

May 23, 2016

The Stillwater Board of Education met on May 23, 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, Mr. Theys, Mrs. Galante, Mr. DeGroat, and Mrs. Saul.

Absent: Mrs. LoCascio and Mr. Grace.

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.

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mr. DeGroat, second by Mrs. Svendsen at 7:02 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 Personnel Matters, 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 Mrs. Santore, second by Mrs. Svendsen at 7:30 p.m. to come out of executive session and return to public session. A voice vote was taken and unanimously approved.

Motion following Executive Session

1. Motion made by Mr. DeGroat, second by Mrs. Santore, upon the recommendation of the Interim Superintendent, to hire Cali Roberts as the 10 Month/200 day, Assistant Principal/Teacher for Stillwater Township Elementary School at a salary of \$72,500 for the 2016-2017 school year. A roll call vote was taken and unanimously approved.

BOARD BUSINESS

1. Motion made by Mr. DeGroat, second by Mrs. Santore to approve the Committee of the Whole Board of Education Meeting minutes and executive session minutes from May 9, 2016. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve the April 30, 2016 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,046,494.55 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of April 30, 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.

BLOCK MOTIONS: 3-5

Motion to approve board business block motions 3-5 was made by Mr. DeGroat, second by Mrs. Santore.

3. Motion to approve the following individuals or firms in their respective positions for the 2016-2017 school year:

Energy Cooperation	ACES
School Physician	Skylands Pediatrics
Insurance Fund	NJ Schools Insurance Group
District Architect	Parette Somjen Architects
Environmental Consultants	Westchester Environmental, LLC
Board Auditor	Ardito & Co., LLP
Accounting/Personnel Software Provider	CDK Systems
Payroll Computer Service Provider	R&L Datacenters, Inc.
Insurance Agent of Record/ Risk Management Consultant	The Morville Agency

4. Motion to designate the New Jersey Herald and Sunday Herald as the official newspaper for the 2016-2017 school year and the Star Ledger and The Township Journal as alternate newspapers and for selected advertising.

5. Motion to approve the following locations for posting all legal notices for the 2016-2017 school year:

Lakeland Bank
Stillwater Post Office
Stillwater Town Hall
Middleville Post Office
Swartswood Post Office
Stillwater Board of Education Office
Stillwater Elementary School

A voice vote was taken and board business block motions 3-5 were unanimously approved.

SUPERINTENDENT'S REPORT

Dr. Petty reported on the following items:

- School Safety Meeting
- Mary Poppins Play
- Lowe's Toolbox Grant
- Spelling Bee

- Spring Concert
- Battle of the Books
- Maternity Leave Science Position Update
- LEAD Program Graduation
- Rocket Launching
- Superintendent Roundtable Meeting

CORRESPONDENCE

- Craft Club Pictures from Mrs. Conry.
- Thank you letter for teacher appreciation breakfast from Mrs. Mahedy.
- Thank you letter for teacher appreciation breakfast from the Kindergarten Crew.
- Thank you letter for teacher appreciation breakfast from Mrs. Pierson & Mrs. Coombs.
- Thank you letter for teacher appreciation breakfast from Mrs. Grodsky.
- Thank you letter for teacher appreciation breakfast from the SEA.
- Letter for donation of cherry tree as a thank you from Mrs. Struble.
 - Details are needed regarding this donation.

PRESIDENT'S COMMENTS

- Please remember to complete the Board Self Evaluation.

PUBLIC PARTICIPATION

- Janet Halpin- Hillcrest Road, Newton, NJ 07860- wondered why only 4 girls went to the Solar Sprint finals and a bus wasn't provided. There was a bus there from KRHS, so why couldn't the girls go on that bus?
- The PTA wanted to know if it would be ok to purchase cap and gowns for the 6th grade recognition.

ACTION ITEMS:

PERSONNEL

1. Motion made by Mr. DeGroat, second by Mrs. Santore, to approve attached professional days. A voice vote was taken and unanimously approved.
2. Motion made by Mr. DeGroat, second by Mrs. Santore, to retroactively approve Brendan Post to receive a stipend of \$75 for attending the 6th Grade Activity night at Kittatinny Regional High School on May 20, 2016 to be paid for by the Newton Board of Education. A voice vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mrs. Santore, to retroactively approve extension of contract for Megan Reed as a long term Administrative Assistant to the Business Administrator substitute from April 19, 2016 to May 6, 2016 for 3 days per week \$166.67/day. A voice vote was taken and unanimously approved.

