

September 12, 2016

The Stillwater Board of Education met on September 12, 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 7:00 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, Mrs. Santore, Mrs. Galante, and Mrs. Saul.

Absent: Mr. DeGroat, Mr. Grace, and Mrs. LoCascio.

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

### **BOARD BUSINESS**

1. Save the date: Sussex County School Boards Association Meeting: School Funding in NJ: The Good-The Bad-The Confusing. Held on September 22, 2016 at Sussex County Community College. Registration & Dinner at 6pm. Program 6:45pm to 9pm. Pre-registration is required; board members may register on their own through the NJSBA website.

Mrs. Nothstine, Mrs. Santore, Mrs. Svendsen, and Mr. Robinson will be attending.

2. Motion made by Mrs. Santore, second by Mr. Theys to approve the Regular Board of Education Meeting minutes and executive session minutes from August 22, 2016. Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mr. Theys-Aye; Mrs. Saul-Aye; Mrs. Santore-Abstain; Mrs. Galante-Abstain.
3. Mrs. Nothstine discussed the Board Goals. We need to develop a committee for action plans. After action plans are developed, the board will approve them.

Motion made by Mr. Theys, second by Mrs. Santore to form an ad-hoc committee to develop board action plans with the following members:

Martin Theys  
Kathleen Svendsen  
Shannon Nothstine

A voice vote was taken and unanimously approved.

4. Resolution was made by Mrs. Svendsen, second by Mrs. Santore for the following board members and administration to attend the NJSBA Workshop on October 25-27, 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 workshop, training and informational programs sponsored by New Jersey School Boards Association 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 New Jersey School Boards Association and set 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 New Jersey School Boards Association 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 New Jersey School Boards Association 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 New Jersey School Boards Association 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 New Jersey School Boards Association workshop, 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 New Jersey School Boards Association workshop, training programs and informational events:

Dennis DeGroat  
Shannon Nothstine

Matthew Robinson  
René Solar

Pursuant to OMB Circulars & A-5 travel regulations:

Max. First & last day meals & incidentals \$48.00  
Max. Meals & incidentals \$ 64.00 (breakfast \$15, Lunch \$16,  
Dinner \$28, incidentals \$5)  
Lodging: \$92.00 +\$15.00 Occupancy fee per person/night  
Registration: \$275 per person

Motion approved by roll call vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Abstain;  
Mr. Theys-Aye; Mrs. Saul-Aye; Mrs. Santore-Aye; Mrs. Galante-Aye.

5. NJSBA Convention- The last day to cancel is September 22<sup>nd</sup>. Please let Miss Solar know if you cannot attend so we can receive a refund.

## **COMMITTEE REPORTS**

### **PERSONNEL**

1. Motion made by Mrs. Santore, second by Mr. Theys to approve a 300-hour field supervision principal internship for Justin Reed for the Fall 2016 semester through the Spring 2017 semester at no cost to the district through Centenary University. Mr. Robinson will be the mentor for the program, but Mr. Reed may work with all Stillwater administrators. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve the following substitute teachers for the 2016-2017 school year:

Justine Mahon  
Barbara Fornari

A voice vote was taken and unanimously approved.

3. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve the following substitute nurse for the 2016-2017 school year:

Justine Mahon

A voice vote was taken and unanimously approved.

4. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve the New Superintendent's Academy mentoring program for Matthew Robinson for a total cost of \$4,250 to be paid by the district, as per contract. Breakdown is listed below:

\$1,750 Academy Fees

\$2,500 Mentoring fee paid upon completion of program

A voice vote was taken and unanimously approved.



## **POLICY**

1. Mrs. Cramer presented the NCLB Notification- Policy 6171.3 At-Risk & Title 1 students.
2. Motion made by Mrs. Galante, second by Mrs. Santore to approve the second 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.

3. Motion made by Mrs. Galante, second by Mrs. Santore to approve the first reading of the following policies:

Policy# 4113/4213 Assignment; Transfer  
Policy# 6146.2 Promotion/Retention  
Policy#6164.2 Guidance Services  
Policy#6171.1 Remedial Instruction  
Policy# 6171.2 Gifted and Talented

A voice vote was taken and unanimously approved.

