

April 11, 2016

The Stillwater Board of Education met on April 11, 2016, at 7:00 p.m. in the Stillwater School Library for a Committee of the Whole Board of Education Meeting.

The meeting was called to order by Shannon Nothstine at 7:02 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. Nothstine, Mrs. Santore (arrived 7:10 pm), Mrs. Saul, Mr. Grace, Mrs. Galante and Mr. DeGroat.

Absent: Mrs. Svendsen, Mr. Theys, and Mrs. Galante.

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. Bat House/Wildlife Habitat Certification Presentation- Students Abby LoCascio, Arin Goriscak, and Emily Popek presented on why we should have a bat house on the grounds and to become a certified wildlife habitat.

Mrs. Santore arrived at the meeting at 7:10 pm.

2. Schoolyard Greenhouse Garden Project Presentation was presented by Mrs. Makarevich & Mrs. Celentano.
3. Motion made by Mrs. Santore, second by Mr. Grace to approve the Regular Board of Education Meeting minutes and executive session minutes from March 14, 2016. Motion approved by voice vote, Mrs. Santore-Aye; Mrs. LoCascio-Abstain; Mrs. Nothstine-Aye; Mrs. Saul-Aye; Mr. DeGroat-Abstain; Mr. Grace- Aye.
4. Motion made by Mrs. Santore, second by Mr. Grace to approve the February 29, 2016 Board Secretary's and Treasurer's Reports which balanced in the amount of \$1,989,774.70 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of February 29, 2016 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.
5. Motion to approve the following resolution was made by Mr. DeGroat, second by Mrs. LoCascio for Michael Grace to attend the National School Boards Association Advocacy Institute on June 12-June 14, 2016,

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 of education has determined that the conference and informational programs sponsored by National School Boards Association Advocacy Institute and set forth below are directly related to and within the scope of board members' and employees' duties; and

WHEREAS, The board of education has determined that the workshop, training and informational programs sponsored by National School Boards Association Advocacy Institute forth below are directly related to and within the scope of the traveler's current responsibilities and the board's professional development plan; and

WHEREAS, The board of education has determined that participation in the National School Boards Association Advocacy Institute workshop, training and informational programs requires school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district; and

WHEREAS, The board of education has determined that the school district travel expenditures to National School Boards Association Advocacy Institute programs 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 of education finds that a mileage reimbursement rate equal to that of the mileage reimbursement rate of [\$.31] per mile is a reasonable rate; and

WHEREAS, the board of education has determined that participation in the National School Boards Association Advocacy Institute workshop training and informational programs is in compliance with the district policy on travel; therefore be it

RESOLVED, That the Stillwater board of education hereby approves the attendance of the listed number of school board members and district employees at the listed National School Boards Association Advocacy Institute conference training and informational programs, 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 following National School Boards Association Advocacy Institute, training programs and informational events:

National School Boards Association Advocacy Institute

June 12-14, 2016  
Registration \$695\*\*

Hotel June 12-14 \$274/night x2=\$548

June 12 & June 14, 2016 meals and incidentals  
2 Days @ \$51.75=\$103.50

June 13, 2016 1 Day @ \$69.00

Mileage 477.5 @ .31=\$148.02

Total expenses not to exceed \$1,563.52

\*\*Requests for refunds can be honored only if made in writing to NSBA prior to May 23, 2016, and will be subject to a \$125 cancellation fee per registrant. No refunds will be honored after May 23, 2016.

Discussion: Mr. Grace explained the reasoning of the conference. In the past, the hotel was not paid by the board, so the total cost of the trip was roughly \$1,000. The Board did not want to set precedent, so compromise was made, as reflected in the amended motion below.

Motion to amend the above resolution to reflect a total hotel reimbursement not to exceed \$184.48, and total expenses of the trip not to exceed \$1,200 was made by Mr. DeGroat, second by Mrs. LoCascio.

Amended motion approved by roll call vote, Mrs. Santore-Aye; Mrs. LoCascio-Aye; Mrs. Nothstine-Aye; Mrs. Saul-Aye; Mr. DeGroat-Aye; Mr. Grace- Abstain.

