

July 18, 2016

The Stillwater Board of Education met on July 18, 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, Swartswood Post Office, and Stillwater School Website.

Mrs. Nothstine led the flag salute. The following Board members were present: Mrs. Santore, Mrs. Svendsen, Mrs. Nothstine, Mr. Theys, Mrs. Galante, Mr. DeGroat, Mrs. Saul, Mrs. LoCascio and Mr. Grace.

Absent: None.

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

### **PUBLIC PARTICIPATION**

- Ladies of the Paulinskill Lake Book Club: Honored Lois Chammings
  - Presented a donation of books, hand selected to donate to the Stillwater School in memory of Lois.
  - Poems were read in past yearbooks honoring Mrs. Chammings.
  - The Ladies requested that these books be on display, with many country flags surrounding them.
- Mrs. LoCascio thanked the Ladies of the Club because they are such an inspiration to us all.
- Mr. Theys remembers putting up a poster in his bedroom of flags because of Mrs. Chammings.
- Lisa Chammings – Told that at the start of every school year Mrs. Chammings would take a piece of chalk and reached as high as she could and drew a line around the entire classroom, and encouraged all of her students to reach as high as they could.

### **BOARD BUSINESS**

1. Goal Setting- Matthew Lee, New Jersey School Boards Association – review of the Board Self-evaluation. The Board developed board goals and district goals for the 2016-2017 school year. These will be approved at the August meeting, then action plans will be developed.
2. Motion was made by Mrs. Santore, seconded by Mr. DeGroat to approve the Regular Board of Education Meeting minutes and executive session minutes from June 27, 2016. Motion approved by voice vote, Mrs. Santore-Aye; Mrs. Nothstine-Aye; Mrs. Saul-Aye; Mr. DeGroat-Aye; Mr. Theys-Aye; Mrs. Galante-Aye; Mrs. Svendsen- Aye; Mr. Grace-Abstain; Danielle LoCascio-Abstain.
3. Motion was made by Mrs. Santore, seconded by Mr. Grace to approve the preliminary June 30, 2016 Board Secretary's and Treasurer's Reports which

balanced in the amount of \$1,828,228.58 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of June 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. Motion approved by voice vote, Mrs. Santore-Aye; Mrs. Nothstine-Aye; Mrs. Saul-Aye; Mr. DeGroat-Aye; Mr. Theys-Aye; Mrs. Galante-Aye; Mrs. Svendsen-Aye; Mr. Grace-Aye; Danielle LoCascio-Aye.

### **SUPERINTENDENT'S REPORT**

Mr. Robinson reported on the following items:

- Thanked the Custodians and Administrative Assistants for a great job so far with all the summer work.
- Thanked Mrs. Cramer for coordinating summer school
- County-wide Security Plan Meeting Update
- Curriculum update: Science & ELA
- Health Curriculum Goal Achieved
- Thanked Miss Solar for coordination of the district building projects

### **CORRESPONDENCE**

None.

### **PRESIDENT'S COMMENTS**

Mr. Szabo reached out to Ms. Solar for Mrs. Nothstine to be guest speaker at tax payer meeting. Administration will join on August 18, 2016.

### **ACTION ITEMS:**

#### **PERSONNEL**

1. Motion was made by Mr. DeGroat, seconded by Mrs. LoCascio to approve attached professional days. A voice vote was taken and unanimously approved.
2. Motion was made by Mr. DeGroat, seconded by Mrs. Santore to approve a resolution for Elaine Makarevich to attend the Conference for National Association for Gifted Children on November 3, 2016 to November 6, 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 NAGC and set forth below are directly related to and within the scope of employees' duties; and

WHEREAS, The board of education has determined that the workshop, training and informational programs sponsored by NAGC 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 Association for Gifted Children Conference, 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 Association for Gifted Children Conference 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 Association for Gifted Children Conference, 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 district employees at the listed National Association for Gifted Children 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 Association for Gifted Children Conference, training programs and informational events:

National Association for Gifted Children Conference:  
November 3, 2016-November 6, 2016  
Pre-conference program: November 2, 2016  
Registration \$449  
Pre-Conference \$149  
Mileage @ .31=\$37.82  
Disney's Coronado Hotel (2 nights)- \$318 plus fees  
M&IE- \$44.25/\$59/\$44.25 total of \$147.50  
  
Total costs: \$1,101.32

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Mr. DeGroat would like a 5 minute presentation when the trip returns.  
A voice vote was taken and unanimously approved.