4. Motion made by Mrs. Galante, second by Mr. Theys to approve the first reading of the following new policy:

Policy# 5131.2 Physical Restraint

Discussion: Mrs. Svendsen was concerned that Letter B under definitions of physical escort should be explained more. Mr. Robinson & Mrs. Cramer responded that we can revise that section for the second reading to refer to Handle With Care protocols.

A voice vote was taken and unanimously approved.

## **EDUCATION & CURRICULUM**

1. Motion made by Mrs. Svendsen second by Mrs. Santore to approve the submission of the following grants as listed:

Captain Planet Foundation - \$2,500 Schoolyard Garden and Greenhouse Project  
CHS Classroom Grant - \$500 for the Garden Club  
Sustainable Jersey Schools Small Grant Cycle 2016  
    \$10,000 Project Grant -Schoolyard Garden and Greenhouse Project  
    \$2,000 Capacity Building Grant school Green Team/Garden space  
First Energy STEM Grant - \$1,000 Electricity Exploration (Pinwheel Classes)  
Toshiba America Foundation - \$1,000 Strange Plants (Pinwheel /Garden Club)

A voice vote was taken and unanimously approved.

2. Motion made by Mrs. Svendsen second by Mrs. Santore to dispose of the following outdated books:

    “Sound,” Copyright 1985 by Troll Associates  
    “Earth, Moon & Sun,” Copyright 1993 by Ginn & Company  
    “Phoebe The Spy,” by Judith Berry Griffin, Copyright 1977  
    “Buffalo Women,” by Paul Goble, Copyright 1984  
    “English,” Copyright 2004 by Houghton Mifflin Company

A voice vote was taken and unanimously approved.

## **BUILDING & GROUNDS**

1. Miss Solar provided a building and grounds update on the following items:
  - 4<sup>th</sup> grade & speech bathroom project
  - 1941 Door Replacements
  - 17-18 budget for 6<sup>th</sup> grade hallway bathrooms

Mr. Robinson discussed with the board the Head Custodian/Maintenance and Grounds Person position. Detailed job responsibilities and salary will be based on the individual. Salary & certification information was discussed with the board.

2. Integrated Pest Management Plan- Miss Solar  
The plan calls for the use of non-toxic means of addressing pest infestations. Miss Solar has been trained in these procedures and is the coordinator of the program. The extermination service that we use must conform to these practices. If there is a situation that requires the use of toxic chemicals, the public must be informed and signs displayed 72 hours before and after the application. Annually we send a letter to parents about the program with a copy of the policy. A copy of the policy is also available on our website.

## **TRANSPORTATION**

1. Motion made by Mr. Theys, second by Mrs. Santore to approve the following new bus stops:

    -ST7 at 1011 Stillwater Road  
    -ST8 at Route 521 & Lotus Terrace

A voice vote was taken and unanimously approved.

## **BUDGET & FINANCE**

1. Motion made by Mrs. Santore, second by Mrs. Svendsen to accept the \$1,000 safety grant award from the New Jersey Schools Insurance Group to be used for fence replacement. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Santore, second by Mrs. Svendsen to accept the REAP grant award in the amount of \$32,905.00 for the period July 1, 2016-September 30, 2017. A voice vote was taken and unanimously approved.

## **COMMUNITY RELATIONS**

Mrs. Nothstine reported on the following:

- Thank you for PTA for an outstanding BBQ on Saturday! It was a great day!
- Back to school night is September 21<sup>st</sup>
- Homeroom parents tea- September 19<sup>th</sup>
- Garden Greenhouse pep rally- September 26<sup>th</sup>
- PTA Meetings are now every other month

## **LEGISLATIVE**

No Report.

## **PUBLIC PARTICIPATION**

Jennifer McPeek- Owassa Road, Stillwater, NJ- for the B&G hire, what is included in the benefits package?

Mr. Robinson explain that it would be the salary, plus health, dental, and pension.

## **EXECUTIVE SESSION**

None.

## **ADJOURNMENT**

Motion made by Mrs. Santore and seconded by Mr. Theys to adjourn the meeting at 7:53 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Solar  
Business Administrator/Board Secretary