

October 17, 2016

The Stillwater Board of Education met on October 17, 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 7:02 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, Mrs. Santore, Mr. Theys, Mr. Grace, Mr. DeGroat, and Mrs. LoCascio.

Absent: Mrs. Galante and Mrs. Saul.

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. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the Regular Board of Education Meeting minutes from September 26, 2016. A voice vote was taken and unanimously approved.
2. Motion made by Mr. Theys, second by Mrs. LoCascio to approve the September 30, 2016 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,185,688.98 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of September 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.
3. Motion made by Mrs. LoCascio, second by Mr. Theys to approve the action plans developed by the board committee for the 2016-2017 board goals, as attached. A voice vote was taken and unanimously approved.
4. Election Ballot drawings have been completed by the county. The order of the board member names that will appear on the November ballot for the 3-year term are as follows:
  1. Christina Santore
  2. Joanne L. Saul
  3. No Petition Filed

## **SUPERINTENDENT'S REPORT**

Mr. Robinson reported on the following items:

- Professional development day, October 10<sup>th</sup>
- Week of Respect
- Fire Safety Assembly
- Math-a-thon Assembly
- Picture Day
- Upcoming events include- Conferences, PTA Halloween Party, and Halloween Parade.
- Playground Equipment
- Spreading gravel in the garden
- Clown incident

## **CORRESPONDENCE**

None.

## **PRESIDENT'S COMMENTS**

None.

## **PUBLIC PARTICIPATION**

None.

## **ACTION ITEMS:**

### **PERSONNEL**

1. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve attached professional days. A voice vote was taken and unanimously approved.

### **POLICY**

1. Motion made by Mr. Theys, second by Mrs. LoCascio to approve the final reading of the following new policy:

Policy# 5131.2 Physical Restraint  
Regulation#5131.2 Physical Restraint

A voice vote was taken and unanimously approved.

2. Motion made by Mr. Theys, second by Mrs. LoCascio to approve the second and final 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.

3. Motion made by Mr. Theys, second by Mrs. LoCascio to approve the first reading of the following policies:

Policy #1330 Use of School Facilities  
Policy #3100 Budget Planning, Preparation & Adoption  
Policy #3510 Operation and Maintenance of Plant  
Policy#3515 Smoking Prohibition  
Policy #3542.1 Wellness and Nutrition  
Policy#4112.2 Certification  
Policy#4112.4/4212.4 Employee Health  
Policy#4112.6/4212.6 Personnel Records

A voice vote was taken and unanimously approved.

### **EDUCATION & CURRICULUM**

1. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve the School Nursing Services Plan for Stillwater Township School for the 2016-2017 school year. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Svendsen, second by Mr. DeGroat to adopt the book Nancy Clancy Sleuth to the approved list of texts for the 2016-2017 school year. A voice vote was taken and unanimously approved.

### **BUILDING & GROUNDS**

1. Miss Solar provided the following building & grounds update:
  - Welcome Mr. Michael Maggio
  - 1941 Door Replacement Update
  - 1956 Bathroom Project Update
  - Gym Cracks update
  - 1966 Downstairs bathroom project
2. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve building and use calendar for November 2016. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the professional services contract with Parette Somjen Architects for consulting & investigation of the gym cracks in the amount of \$2,950 plus \$250 for reimbursable expenses. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. LoCascio, second by Mr. Grace to approve the M-1 Annual Maintenance Budget Worksheet. A voice vote was taken and unanimously approved.



5. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve submission of Comprehensive maintenance plan:

**Whereas**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

**Whereas**, the required maintenance activities as listed in the attached document for the various school facilities of the Stillwater Township Board of Education are consistent with these requirements, and

**Whereas**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

**Now Therefore Be It Resolved**, that the Stillwater Township Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Stillwater Township Board of Education in compliance with Department of Education requirements. A voice vote was taken and unanimously approved.

## **TRANSPORTATION**

1. Motion made by Mr. Theys, second by Mr. DeGroat to approve transportation to Middle School Summit on School Violence at Sussex County Vo-tech on October 19, 2016 with Stocker Bus, at a cost of \$165.00. A voice vote was taken and unanimously approved.
2. Motion made by Mr. Theys, second by Mr. Grace to approve transportation to the H.I.L.L.S. House at Centenary College on October 21, 2016 with Stocker Bus, at a cost of \$225, to be paid by the IDEA Basic Grant. A voice vote was taken and unanimously approved.

## **BUDGET & FINANCE**

1. Motion made by Mr. Grace, second by Mrs. LoCascio to approve October regular checks numbered 23630 through 23689, N0819, N0820, N0822, N0930, N1014 for a total of \$638,850.09. Capital Reserve transfer JE0630 in the amount of \$300,000. Cafeteria check number 2555 in the amount of \$13,382.71. A voice vote was taken and unanimously approved.
2. Motion made by Mr. Grace, second by Mrs. LoCascio to approve September student activity checks numbered 6167-6172 in the amount of \$3,231.40. A voice vote was taken and unanimously approved.
3. Motion made by Mr. Grace, second by Mrs. LoCascio 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. LoCascio to approve transfers from September 1, 2016 to September 30, 2016 as attached. A voice vote was taken and unanimously approved.
5. Motion made by Mr. Grace, second by Mrs. LoCascio to approve monthly travel as attached. A voice vote was taken and unanimously approved. A voice vote was taken and unanimously approved.

### **LEGISLATION**

Mr. Grace reported on the following:

- Our new School Boards representative is Kathleen Helewa
- Graduation rates are at an all time high

### **COMMUNITY RELATIONS**

-Mrs. LoCascio asked if we needed any help setting up for Veteran's Day? Mr. Robinson recommended reaching out to Mrs. Celentano.

-Veteran's Day Assembly is November 9<sup>th</sup> at 9:30 am.

-Next PTA Meeting will be November 3<sup>rd</sup> at 7:00 pm.

### **UNFINISHED BUSINESS**

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

### **NEW BUSINESS**

None.

### **PUBLIC PARTICIPATION**

Mr. DeGroat mentioned that planting garlic now in our school garden would allow it to be harvested prior to the students leaving for the summer.

### **EXECUTIVE SESSION**

1. BE IT HEREBY RESOLVED by Mr. Grace and seconded by Mrs. LoCascio at 7:34 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 student residency & 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. Grace and seconded by Mr. DeGroat at 7:57 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 Mrs. Santore, second by Mr. DeGroat to approve the application for student #1390 to extend enrollment from October 8, 2016 to November 9, 2016 without tuition payments. A voice vote was taken and unanimously approved.

**ADJOURN**

Motion made by Mr. DeGroat, second by Mrs. LoCascio to adjourn the meeting at 7:58 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Solar  
Business Administrator/Board Secretary