4. Motion made by Mr. DeGroat, second by Mrs. Santore, to approve the revised job descriptions for Principal and Assistant Principal as attached. A voice vote was taken and unanimously approved.

BLOCK MOTIONS: 5-8

Motion to approve Personnel block motions 5-8 was made by Mr. DeGroat, second by Mrs. Santore.

5. Motion to appoint Lisa Conry as the Teacher in Charge for the 2016-2017 school year.
6. Motion to set the following substitute rates for the 2016-2017 school year:
Teacher \$75 per day [If the substitute is in the same position for more than twenty (20) days the rate will be 1/200th of step 0 on the salary guide].

Aide	\$50 per day
Secretary	\$70 per day
Custodian	\$12 per hour
Nurse	\$120 per day if a registered nurse
7. Motion to appoint the Principal as Public Agency Compliance Officer, Affirmative Action Officer, and Gender Equity Officer for the 2016-2017 school year.
8. Motion to appoint the Assistant Principal as Attendance Officer for the 2016-2017 school year.

A voice vote was taken and Personnel block motions 5-8 were unanimously approved.

BLOCK MOTIONS: 9-15

Motion to approve Personnel block motions 9-15 was made by Mr. DeGroat, second by Mrs. Santore.

9. Motion to appoint the Supervisor of Special Education and Basic Skills, as the Coordinator of Section 504 of the Rehabilitation Act of 1973 for the handicapped for the 2016-2017 school year.
10. Motion to appoint the Assistant Principal as HIB Coordinator for the 2016-2017 school year.
11. Motion to appoint Ruth Najemian as HIB Specialist for the 2016-2017 school year.
12. Motion to appoint the Supervisor of Special Education and Basic Skills as the Homeless Liaison for the 2016-2017 school year.
13. Motion to appoint the Supervisor of Special Education and Basic Skills as Substance Awareness Coordinator for the 2016-2017 school year.

14. Motion to recognize the Stillwater Education Association as the official bargaining unit of the teaching faculty, custodians, paraprofessionals, and qualifying secretaries for the 2016-2017 school year.
15. Motion to recognize the Stillwater PTA as a volunteer organization for Stillwater School for the 2016-2017 school year.

A voice vote was taken and Personnel block motions 9-15 were unanimously approved.

POLICY

1. Miss Solar provided a public notice on Internet Safety Policy 6142.10 to satisfy E-Rate funding requirements for the 2016-2017 school year.
2. Motion made by Mrs. Galante, second by Mrs. Svendsen to approve the second and final reading of the following policies:

Policy# 3570 District Records and Reports
 Regulation# 3570 Public Records
 Policy# 5120 Assessment of Individual Needs
 Regulation# 5120 Assessment of Individual Needs
 Policy# 9250 Expenses and Reimbursements

A voice vote was taken and unanimously approved.

EDUCATION & CURRICULUM

1. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve the 6th grade recognition party to be held at Camp Nejeda on June 8, 2016 with a rain date of June 9, 2016. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve payment to KRHS for the special education parent night held on May 26, 2016 at a cost not to exceed \$75 paid by the IDEA Grant. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve the contract with Sussex County Educational Services Commission for the 2016-2017 school year for Child Study Team Services, and Itinerant Public School Services as needed at the non-member rate plus 3-6% admin fee. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve the submission of the following grants for the Schoolyard Greenhouse and Garden Project:

K-8 Future Organic Farmer Grant- California Foundation for Agriculture in the Classroom- \$1,000

Cliff Bar Family Foundation- \$7,000 towards the greenhouse

A voice vote was taken and unanimously approved.

BLOCK MOTIONS: 5-9

Motion to approve Education & Curriculum block motions 5-9 was made by Mrs. Svendsen, second by Mr. DeGroat.

5. Motion to adopt the attached curricula and textbooks for the 2016-2017 school year.

Discussion: Mr. Theys noted the 5th grade social studies textbook was outdated from 2012. Mrs. Cramer responded that textbooks change with the curriculum cycle of every 5 years. Other materials supplement the curriculum as well.

Mrs. Svendsen would like to see more “real literature” listed for 1st grade ELA. Mrs. Cramer responded that with first grade literature is throughout all subject areas as seen on the list.
6. Motion to approve per NJAC 6A:32-7.3 the compilation of state mandated and permitted pupil records for the purpose of promoting the educational welfare of the pupil including general student information, record of attendance, description of pupil progress, history and status of pupil health, and any other records required by the State Board of Education.
7. Motion to adopt the five-year curriculum development schedule as attached.
8. Motion to approve the guidance and counseling program. (A copy of this program is available in the CST office.)
9. Motion to approve the District Professional Development Plan for the Stillwater Township Board of Education. (A copy of this program is available in the Main Office.)