3. Motion was made by Mr. DeGroat, seconded by Mr. Grace to retroactively approve Keith Festa as a substitute nurse for the summer school program to be paid \$148.75/day. A voice vote was taken and unanimously approved.
4. Motion was made by Mr. DeGroat, seconded by Mr. Grace to approve the revised job description for the Administrative Assistant to the Business Administrator position. A voice vote was taken and unanimously approved.
5. Motion was made by Mr. DeGroat, seconded by Mr. Grace that upon the recommendation of the Superintendent, to approve Megan Reed as the full-time Administrative Assistant to the Business Administrator from August 31, 2016 to June 30, 2017 at a salary of \$42,000 (pro-rated to time worked). A voice vote was taken and unanimously approved.

## **POLICY**

None.

## **EDUCATION & CURRICULUM**

1. HIB ITP/EVRS Report- Mr. Robinson
  - There were no violence & vandalism instances for the second half of the school year.
  - Zero HIB cases to report.
  - Thanked Mrs. Najemian for the Character Education programs.
2. Motion was made by Mrs. Svendsen, seconded by Mrs. Santore to adopt the revised Grades K-8 ELA Curriculum for the 2016-2017 school year. A voice vote was taken and unanimously approved.
3. Motion was made by Mrs. Svendsen, seconded by Mrs. Santore to adopt the revised Grades 6-8 Science Curriculum for the 2016-2017 school year. A voice vote was taken and unanimously approved.
4. Motion was made by Mrs. Svendsen, seconded by Mrs. Santore to recognize and accept a donation of books from the Paulinskill Lake Book Club. A voice vote was taken and unanimously approved.

## **BUILDING & GROUNDS**

1. Miss Solar provided an update on the following Building and Grounds items:
  - Bathroom Upgrades
  - Safety Bollards
  - Camera additions
  - Phone & cabling project
  - Drainage Project

- 1941 Doors
  - Room Cleaning progress
2. Motion was made by Mrs. Saul, seconded by Mr. DeGroat to approve building and use calendar for August 2016. A voice vote was taken and unanimously approved.

**TRANSPORTATION**

None.

**BUDGET & FINANCE**

1. Motion was made by Mr. Grace, seconded by Mr. DeGroat to approve June regular checks numbered 23383 through 23445, N0628, N0629 for a total of \$125,868.59. Cafeteria Check numbers 2552-2553 in the amount of \$2,148.11. A voice vote was taken and unanimously approved.
2. Motion was made by Mr. Grace, seconded by Mr. DeGroat to approve July regular checks numbered 23446 through 23469, N0701, N0711, N0715 for a total of \$213814.92. Cafeteria Check number 2554 in the amount of \$1,590.00. A voice vote was taken and unanimously approved.
3. Motion was made by Mr. Grace, seconded by Mr. DeGroat to approve June student activity check number 6166, for a total of \$47.00. A voice vote was taken and unanimously approved.
4. Motion was made by Mr. Grace, seconded 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.
5. Motion was made by Mr. Grace, seconded by Mrs. Santore to approve the attached list of purchase orders over \$1,000 for 2016-2017 school year. A voice vote was taken and unanimously approved.
6. Motion was made by Mr. Grace, seconded by Mrs. Santore to approve monthly travel as attached. A voice vote was taken and unanimously approved.
7. Motion was made by Mr. Grace, seconded by Mrs. Santore to approve transfers from June 1, 2016 to June 30, 2016 as attached. A voice vote was taken and unanimously approved.
8. Motion was made by Mr. Grace, seconded by Mrs. Santore to accept the donation in the amount of \$2,000 from the Betsy Gordon Foundation for the Schoolyard garden/greenhouse project A voice vote was taken and unanimously approved.
9. Motion was made by Mr. Grace, seconded by Mrs. Santore to accept the following 2016 summer tuition student:

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<u>Sending District</u>	<u>Student</u>	<u>Tuition Cost</u>	<u>Grade Level</u>
Fredon	083007	\$750	K-6

A voice vote was taken and unanimously approved.

## **LEGISLATION**

Mr. Grace reported on the following items:

- Washington trip – Speakers spoke about funding, goals to achieve.
- Fritzwire (Federal website) will provide updates of everything on the hill.
- Annmarie’s wire provides NJ Daily clips.

## **COMMUNITY RELATIONS**

None.

## **UNFINISHED BUSINESS**

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

## **NEW BUSINESS**

1. Save the date.....NJ School Boards Convention October 25<sup>th</sup>-27<sup>th</sup> Atlantic City Convention Center. Please let Miss Solar know if you plan on attending.

## **PUBLIC PARTICIPATION**

None.

## **EXECUTIVE SESSION**

None.

## **ADJOURN**

Motion was made by Mrs. Santore, seconded by Mr. Grace to adjourn the meeting at 8:48 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,

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René Solar  
Business Administrator/Board Secretary