

September 26, 2016

The Stillwater Board of Education met on September 26, 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, Mrs. Galante, Mr. Grace, Mr. DeGroat, Mrs. Saul and Mrs. LoCascio.

Absent: 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. Sussex County School Boards Association Meeting: School Funding in NJ: The Good-The Bad-The Confusing- Summary reported by Mrs. Nothstine. Mrs. Nothstine presented the board with a recertification award that was presented to the Board at the county meeting. We were the only district to receive the award. Great job!
2. Board Goals Committee update- Mrs. Svendsen reported on the status of the board goals action plans. The committee met today at 6pm. The committee would like Miss Solar or possibly school boards to provide financial training. This could be broken up over 2-3 meetings. Also, to improve communication, the committee would like to see a board member attend the PTA meetings on a rotating schedule. Also, for board members to be present for at least 2 school events. Other items discussed were attending town meetings, and reaching out to local organizations. The formal plan will be written and presented to vote at the next board meeting.
3. District Goals Action Plan Review- Mr. Robinson reviewed the district action plans created by administration.
4. HIB Training- Mrs. Roberts provided the Board of Education members the required HIB training. Presentation is attached to the minutes.
5. Motion made by Mr. Grace, second by Mrs. Svendsen to approve the Committee of the Whole Board of Education Meeting minutes from September 12, 2016. Motion approved by voice vote, Mrs. Svendsen-Aye; Mrs. LoCascio-Abstain; Mrs. Nothstine-Aye; Mr. DeGroat-Abstain; Mr. Theys-Aye; Mrs. Saul-Aye; Mr. Grace-Abstain; Mrs. Galante-Aye.
6. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the August 31, 2016 Board Secretary's and Treasurer's Reports which balanced in the amount of

\$2,115,932.64 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of August 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. Motion approved by voice vote, Mrs. Svendsen -Aye; Mrs. LoCascio-Aye; Mrs. Nothstine-Aye; Mr. DeGroat-Aye; Mr. Theys-Aye; Mrs. Saul-Aye; Mr. Grace-Abstain; Mrs. Galante-Aye.

7. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the submission of the Statement of Assurance to the county office and Department of Education. A roll call vote was taken and unanimously approved.

### **SUPERINTENDENT'S REPORT**

Mr. Robinson reported on the following items:

- Beginning of school- Off to a great start!
- Garden Pep rally
- Thank you to faculty & staff for such a great beginning
- Back to school night
- Sussex County School Boards Meeting- BOE award
- Clubs and afterschool programs
- Head Custodian/Maintenance & Grounds position
- Week of Respect

### **CORRESPONDENCE**

- Letter from the student council coordinators, requesting permission to plant a flowering pear tree on school grounds in memory of Lois Chamblings.

### **PRESIDENT'S COMMENTS**

Mrs. Nothstine commented, it's a great start to the year! Things are really running smoothly.

### **PUBLIC PARTICIPATION**

None.

### **ACTION ITEMS:**

#### **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 retroactively approve Joseph VanSkiver for the custodial building use stipend of \$35.00/hour, for 4 hours, for the PTA BBQ held on September 10, 2016. A voice vote was taken and unanimously approved.

3. Motion made by Mr. DeGroat, second by Mrs. Svendsen to approve the revised job descriptions as listed: (attachments)

Custodian  
Principal

A voice vote was taken and unanimously approved.

4. Motion made by Mr. DeGroat, second by Mr. Grace to approve the job description for Head Custodian/Maintenance & Grounds Person. A voice vote was taken and unanimously approved.

5. Motion made by Mr. DeGroat, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve Michael Maggio as the full-time Head Custodian/Maintenance & Grounds Person from October 11, 2016- June 30, 2017 (or earlier if possible) at a salary of \$60,000 (prorated to time worked). A roll call vote was taken and unanimously approved.

6. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the following teachers and administrator as chaperones for the Washington, DC trip November 2- November 4, 2016. The teachers will be paid \$125 per night per the terms of the SEA collective bargaining agreement. The administrator chaperone will be paid \$175 per night.

Cali Roberts  
Marianne Ciccolella  
Lisa Conry  
Jessica Steffens  
Justin Reed  
Maureen Beckman-Nurse

A voice vote was taken and unanimously approved.

7. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the following stipend positions for the 2016-2017 school year:

Public Relations	Christine Pagano	\$850
Student Council (Co)	Eileen Smith	\$425
Student Council (Co)	Lynda Collier	\$425
Yearbook	Meghan Radimer	\$850
Yearbook	Maureen Riva	\$850

A voice vote was taken and unanimously approved.

8. Motion made by Mr. DeGroat, second by Mr. Grace to approve the following evening family programs for the 2016-2017 school year. The stipend for each teacher is \$820.



Literacy Connections	Ramona Knapp	Beth Johnson	Grade 1
Literacy Connections	Corrine Swakopf	Elaine Makarevich	Grade 2
Elementary Math	Lisa Grau	Beth Johnson	Grade 3
Multicultural Club	Brittany Celentano	Keri Maeurer	Grade 5
Family Science	Brittany Celentano	Sheri McMahon	Grade 4

A voice vote was taken and unanimously approved.

9. Motion made by Mr. DeGroat, second by Mr. Grace to approve the following after school programs for the 2016-2017 school year. The stipend for each teacher is \$410

Let's B-Social	Maureen Riva	Ruth Najemian	Grades K-2
Lego Club	Sarah DiLorenzo	Jeralyn Dalling	Grades 3-4
Garden Club (Fall)	Elaine Makarevich		Grade 6
Garden Club (Spring)	Elaine Makarevich		Grade 6
Harry Potter Club	Sarah DiLorenzo	Jeralyn Dalling	Grades 5-6

A voice vote was taken and the following clubs listed above were unanimously approved.

Reading Assistant-Fall	Beth Johnson	Alicia Parsons	K-6
Reading Assistant-Spring	Beth Johnson	Alicia Parsons	K-6

A voice vote was taken and the following clubs listed above were approved, Mrs. Svendsen -No; Mrs. LoCascio-Aye; Mrs. Nothstine-Aye; Mr. DeGroat-Aye; Mr. Theys-Aye; Mrs. Saul-Aye; Mr. Grace-Aye; Mrs. Galante-Aye.

B-Active Club	Maureen Riva	Ruth Najemian	Grades 3-6
Technology Club	Brittany Celentano	Erica Then	Grades 4-6
Volleyball Club	Erin McGinniss	Meghan Radimer	Grades 4-6

A voice vote was taken and the following clubs listed above were unanimously approved.

Mrs. Svendsen commented she was not in support of the Reading Assistant Club. She does not like the program. She feels there are problems with the program, and it would be better if there was a reading club with human interaction.

Mrs. Cramer responded she has received great feedback from students and parents regarding this program. This program is a supplement to our reading program and also used for extra practice. ASLC provides the reading support with a specialized teacher in small group setting. The reading assistant program/club allows us to target larger groups. It is also very helpful for parents to use at home.

10. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the following after school programs for the 2016-2017 school year. The stipend for each teacher is \$597.

Solar Sprints	Fred Iradi	Marianne Ciccolella	Grade 6
Trep\$	Lisa Conry	Lorraine Bickhardt	Grade 6

A voice vote was taken and unanimously approved.

11. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve Cali Roberts, Meghan Radimer, and Justin Reed to receive a stipend of \$75.00 per person for attending the 6<sup>th</sup> Grade Activity night at Kittatinny Regional High School on October 28, 2016. A voice vote was taken and unanimously approved.
12. Motion made by Mr. DeGroat, second by Mrs. Svendsen to approve the following teachers for the after school learning center running twice a week from October-April at a stipend of \$34 per hour for 2 hours a day. The salaries will be paid by NCLB and IDEA grant.

Beth Johnson- NCLB  
Cali Roberts -IDEA  
Kelly Fryer -NCLB  
Helen Sallitt-NCLB  
Marianne Ciccolella-NCLB  
Jeralyn Dalling- Substitute NCLB

A voice vote was taken and unanimously approved.

13. Motion made by Mr. DeGroat, second by Mrs. Svendsen to approve the following paraprofessionals for the after school learning center running twice a week from October-April at a stipend of \$15 per hour for 2 hours a day. The salaries will be paid by NCLB grant:

Kathy Pevarnik  
Jeralyn Dalling

A voice vote was taken and unanimously approved.

## **POLICY**

1. Motion made by Mrs. Galante, second by Mr. DeGroat to approve the final 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.

2. Motion made by Mrs. Galante, second by Mr. DeGroat to approve the second and final 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.

