

August 22, 2016

The Stillwater Board of Education met on August 22, 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. Svendsen, Mrs. Nothstine, Mr. Theys, Mr. DeGroat, Mrs. Saul and Mrs. LoCascio.

Absent: Mrs. Galante, Mr. Grace and Mrs. Santore.

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

BOARD BUSINESS

1. Motion was made by Mr. DeGroat, seconded by Mrs. LoCascio to approve the Regular Board of Education Meeting minutes from July 18, 2016. A voice vote was taken and unanimously approved.
2. Motion was made by Mr. DeGroat and seconded by Mr. Theys to approve the July 31, 2016 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,149,379.26 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of July 31, 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.
3. Motion was made by Mr. DeGroat and seconded by Mrs. Svendsen to approve the following 2016-2017 District Goals:
 1. Further enhance English Language Arts (ELA) instruction so that all students in Grades K-6 are provided the skills necessary to read and write at or above grade level.
 2. To continue to facilitate students' personal, academic and social growth while cultivating a love for learning, community and their environment through the implementation of the plans for the Stillwater School garden: Phase I - break ground, creation of beds, fencing. Phase II - construction of the greenhouse. (3D Strategic Plan Goal #1)

3. Enhance technology for instruction, including rolling out 1:1 Chromebook initiative for grades 4-6 and 1:1 laptops for grade 3; increasing Google apps proficiency and training for staff and community.
 4. Leveraging the district's recent technology enhancements to increase communication within our district, reaching local and global communities. (3D Strategic Plan Goal #3)
- A voice vote was taken and unanimously approved.

4. Motion was made by Mr. DeGroat and seconded by Mrs. Svendsen to approve the following 2016-2017 Board Goals:
 1. Continue to improve intra-board communications by providing continuing orientation and professional development and training for the full board, with emphasis on the financial and budgetary needs of the district, including process and documents.
 2. Enhanced engagement with local governing body (town council), civic organizations, PTA, and other community-based organizations to promote stronger ties to the district.
- A voice vote was taken and unanimously approved.

SUPERINTENDENT'S REPORT

Mr. Robinson reported on the following:

- Golf outing update
- Teachers setting up their classrooms, thank you for taking the time to make the classroom a special place to learn.
- Update on custodial projects
- August 31st & September 1st professional in-service days
- PTA Events
- Back to School Night
- Introduction of Mr. Robinson's mentor

CORRESPONDENCE

None.

PRESIDENT'S COMMENTS

Mrs. Nothstine reported on the following:

- Golf outing: thanked the teachers, administration and the Board of Education members
- Taxpayer meeting attendance with administration update
- Crack in wall of gym was brought up by taxpayer association member.

PUBLIC PARTICIPATION

None.

ACTION ITEMS:

PERSONNEL

1. Motion was made by Mr. DeGroat and seconded by Mr. Theys to approve shared service contract agreement for the 2016-2017 school year with Fredon Township School District, for a PE/Health teacher, Brittney Derin. She will be in Stillwater 1 day a week. (Fredon will be LEA). A voice vote was taken and unanimously approved.
2. Motion was made by Mr. DeGroat and seconded by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve Jeralyn Dalling as a full-time paraprofessional for the 2016-2017 school year, at Step 3, for a salary of \$13,631.09 plus \$1,000 (teacher's certification) for a total of \$14,631.09 to begin September 1, 2016-June 30, 2017. A voice vote was taken and unanimously approved.
3. Motion was made by Mr. DeGroat and seconded by Mrs. Svendsen to approve 100% of Karen Grodsky's salary to be funded through the IDEA-Basic Grant in the amount of \$26,117.28 for the 2016-2017 school year. A voice vote was taken and unanimously approved.
4. Motion was made by Mr. DeGroat and seconded by Mrs. LoCascio to retroactively approve summer meeting rate for teaching staff at \$34/hour for the 2016-2017 school year. A voice vote was taken and unanimously approved.
5. Motion was made by Mr. DeGroat and seconded by Mrs. Svendsen to approve the Leaders to Leaders mentoring program for Cali Roberts for a total cost of \$3,300 to be paid by the district, as per contract. Breakdown is listed below:
 - \$800.00 Administration Fee
 - \$1,500 Mentoring fee paid in first year of program.
 - \$1,000 Mentoring fee paid in the second year of the programA voice vote was taken and unanimously approved.
6. Motion was made by Mr. DeGroat and seconded by Mrs. Svendsen to approve the following substitute teachers/paraprofessionals/office subs for the 2016-2017 school year:

Helen Sallitt
Lisa Roycroft
Maureen Newman
Wendy Bentson
Melissa Nelson
Courtney Tormey
Carrie Weeks
Georganne Vellella

Trisha Bailey
Aneesha Begraft – pending criminal history
Keith Festa
Lindsey Gorab
Joann Graupe – pending criminal history
Tasha Wehrenberg
Jeralyn Dalling

The following voice vote was taken: Mrs. Svendsen -Aye; Mrs. LoCascio-Aye; Mrs. Saul-Aye; Mr. DeGroat-Aye; Mr. Theys-Aye; Mrs. Nothstine-Abstain.
Motion carried.