A voice vote was taken and Education and Curriculum block motions 5-9 were unanimously approved.

BUILDING & GROUNDS

1. Miss Solar provided an update on the following items:
 - Bathroom Upgrades
 - Bollard Project
 - Camera Additions
 - Phone System Upgrade
 - Drainage Project
 - 1941 Doors
 - Food Service Proposals
2. Motion made by Mrs. Saul, second by Mrs. Santore to approve building and use calendar for June 2016. A voice vote was taken and unanimously approved.

3. Motion made by Mrs. Saul, second by Mrs. Svendsen to approve the maintenance contract with Morris County Elevator from May 1, 2016-June 30, 2017, at a cost of \$195.50/month. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Saul, second by Mrs. Svendsen to approve the renewal of student accident insurance with Bollinger, Inc. for the 2016-2017 school year at an annual cost of \$4,242. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Saul, second by Mr. DeGroat to approve Tri-County Refrigeration to complete the A/C unit upgrades in room B14 & B16, in the amount of \$4,350.
Other Quote obtained: Willco -\$6,120
A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Saul, second by Mrs. Santore to approve DeLade Brothers Electric Inc. to complete the electrical work required for the A/C upgrade in the amount of \$1,350.
Other quote obtained: Willco: \$1,400
A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Saul, second by Mrs. Santore to approve RFP Solutions to replace the district's phone system in the amount of \$30,497, state contract #80801. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. Saul, second by Mrs. Santore to approve Wolf Telecom, LLC to replace cabling for the new phone system in the amount of \$8,920. Additional drops are \$145/drop and \$7 per 5ft section of wiremold if needed.
Other quote obtained: RFP Solutions- \$24,730
A voice vote was taken and unanimously approved.

BLOCK MOTIONS: 9-13

Motion to approve Building and Grounds block motions 9-13 was made by Mrs. Saul, second by Mr. DeGroat.

9. Motion to adopt the 2016-2017 IPM Plan. (A copy of this plan is available for review in the business office.)
10. Motion to adopt the School Emergency Operations Plan for the 2016-2017 school year. (A copy of this plan is available for review in the main office.)
11. Motion to adopt the Safety and Security Plan for the 2016-2017 school year. (A copy of this plan is available for review in the main office.)
12. Motion to charge a custodial fee of \$35.00 per hour to organizations using the building when it is normally scheduled to be closed for the 2016-2017 school year.

13. Motion to appoint Todd Radimer as Safety Coordinator, Right to Know Officer, Integrated Pest Management Coordinator, Indoor Air Quality Designee, Chemical Hygiene Officer and AHERA & PEOSA Contact Person for the 2016-2017 school year.

A voice vote was taken and Building and Grounds block motions 9-13 were unanimously approved.

TRANSPORTATION

1. Mr. Robinson provided an update on the Tennis Court Bus Stop:
 - Township will install Road signs and speed bumps
 - Crossing Guard to begin in September
2. Motion made by Mr. Theys, second by Mrs. Svendsen to approve the return bus fee of \$25.00 for the 2016-2017 school year, for any student returned to the school if no one is at the bus stop. A voice vote was taken and unanimously approved.
3. Motion made by Mr. Theys, second by Mrs. Santore to approve the attached Resolution for participation in Joint Transportation Agreement with the Sussex County Regional Cooperative for the 2016-2017 school year. A voice vote was taken and unanimously approved.
4. Motion made by Mr. Theys, second by Mrs. Santore to accept the donation from Stocker Bus to provide transportation to Camp Nejeda for the 6th Grade recognition party to be held on June 8th, with a rain date of June 9th. A voice vote was taken and unanimously approved.
5. Motion made by Mr. Theys, second by Mrs. Santore to approve renewal of transportation contracts with Stocker Bus Company for the 2016-2017 school year for the following summer school routes in the following amounts as listed:

<u>Route</u>	<u>Prev. Yrs Cost</u>	<u>Aide</u>	<u># of Days</u>	<u>CPI 0.57%</u>	<u>Inc/Dec</u>	<u>Total renewal Cost</u>
					<u>Provision</u>	
(8) ST 30	\$139.41	N/A	16	\$ 0.79	2.00	\$140.20
(8) ST 31	\$139.41	N/A	16	\$ 0.79	2.00	\$140.20

TOTAL ANNUAL COST \$4,486.55

A voice vote was taken and unanimously approved.