### **SUPERINTENDENT'S COMMENTS**

Dr. Petty reported on the following items:

- Thank you to Mrs. McMahon, Mrs. Makarevich, and Mrs. Celentano for all the hard work and dedication with the bat house and greenhouse/garden project.
- Tentative School Budget approved by the county office
- Poster contest winners
- Science curriculum update
- Assistant Principal/Teacher position update
- PARCC Test update by Mr. Robinson

### **COMMITTEE REPORTS**

#### **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 a medical leave of absence in accordance to FMLA for Todd Radimer from April 18, 2016 to on or about July 11, 2016. (Leave may be intermittent). A voice vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve Sarah DiLorenzo to supervise a student facilitated Harry Potter club afterschool for 7 weeks, 1 hour/per day, at no cost to the district. A voice vote was taken and unanimously approved.

4. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the after school club stipend of \$410 for Lisa Conry for a second session of the craft club. A voice vote was taken and unanimously approved.
5. Motion made by Mr. DeGroat, second by Mrs. LoCascio to retroactively approve Danielle Fisher as a paraprofessional for four weeks at 1.5 hours/week, \$15/hour, beginning April 4, 2016 for the SEEK Program to be paid for by the Newton Board of Education. A voice vote was taken and unanimously approved.
6. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve paternity leave for Justin Reed, starting on or about May 27, 2016 and return on or about June 13, 2016. This leave is covered under FMLA & NJFLA as applicable, and days may be used on an intermittent schedule. A voice vote was taken and unanimously approved.
7. Motion made by Mr. DeGroat, second by Mrs. LoCascio to advertise for the following anticipated 2016 summer school positions:

14 Teachers  
 4 Paraprofessionals (as needed)  
 1 Librarian  
 1 Nurse  
 1 Speech Therapist  
 1 CST Member (10 days)  
 Summer school subs

A voice vote was taken and unanimously approved.

**POLICY**

No Report.

**EDUCATION & CURRICULUM**

1. Motion made by Mrs. Santore, second by Mrs. LoCascio to approve 6<sup>th</sup> grade students participation in the Junior Physics Competition to be held at Pope John on April 21, 2016 at 7:00pm. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Santore, second by Mrs. LoCascio to approve a bat house location on Stillwater School property providing an appropriate location can be established. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Santore, second by Mr. Grace to approve Stillwater Township Elementary School to become a certified wildlife habitat. A voice vote was taken and unanimously approved.

4. Motion made by Mrs. Santore, second by Mr. DeGroat to approve the Stillwater Schoolyard Greenhouse Garden Project. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Santore, second by Mr. Grace to approve a school sponsored dance fundraiser for Stillwater, Hampton, Fredon, and Sandyston students in grades 4-6 on Friday, June 10, 2016. Proceeds will go to fund the school greenhouse garden project. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Santore, second by Mrs. LoCascio to approve the golf outing fundraiser to be held at Farmstead Country Club on August 18, 2016, to support costs for school greenhouse garden project. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Santore, second by Mr. Grace to approve the submission of the following grants for the Schoolyard Greenhouse and Garden Project:
  - Seeds of Change- \$10,000-\$20,000
  - Alternative Fuel Foundation- \$500-\$1,000A voice vote was taken and unanimously approved.
8. Motion made by Mrs. Santore, second by Mrs. LoCascio to approve extended school year summer program from July 5, 2016- July 28, 2016. A voice vote was taken and unanimously approved.
9. Motion made by Mrs. Santore, second by Mr. Grace to approve the 2016-2017 school calendar for the Stillwater Township Board of Education as attached. A voice vote was taken and unanimously approved.
10. Motion made by Mrs. Santore, second by Mr. Grace to approve the purchase of the 6<sup>th</sup> grade t-shirts by the board of education, in the amount not to exceed \$650.00. A voice vote was taken and unanimously approved.
11. Mrs. Cramer discussed the Preschool Program for next year. We are looking into the option of a full-time program. We may have a student that will need a full time program, so we are looking into options on how to keep the child in district, and allow the opportunity to generate additional revenues. More information will follow at the next BOE meeting.