7. Motion was made by Mr. DeGroat and seconded by Mrs. LoCascio to approve the following substitute nurses for the 2016-2017 school year:

Carol Lee Spages
Keith Festa
Karen Grodsky

A voice vote was taken and unanimously approved.

8. Motion was made by Mr. DeGroat and seconded by Mrs. LoCascio to approve the following substitute custodians for the 2016-2017 school year:

Joe Falotico
Gerald McRae
Joseph VanSkiver

A voice vote was taken and unanimously approved.

POLICY

1. Motion was made by Mrs. Saul and seconded by Mr. DeGroat to approve the first reading of the following policies:

Policy# 2224 Nondiscrimination/Affirmative Action
Policy# 4111 Recruitment, Selection and Hiring
Policy# 4111.1/4211.1 Nondiscrimination/Affirmative Action
Policy#4131/4131.1 Staff Development; In-service Education/Visitations/Conferences
Policy#4211 Recruitment, Selection and Hiring
Policy#4231/4231.1 Staff Development; In-service Education/Visitations/Conferences
Policy#5114 Suspension and Expulsion
Policy#5145.4 Equal Educational Opportunity
Policy#6121 Nondiscrimination/Affirmative Action
Policy# 6142.2 English as a second Language; Bilingual Programs
Policy#6142.12 Career and Technical Education
Policy#6147 Standards of Proficiency
Policy#6172 Alternative Education Programs

A voice vote was taken and unanimously approved.

EDUCATION & CURRICULUM

1. Mr. Robinson provided the HIB Grade Report:
 - Ms. Roberts & Mrs. Najemian filed the report.
 - Areas reported on were HIB Programs, HIB Policy, & HIB reporting.
 - Our score this year went from a 73 to a 76 out of a total score of 78.
2. Motion was made by Mrs. Svendsen and seconded by Mrs. LoCascio to approve the therapy dog reading program for the 2016-2017 school year. A voice vote was taken and unanimously approved.

BUILDING & GROUNDS

1. Miss Solar provided an update on the following projects:
 - Bathroom Upgrades
 - Bollards
 - Camera Additions
 - Phone and cabling project
 - Drainage project
 - Drainage Basin
 - 1941 Door Update
 - Summer Cleaning
 - Playground inspection/new playground
 - B&G position update
2. Ms. Roberts reviewed the Safety & Security Protocol Changes:
 - State Police standard response protocol. All schools in Sussex County have the same protocols to follow. Major change for safety drills is they will no longer be announced as a "drill." Training of staff and informing students of this change will help in transitioning to these new changes.
3. Motion was made by Mrs. Saul and seconded by Mrs. LoCascio to approve building and use calendar for September 2016. A voice vote was taken and unanimously approved.
4. Motion was made by Mrs. Saul and seconded by Mrs. LoCascio to approve BoardRLine Fencing to install the garden fence in the amount of \$2,320, to be paid for by the garden grant/donation account. A voice vote was taken and unanimously approved.

TRANSPORTATION

1. Motion was made by Mr. Theys and seconded by Mrs. LoCascio to approve the bus routes and stops for the 2016-2017 school year. (Copies are made available in the main office for review. A voice vote was taken and unanimously approved.
2. Motion was made by Mr. Theys and seconded by Mrs. LoCascio to approve renewal of school activities transportation contract with Stocker Bus Company for the 2016-2017 school year in the following amounts as listed:

Route	Prev. Yrs Cost	Aide	# of Days	CPI .57%	Inc/Dec	Total renewal Cost
FT10-11	\$3,792.89	0	180	\$ 21.60	0	\$3,814.49