BUDGET & FINANCE

1. Motion made by Mrs. Santore, second by Mr. DeGroat to approve May regular checks numbered 23260 through 23314, N0430, N0431, N0509, N0510, N0511, N0512, N0518, for a total of \$542,776.37. Cafeteria Check number 2550 in the amount of \$12,878.23. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve April student activity check numbers 6154-6158, for a total of \$2,191.93. A voice vote was taken and unanimously approved.

3. Motion made by Mrs. Santore, second by Mr. DeGroat 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 Mrs. Santore, second by Mr. DeGroat to approve monthly travel as attached. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve transfers from April 1, 2016 to April 30, 2016 as attached. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve the change in costs for the 6th grade Washington, DC Trip as listed:

<u>Type</u>	<u>Student</u>	<u>Adult</u>
Prior Years	\$110	\$275
Proposed Cost	\$150	\$295

A voice vote was taken and unanimously approved.

7. Motion made by Mrs. Santore, second by Mrs. Svendsen to accept the donation from Target in the amount of \$50.00. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. Santore, second by Mrs. Svendsen to accept the 2016 Lowe's Toolbox for Education Grant award in the amount of \$3,750. A voice vote was taken and unanimously approved.
9. Motion made by Mrs. Santore, second by Mr. DeGroat to accept the donation from William and Beverly Gordon for the Schoolyard Greenhouse Garden project in the amount of \$1,000. A voice vote was taken and unanimously approved.
10. Motion made by Mrs. Santore, second by Mr. DeGroat to approve the attached requisition for taxes for the Stillwater Township for the 2016-2017 school year. A voice vote was taken and unanimously approved.
11. Motion made by Mrs. Santore, second by Mr. DeGroat to accept the FY 2017 NCLB Grant Funds in the following amounts:

Title I Part A- \$23,997

Title II Part A- \$5,936

A voice vote was taken and unanimously approved.

12. Motion made by Mrs. Santore, second by Mr. Theys to approve the following tuition rates for the 2016-2017 school year:

Regular Education: Kindergarten: \$14,000
 Grades 1-5: \$15,000
 Grade 6: \$16,000

Preschool Disabilities Half Day: \$8,000
 Preschool Disabilities Full Day: \$17,500

Behavioral Disabilities: \$20,000

Stillwater Resident Preschool (paid for by parent): \$2,000

Non-Resident Preschool Tuition (paid for by parent): \$2,500

Extended School Year Program (Regional) \$750

Extended School Year Program (OOD) \$850

Parent Paid OOD Summer School-Reg. Ed \$250

A voice vote was taken and unanimously approved.

BLOCK MOTIONS: 13-17

Motion to approve Budget & Finance block motions 13-17 was made by Mrs. Santore, second by Mr. DeGroat.

13. Motion to designate the Lakeland Bank as depository for the following Accounts for the 2016-2017 school year:

Regular Checking - Signed by President, Business Administrator and Superintendent/or Treasurer of school monies

Payroll Account - Signed by Business Administrator or Treasurer of School Monies

Payroll Agency Account - Signed by Business Administrator or Treasurer of School Monies

HRA Account- Signed by Business Administrator or Superintendent

Cafeteria Account - Signed by President, Business Administrator and Superintendent /or Treasurer of School Monies

State Unemployment Trust Account-Business Administrator or Superintendent or/ Treasurer of School Monies

Petty Cash Account – Signed by Business Administrator or Superintendent.
Maximum check amount is \$40.00.

Capital Account - Signed by President, Board Secretary and Superintendent or Treasurer of School Monies

In the event the Business Administrator is not available, the Superintendent may sign the Payroll and Payroll Agency Accounts.

In the event the President is not available, the Vice President may sign in his/her place.

14. Motion to designate the Lakeland Bank as depositor for the Student Activity Account - Signed by the two of the following; Superintendent, Business Administrator/Board Secretary, Assistant Principal, and two 5/6 grade teachers.
15. Motion to designate Valley National as depositor for a Capital Investment Account – signed by the Business Administrator/Board Secretary.