## **BUILDING & GROUNDS**

1. Miss Solar provided a Building and Grounds Update on the following items:
  - Bathroom Project
  - Safety Bollards
  - Cameras

2. Motion made by Mrs. Saul, second by Mr. DeGroat to approve the submission of grant application for the 2016 Safety Grant Program through the New Jersey Schools Insurance Group's ERIC WEST Subfund for the purposes described in the application, in the amount of \$1,000 for the period July 1, 2016 through June 30, 2017. A voice vote was taken and unanimously approved.

### **TRANSPORTATION**

1. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve Stocker Bus Company to provide transportation on April 21, 2016 to the Crayola Factory for a total cost of \$309.80. A voice vote was taken and unanimously approved.
2. Motion made by Mr. DeGroat, second by Mrs. Santore to approve Stocker Bus Company to provide transportation on April 22, 2016 to the Turtle Back Zoo for a total cost of \$309.80. A voice vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mrs. Santore to approve Stocker Bus Company to provide transportation on May 13, 2016 to the Sussex County Fairgrounds for a total cost of \$183.86. A voice vote was taken and unanimously approved.

### **BUDGET & FINANCE**

1. Motion made by Mr. Grace, second by Mr. DeGroat to accept the donation from the Stillwater staff in the amount of \$154.77 for the bat house & greenhouse/garden project. A voice vote was taken and unanimously approved.
2. Motion made by Mr. Grace, second by Mr. DeGroat to accept the GRO1000 Grassroots Grant in the amount of \$500 for the Stillwater Garden/Greenhouse project. A voice vote was taken and unanimously approved.
3. Motion made by Mr. Grace, second by Mr. DeGroat to accept the New Jersey Agricultural Society Learning Through Gardening grant as listed:
  - Three white 4' x 8' garden beds, the soil to fill the beds, vegetable plants and seeds three times yearly, garden hand tools, and three soaker hoses. Additional garden beds and materials are provided for two more years if grant requirements are met. Materials will be delivered to your school in June.
  - September kick-off pep rally
  - *Cultivate the Curriculum* introductory garden-teaching workshop for teachers held at your school
  - Opportunity to participate in annual statewide poster contest
  - Garden-related lesson plans to assist teachers in incorporating the garden into the everyday curriculum
  - Lesson plans and materials for winter indoor gardening
  - Best Practices workshop for garden committee members in JuneA voice vote was taken and unanimously approved.

4. Motion made by Mr. Grace, second by Mr. DeGroat to approve renewal contract with Realtime Information Technology for July 1, 2016- June 30, 2017 in the amount of \$9,650. A voice vote was taken and unanimously approved.
5. Motion made by Mr. Grace, second by Mr. DeGroat to authorize the School Business Administrator/Board Secretary to sign the attached General Release & Hold Harmless Agreement on behalf of the Stillwater Township Board of Education. A voice vote was taken and unanimously approved.
6. Motion made by Mr. Grace, second by Mr. DeGroat to approve renewal contract with Delta Dental for July 1, 2016-June 30, 2017 at the following rates:  

One Party- \$58.55  
Two Party-\$104.83  
Three Party-\$167.63

A voice vote was taken and unanimously approved.
7. Motion made by Mr. Grace, second by Mr. DeGroat to accept tuition student #042413 from the Hampton Township Board of Education to begin April 25, 2016 for the 2015-2016 school year at a tuition rate of \$8,000 (prorated). A voice vote was taken and unanimously approved.

### **COMMUNITY RELATIONS**

Mrs. LoCascio reported on the following:

- The Tyler Clementi Foundation Program
- Stillwater PTA Tricky Tray is Friday, April 15<sup>th</sup>
- Teacher Appreciation Week- May 2<sup>nd</sup> -May 6<sup>th</sup>

### **LEGISLATIVE**

Mr. Grace reported on the following items:

- The proposed bill to require NJ School to test for lead in the water.
- NJ Sustainability grant opportunity

### **PUBLIC PARTICIPATION**

None.

### **EXECUTIVE SESSION**

No executive session.

**ADJOURNMENT**

Motion made by Mr. Grace, second by Mrs. LoCascio to adjourn the meeting at 8:51 p.m.  
A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Solar

Business Administrator/Board Secretary