3. Motion made by Mrs. Galante, second by Mr. DeGroat to approve the second reading of the following new policy:

Policy# 5131.2 Physical Restraint  
Regulation#5131.2 Physical Restraint

A voice vote was taken and unanimously approved.

4. Motion made by Mrs. Galante, second by Mr. DeGroat to approve the first reading of the following policies:

Policy #1120 Board of Education Meetings  
Regulation #1120 Board of Education Meetings  
Policy #2131 Chief School Administrator  
Policy #2240 Research, Evaluation and Planning

A voice vote was taken and unanimously approved.

## **EDUCATION & CURRICULUM**

1. School Performance Report- Mr. Robinson reported the 2014-2015 data that was released. Discussion was had regarding absenteeism and notifying parents of the procedures. Also, that Stillwater School has met their target in student growth.

2. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve the ASE/SEEK Program, running October 4, 11, 18, 25, 2016 with the following costs:

Stipend-Justin Reed: \$410  
Transportation-Stocker Bus: \$290.16  
Fairview Lake: \$520  
Supplies, not to exceed: \$40.00  
\$1,090 will be paid by the Township of Stillwater, the remainder will be paid by the board of education.

A voice vote was taken and unanimously approved.

3. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve the submission of the following grants as listed:

BASF Corporation - \$5,000 Greenhouse Project

A voice vote was taken and unanimously approved.

4. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve the Artsonia



online art gallery fundraiser for the art department for the 2016-2017 school year. A voice vote was taken and unanimously approved.

5. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve the following resolution:

Resolution declaring October 3<sup>rd</sup> -7<sup>th</sup> Week of Respect

WHEREAS, The Anti-Bullying Bill of Rights, Assembly Bill 3466, was approved by the New Jersey Legislature in November 2010 and signed into law as P.L. 2010, c. 122, by Governor Chris Christie on January 5, 2011; and

WHEREAS, The statute is intended to protect students from harassment and intimidation that would substantially interfere with their education; and

WHEREAS, In a 2009 survey by the National Centers for Disease Control, one in five New Jersey students indicated they had been the subject of bullying on school grounds during the previous year; and

WHEREAS, The Anti-Bullying Bill of Rights places expanded responsibilities on teachers, school administrators and boards of education to protect students from incidents of bullying, harassment and intimidation; and

WHEREAS, The Anti-Bullying Bill of Rights designates the week beginning with the first Monday in October as “Week of Respect” throughout New Jersey”; and

WHEREAS, The law directs school districts to observe the “Week of Respect” through age-appropriate instruction in accordance with New Jersey’s core curriculum content standards; and

WHEREAS, The Stillwater Board of Education recognizes the harmful impact of harassment and bullying on children and is committed to providing all of its students with a safe and secure learning environment free from intimidation; and

WHEREAS, The Stillwater Board of Education supports the intent of the Anti-Bullying Bill of Rights to protect our children, as well as the goal of previous law to enhance training and instruction to prevent harassment, intimidation and bullying. Now therefore be it

RESOLVED, That the Stillwater Board of Education declares October 5 through 9, 2015 as a “Week of Respect” in all district schools, and be it further

RESOLVED, That the Week of Respect will be a part of the Stillwater Public Schools’ ongoing efforts to foster respect among students and staff for the diverse cultures and personalities represented in our school community, and be it further

RESOLVED, That copies of this resolution be sent to Governor Chris Christie, State Senator Oroho, Assembly Representatives Space and Phoebus, the New Jersey School Boards Association and the Sussex County School Boards Association.

A voice vote was taken and unanimously approved.

## **BUILDING & GROUNDS**

1. Miss Solar provided an update on the following building & grounds items:
  - 1956 & 1941 bathroom renovation project status
  - 1941 door replacement status
  - Status update on the cracks in gymA voice vote was taken and unanimously approved.
2. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve building and use calendar for October 2016. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Saul, second by Mr. Grace to approve the renewal of Nicholas Carbonaro's Black Seal boiler license for 3 years in the amount of \$80.00. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Saul, second by Mrs. Svendsen to approve Article 16 maintenance agreement annual addendum of the uniform state memorandum of agreement between education and law enforcement officials and to re-adoption of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials and authorize the submission of same to the County Superintendent, County Prosecutor and Law Enforcement Officials. (Copy is available in the Superintendent's Office for review). A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Saul, second by Mrs. Svendsen, to accept the donation of the pear tree from the student council to be planted in honor of Lois Chamings. A voice vote was taken and unanimously approved.