16. Motion to appoint the Business Administrator/Board Secretary as Investment Officer, and to designate the following banks as depositories for the investment of school funds:

Valley National Bank
TD Bank
PNC Bank
First National Bank of Hope
Lakeland Bank
Beneficial Bank
New Jersey Cash Management Fund

17. Motion to appoint the Superintendent as claims auditor for the 2016-2017 school year to approve checks and emergency account transfers during the month that cannot wait for the board meeting. Such checks will appear on the bills list and transfers will be confirmed by the board at the next regular meeting.

A voice vote was taken and Budget and Finance block motions 13-17 were unanimously approved.

BLOCK MOTIONS: 18-24

Motion to approve Budget & Finance block motions 18-24 was made by Mrs. Santore, second by Mr. DeGroat.

18. Motion to approve the chart of accounts for the budgetary process and authorizes the Superintendent and the Business Administrator to implement the 2016-2017 budget and to commit funds within budgetary limitations pursuant to the policies and regulations of the State Board and Stillwater Board of Education.
19. Motion to authorize the Business Administrator to make regular payments of such standard bills as Health Benefits, Utilities, Board's Share of Social Security, Pensions, Unemployment Tax, Salaries, Tuition, Transportation and Cafeteria expense bills, for the 2016-2017 school year.
20. Motion to authorize the Superintendent, for the 2016-2017 school year, to declare items as surplus and properly dispose of them.
21. Motion to appoint Business Administrator/Board Secretary for the 2016-2017 school year, as Public Agency Compliance Officer for purchasing and liaison official with the authority to recommend the appropriate corrections to the district's contracting procedures as required by the NJ Division of Contract Compliance and Equal Opportunity Office.
22. Motion to approve René Solar and Marissa Cramer as accountability officers for federal grants for the 2016-2017 school year.
23. Motion to assign the authority, responsibility and accountability for the purchasing activity of the board of education to the Business Administrator/Board Secretary and to set the bid threshold for the 2016-2017 school year at \$40,000 as allowed by law and to approve competitive quotations for amounts less than \$6,000.

24. Motion to adopt the 2016-2017 Purchasing Manual for the Stillwater Township Board of Education. (A copy of this manual is available for review in the business office.)

A voice vote was taken and Budget and Finance block motions 18-24 were unanimously approved.

BLOCK MOTIONS: 25-29

Motion to approve Budget & Finance block motions 25-29 was made by Mrs. Santore, second by Mr. DeGroat.

25. Motion to adopt the Standard Operating Procedures and Internal Controls Manual for the Stillwater Township Board of Education. (A copy of this manual is available for review in the business office.)
26. Motion to authorize the School Business Administrator/Board Secretary as custodian of Board of Education Records for OPRA compliance, for the 2016-2017 school year.
27. Motion to authorize payroll deductions for Tax Sheltered annuities, disability income protection plans, and other depositories authorized by the staff with Equitable, AIG Valic, Sircusa, Prudential, Aflac, Wage Works, Trico Federal Credit Union for the 2016-2017 school year.
28. Motion to approve purchasing through Hunterdon County Cooperative, Morris County Cooperative, Middlesex County Cooperative, approved NJ State contract vendors, WSCA State contracts, and approved National Contract vendors for the 2016-2017 school year.
29. Motion to approve travel limitation for regular business travel up to \$1,500 per person for administration, custodial, maintenance, and secretaries for the 2016-2017 school year.

A voice vote was taken and Budget and Finance block motions 25-29 were unanimously approved.

LEGISLATION

No Report.

COMMUNITY RELATIONS

Mrs. LoCascio reported on the following items:

- PTA Book Fair is held on May 24th
- PTA Board Elections- June 7th
- June 30th- Mother/Son game night

UNFINISHED BUSINESS

1. Board member required training-Online & location trainings are available. Please let Miss Solar know which you would like to attend.
2. Board Self-Evaluation due May 28th

NEW BUSINESS

1. School Board Member Petitions are due to the County Clerk's office no later than 4:00 PM on July 25, 2016. Petition packets are available in the board office or online through the county clerk's website.
2. Donated tree discussion- Very thoughtful, but the trees planted are for memorials of students that have passed away. We wouldn't want to take anything away from those. Unfortunately, we cannot accept the tree donation, it may start a trend in the future, and we wouldn't be able to accommodate all others. It's in real sadness to turn down this wonder gesture, however, due to past and future circumstances, we cannot approve it.
3. Caps and gown request from the PTA- This is a sixth grade recognition program, not a graduation. No caps and gowns are needed.

PUBLIC PARTICIPATION

None.

ADJOURN

Motion made by Mr. DeGroat, second by Mrs. Santore 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