TOTAL ANNUAL COST **\$3,814.49**

ID NUMBER	DESTINATION	DEPARTURE /RETURN	BASIS OF BUS	RENEWAL COST	NJSA 18A:39-3	TOTAL
FT10-11-01	Various-two trips	8:30-3:00	Two 54 passenger buses	\$244.35	\$1.39	\$245.74
FT10-11-02	Various-five trips	8:30-3:00	Five 54 passenger buses	\$309.80	\$1.77	\$311.57
FT10-11-03	Franklin Mineral Museum Ogdensburg, NJ	8:30-3:00	One 54 passenger bus	\$298.89	\$1.70	\$300.59
FT10-11-04	Various-4 trips	8:30-3:00	Four 54 passenger buses	\$157.09	\$0.89	\$157.98
FT10-11-05	Liberty Science Center	7:30-4:30	One 54 passenger bus	\$461.42	\$2.63	\$464.05
FT10-11-06	Various-two trips	8:30-3:00	Two 54 passenger buses	\$183.26	\$1.04	\$184.30
Total				\$3,792.89	\$21.60	\$3,814.49

A voice vote was taken and unanimously approved.

- Motion was made by Mr. Theys and seconded by Mrs. LoCascio to approve renewal of transportation contracts with Stocker Bus Company for the 2016-2017 school year for the following routes in the following amounts as listed:

Route	Prev. yrs Cost	Aide	# OF Days	CPI .57%	Inc/Dec Provision	Total Renewal Cost
1	\$ 177,646.11	N/A	180	\$1,012.58	2.00	\$ 178,658.69
2	\$ 39,228.45	N/A	180	\$ 223.60	2.00	\$ 39,452.05
3	\$ 35,632.40	N/A	180	\$ 203.10	2.00	\$ 35,835.50
TOTAL ANNUAL COST						\$ 253,946.24

Just a note: Route 1 includes ST3,ST5,ST6,ST8,ST9
Route 2 includes ST25
Route 3 includes ST7

A voice vote was taken and unanimously approved.

BUDGET & FINANCE

- Miss Solar provided the following audit/finance update:
 - The 2015-2016 audit is scheduled for September 21st and 22nd.
 - Pending the results of the final audit, we should be able to transfer funds into capital reserve as per our June motion.

2. Motion was made by Mrs. LoCascio and seconded Mr. DeGroat to approve August regular checks numbered 23470 through 23555, N0720, N0729, N0805, N0810, N0815, N0816, for a total of \$432,904.20. A voice vote was taken and unanimously approved.
3. Motion was made by Mrs. LoCascio and seconded by Mr. DeGroat to approve the attached list of purchase orders over \$1,000 for 2016-2017 school year. A voice vote was taken and unanimously approved.
4. Motion was made by Mrs. LoCascio and seconded by Mr. DeGroat to approve monthly travel as attached. A voice vote was taken and unanimously approved.
5. Motion was made by Mrs. LoCascio and seconded by Mr. DeGroat to approve transfers from July 1, 2016 to July 31, 2016. A voice vote was taken and unanimously approved.
6. Motion was made by Mrs. LoCascio and seconded by Mrs. Svendsen to approve Megan Reed to apply for her Notary Public for the State of NJ license, for a fee of \$30.00 plus \$15 to administer the oath, plus notary supplies, to be paid for by the board of education. A voice vote was taken and unanimously approved.
7. Motion was made by Mrs. LoCascio and seconded by Mrs. Svendsen to accept the grant award from California Foundation for Agriculture in the Classroom in the amount of \$1,000 for a student garden club that will support the schoolyard garden/greenhouse project. A voice vote was taken and unanimously approved.
8. Motion was made by Mrs. LoCascio and seconded by Mr. DeGroat to approve the donation of \$100 for the Schoolyard Garden/Greenhouse project from the Saul Family. Mrs. Svendsen -Aye; Mrs. LoCascio-Aye; Mrs. Nothstine-Aye; Mr. DeGroat-Aye; Mr. Theys-Aye; Mrs. Saul-Abstain.
9. Motion was made by Mrs. LoCascio and seconded by Mr. DeGroat to purchase 20 Dell Chromebooks and 1 laptop cart for a total of \$6,827.59 to be paid for by the REAP Grant. A voice vote was taken and unanimously approved.
10. Motion was made by Mrs. LoCascio and seconded by Mrs. Svendsen to authorize the submission of the IDEA Part B and IDEA Grant application for FY2017, and accepts the grant award of these funds upon subsequent approval of the FY2017 application. A voice vote was taken and unanimously approved.
11. Motion was made by Mrs. LoCascio and seconded by Mr. DeGroat to accept the FY 2017 IDEA Grant Funds in the following amounts:

IDEA Part B- \$78,626
IDEA Preschool-\$5,641

A voice vote was taken and unanimously approved.
12. Motion was made by Mrs. LoCascio and seconded by Mrs. Svendsen to accept the following golf outing donations/sponsorships for the Schoolyard Greenhouse/Garden Project:

Sponsorship/Donation	Amount
Metzgar Excavating	\$ 100.00
Maschio's	\$ 100.00
Stocker Bus	\$ 100.00
Morville Agency	\$ 100.00
Newton Autobody	\$ 100.00
JM Carpet	\$ 100.00
Advanced Auto Parts	\$ 100.00
Lou's Glass	\$ 100.00
Solar Tire & Auto	\$ 100.00
T.A. Mountford	\$ 100.00
Aflac-Christopher Lyons	\$ 75.00
Lauren Teresa Photography	\$ 100.00
Stoneybrook Farm	\$ 100.00
Atlantic Tomorrow's Office	\$ 100.00
Buck Hill Brewery	\$ 100.00
David Makarevich Construction	\$ 75.00
Wolf Telecom, LLC	\$ 100.00
Lakeland Bank	\$ 100.00
CBIZ, Inc.	\$ 75.00
Mengos	\$ 100.00
Nick's Central Vacuum System	\$ 100.00
The Morville Family	\$ 375.00
TPS Financial-Dan Holdt	\$ 200.00
RFP Solutions	\$ 200.00
Willco	\$ 200.00
Stoneybrook Farm	\$ 200.00
School Craft	\$ 200.00
LC Service	\$ 200.00
Breathing Room Center	\$ 75.00
Race Farms	\$ 50.00

Donation	Item	Amount
Space Farms	Tickets	\$32.65
Morris Museum	Family Fun Pack	\$131.00
Crayola Factory	2 Tickets	TBD
Land of Make Believe	2 Family Fun Packs	\$232.00
Simply Day Spa	Gift Certificate	TBD
Bed. Bath & Beyond	Gift Certificate	\$20.00
Walmart	Gift Certificate	\$25.00
Liberty Science Center	Tickets	TBD
Hummingbird House	Gift Certificate	\$30.00

Gourmet Gallery	Gift Certificate	\$30.00
Farmstead Golf & Country Club	Golf	TBD
Ideal Farm	Family Fun Pack	TBD
Little Big Farm	Flowers	TBD
4imprint	Mugs	TBD
Thor Labs	Snack Packs	TBD

A voice vote was taken and unanimously approved.

13. Motion was made by Mrs. LoCascio and seconded by Mrs. Svendsen to retroactively accept the following 2016 summer tuition student:

Sending District	Student	Tuition Cost	Grade Level
Fredon	103108	\$750 (pro-rated)	K-6

A voice vote was taken and unanimously approved.

14. Motion was made by Mrs. LoCascio, seconded by Mrs. Svendsen to accept the following 2016-2017 tuition students:

Sending District	Student	Tuition Cost	Program
Blairstown	062209	\$20,000	BD
Hampton	060412	\$8,000	PT PSD
Hampton	091212	\$8,000	PT PSD
Hampton	050512	\$8,000	PT PSD
Hampton	042413	\$8,000	PT PSD
Hampton	102811	\$17,500	FT PSD
Sandyston	082411	\$8,000	PT PSD
Sandyston	112911	\$8,000	PT PSD
Sandyston	022812	\$8,000	PT PSD
Sandyston	062013	\$8,000	PT PSD

A voice vote was taken and unanimously approved.

LEGISLATION

None.

COMMUNITY RELATIONS

- Connect 4 Community- any need for backpacks, let Mrs. LoCascio know for next year.
- PTA Welcome Back BBQ – September 10, 2016 (rain date – September 11, 2016) from 12 – 3 at the Stillwater School.

UNFINISHED BUSINESS

1. Board member required training-Online & location trainings are available. Please let Miss Solar know which you would like to attend.
2. Reminder: NJ School Boards Convention October 25th-27th Atlantic City Convention Center.

NEW BUSINESS

None.

PUBLIC PARTICIPATION

None.

EXECUTIVE SESSION

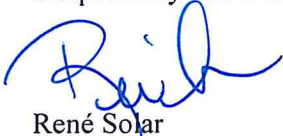
BE IT HEREBY RESOLVED by Mr. Theys and seconded by Mrs. LoCascio at 8:10 p.m. the Stillwater Township Board of Education pursuant to N.J.S.A. 10:4-12 and 10:4-13 that said public body hold a closed session for the purpose of individual privacy & student privacy, it is expected that the minutes taken 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. DeGroat and seconded by Mrs. LoCascio at 8:21 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. DeGroat and seconded by Mrs. LoCascio to adjourn the meeting at 8:21 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Solar
Business Administrator/Board Secretary