## **TRANSPORTATION**

1. Bus Evacuation Drill Report- Ms. Roberts reported the first emergency bus evacuation drill was held on September 20, 2016 at the Stillwater Township Elementary School in the front parking lot, from 8:25am to 8:40am. The busses taking part in this drill were ST3, ST5, ST6, ST7, ST8, ST9, ST25, and First Impressions. This drill was supervised by Ms. Roberts and went very smoothly!
2. Motion made by Mr. Theys, second by Mr. DeGroat to approve the following field trips for the 2016-2017 school year:

<b>Location</b>	<b>Grade</b>
Turtleback Zoo	Grade 1
Franklin Mineral Museum	Grade 3
Land of Make Believe	Pre-K
NJ Symphony Orchestra	Music, Grade 4
Washington D.C.	Grade 6
Move up Day, KRHS	Grade 6
Anti-Bullying Summit	Grade 6



Lakota Wolf Preserve, Oxford, NJ	Grade 4
Tranquility Farm	Kindergarten
Sussex County Fairgrounds	Kindergarten
Quiet Valley Living Historical Farm, Stroudsburg, PA	Grade 5
Crayola Factory-Easton, PA	Grade 2
Stillwater Historical Society	Grade 2
Kittatinny High School	Drown proofing program-Grade 4
Kittatinny High School	Chorus & Band
Fredon School	Pinwheel Grades 5 & 6
Kittatinny High School	Pinwheel Grade 4, 5, 6
Kittatinny High School	Spelling Bee Finalists 4-6
Sandyston-Walpack School	Pinwheel
McKeown School	Pinwheel Grades 5 & 6
McKeown School	Battle of the Books Grades 5 & 6

A voice vote was taken and unanimously approved.

3. Motion made by Mr. Theys, second by Mr. DeGroat to approve transportation to Lakota Wolf Preserve on October 25, 2016 with Stocker Bus, at a cost of \$311.57. A voice vote was taken and unanimously approved.
4. Motion made by Mr. Theys, second by Mr. Grace to approve transportation to Tranquility Farms on October 14, 2016 with a rain date of October 21, 2016 with Stocker Bus, at a cost of \$245.76. A voice vote was taken and unanimously approved.
5. Motion made by Mr. Theys, second by Mr. DeGroat to approve transportation to Sandyston-Walpack School on October 7, 2016 with Stocker Bus, at a cost of \$160 for the Grades 4-6 Pinwheel Program. A voice vote was taken and unanimously approved.
6. Motion made by Mr. Theys, second by Mr. DeGroat to approve transportation to Quiet Valley Historical Farm on November 3, 2016 with Stocker Bus, at a cost of \$311.57. A voice vote was taken and unanimously approved.

## **BUDGET & FINANCE**

1. Audit/Finance Update- Miss Solar updated the board that the audit was held last week. Wanted to thank Mrs. Rosenkrans & Mrs. Reed for another clean audit! The audit presentation will be held in November.
2. Motion made by Mr. Grace, second by Mrs. LoCascio to approve September regular checks numbered 23556 through 23629, N0817, N0831, N0909, for a total of \$385,687.44. A voice vote was taken and unanimously approved.

3. Motion made by Mr. Grace, second by Mrs. Svendsen 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 made by Mr. Grace, second by Mrs. Svendsen to approve monthly travel as attached. A voice vote was taken and unanimously approved.

### **LEGISLATION**

Mr. Grace reported on the following:

Four candidates are running for Governor. They will be looking for changing items that sunset.

### **COMMUNITY RELATIONS**

In the Sunday's NJ Herald there was an article in the "75 Years Ago" Section referring to the Stillwater Township School opening in 1941.

### **UNFINISHED BUSINESS**

1. Board member required training- Due December 31, 2016.

### **NEW BUSINESS**

Mr. DeGroat read a portion of a facebook message he received regarding the district's food service management company.

### **PUBLIC PARTICIPATION**

None.

### **EXECUTIVE SESSION**

None.

### **ADJOURN**

Motion made by Mr. DeGroat, second by Mr. Grace to adjourn the meeting at 8:33 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



Rene Solar  
Business Administrator/Board Secretary