second by Mrs. Santore to approve René Solar to attend NJASBO Convention in Atlantic City, NJ, June 8-10, 2016, as per contract.

WHEREAS, The Stillwater Board of Education is required pursuant to *N.J.S.A.* 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

WHEREAS, The Board has determined that the training programs, seminars, conventions and conferences sponsored by New Jersey Association of School Business Administrators and set forth below are directly related to and within the scope of listed administrator's current responsibilities and/or applicable professional development plans; and

WHEREAS, The Board has determined that the participation in the NJASBO training programs, and seminars, conventions and conferences requires school district travel expenditures and that this travel is critical to the administrative and /or instructional needs of the district and/or furthers the efficient operation of the district, and /or will help improve administrator's skills and knowledge related to district operations: and

WHEREAS, The Board has determined that the school district travel expenditures to NJASBO training programs, seminars, conventions and conferences are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provisions of Title 18A of the New Jersey Statutes; and

WHEREAS, The Board finds that a mileage reimbursement rate equal to that of the OMB mileage reimbursement rate of [\$.31] per mile is a reasonable rate, plus parking and tolls; and

WHEREAS, The Board has determined that participation in the NJASBO training programs, seminars, conventions and conferences is in compliance with the district policy on travel; therefore be it

RESOLVED, That the board of education hereby approves the attendance of the listed district employees the listed NJASBO training programs, seminars, conventions and conferences and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount; and, be it further

RESOLVED, That the Stillwater Board of Education authorizes in advance, as required by statute, attendance at the NJASBO training programs, seminars, conventions and conferences:

René Solar	
Borgata, Atlantic City, NJ, June 8-10, 2016	\$238
Registration	\$150
<u>Meals & Incidental Expenses</u>	
Breakfast	\$15
Lunch	\$16
Dinner	\$28
<u>Incidentals</u>	<u>\$5</u>
TOTAL	\$64

1st and last day
M&IE Rate 75% \$48/day

A voice vote was taken and unanimously approved.

LEGISLATION

No Report.

COMMUNITY RELATIONS

-Stillwater School Tricky Tray will be held on April 15th

-Talent Show will be held March 24th

UNFINISHED BUSINESS

1. Board member required training- Due by December 31, 2016.

NEW BUSINESS

None.

PUBLIC PARTICIPATION

None.

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mr. Grace, second by Mrs. Santore at 8:44 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 pending litigation 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. Grace, second by Mrs. Santore at 8:56 p.m. to come out of executive session and return to public session. A voice vote was taken and unanimously approved.

ADJOURN

Motion made by Mr. Grace, second by Mrs. Santore to adjourn the meeting at 8:57 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Solar
Business Administrator/Board Secretary