

November 7, 2016

The Stillwater Township Board of Education met on November 7, 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. DeGroat, Mrs. LoCascio, Mrs. Santore, Mrs. Galante, and Mrs. Saul.

Absent: Mr. Theys and Mr. Grace.

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. Mr. Anthony Ardito from Ardito & Company presented the 2015-2016 Audit. Also provided training on how to understand the CAFR. He stated we are in great financial shape, and thanked the business office for continuing to do a wonderful job. The presentation is attached to the minutes.
2. Motion made by Mrs. Santore, second by Mr. DeGroat to approve the Regular Board of Education Meeting minutes and executive session minutes from October 17, 2016. Mrs. LoCascio- Aye; Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mr. DeGroat-Aye; Mrs. Saul-Abstain; Mrs. Santore-Aye; Mrs. Galante-Abstain.
3. Ms. Solar discussed the Reorganization Meeting. The meeting must be held between January 1-January 7. January 2nd is the Monday, however, school is closed. Ms. Solar presented the option of Tuesday, January 3rd with a snow date of Wednesday January 4th. The board agreed.
4. NJSBA Convention Report- Mrs. Nothstine, Mr. DeGroat, Mr. Robinson, and Ms. Solar attended the NJSBA Convention in Atlantic City. Mr. DeGroat focused more on vendors this year. He was able to speak to many food service vendors. Ms. Solar stated this year there seemed to be more classes geared toward administrators and not just board members. She also walked the floor to meet many various vendors. Mrs. Nothstine attended a negotiations with health benefits class that was very informative. As well as a farm to school class that she enjoyed and hopefully we can implement more of the local produce into our cafeteria.
5. Mr. Robinson provided an update on the following district goals:

Goal 1:

- Increased teacher PLC time so that teachers may work to develop new reading units of study

- Provided teachers with new district-wide format for reading unit development
- Purchase of mentor texts for teacher utilization in whole and small group reading instruction – fiction and nonfiction

Goal 2:

- Receipt of \$5,000 BASF Science Education Grant
- Application for \$2,000 and \$10,000 NJ Sustainable Schools Grants
- Fall crops have been harvested by the Garden Club
- Garden Pep Rally

Goal 3:

- Two Google Apps for Education trainings have been held for staff – one general training and one specifically for Google Classroom
- 1:1 Chromebooks for grade 3 on the agenda for approval tonight – to be paid for with REAP monies
- Google Apps and Classroom are being utilized daily in general ed, special ed, and special area classrooms

Goal 4:

- Facebook is being used to advertise upcoming events and student/staff accomplishments
- A school climate survey is being developed and will be given in the coming months to students, staff, and community members
- Progress has been made in talks to fully transition to Google Apps by July 1
- A staff survey that was given in September supports a full transition away from Microsoft toward Google

COMMITTEE REPORTS

PERSONNEL

1. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve attached professional days. A voice vote was taken and unanimously approved.
2. Motion made by Mr. DeGroat, second by Mrs. Santore to approve Effective Education, LLC, Jacqueline Colaneri, as a Regional Curriculum Consultant for the K-8 mathematics curriculum at a cost of \$8,500 for the entire curriculum revision process including coordinating two teacher revision meetings and one professional day for all regional math teachers, with the understanding that the cost of said agreement is to be distributed among the Board of Education of Fredon Township, Stillwater Township, Sandyston-Walpack District, Kittatinny and Hampton Township District based upon the October 15, 2016 student count in grades K-8 and furthermore, that the Sandyston-Walpack Board of Education will serve as the LEA for the 2016-2017 school year. A voice vote was taken and unanimously approved.

3. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve Janet Mahedy as the home instruction tutor for student #050308 for 10 hours at a rate of \$34.00 per hour, not to exceed a three-week time period to take place in the school building. A voice vote was taken and unanimously approved.

POLICY

1. Motion made by Mrs. Galante, second by Mr. DeGroat to approve the second and final 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. Mr. Robinson presented PARCC and NJASK Score Report. We have shown improvement in all areas over last year! Presentation is attached to the minutes.

BUILDING & GROUNDS

1. Ms. Solar provided an update of the following building and grounds items:
 - 1956 Bathroom Renovation Project
 - 1941 Door Replacements
 - Gym wall cracks

TRANSPORTATION

1. Bus Evacuation Drill Report- Mrs. Cramer reported the second emergency bus evacuation drill was held on October 19, 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 Mrs. Santore, second by Mrs. LoCascio to approve transportation jointure with Kittatinny Regional High School for 2016-2017 Non-Public Transportation Routes in the amount of \$1,536.88. A voice vote was taken and unanimously approved.

3. Motion made by Mrs. Santore, second by Mrs. LoCascio to approve Kittatinny Regional High School for transportation coordination services for aid in lieu students, charter school and non-public routes for an administrative fee of 4%, equal to \$238.28 for the 2016-2017 school year. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve Aid in Lieu for five students at \$884.00 each for the 2016-2017 school year. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Santore, second by Mrs. LoCascio to approve transportation jointure with Hampton Township Board of Education for 2016-2017 AM preschool transportation route in the amount of \$2,550. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Santore, second by Mrs. LoCascio to approve transportation jointure with Sussex County Regional Cooperative for 2016-2017 preschool transportation route in the amount of \$30,060 plus 4% administrative fee. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve transportation to Franklin Mineral Museum on May 31, 2017 with Stocker Bus, at a cost of \$300.59. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve transportation to the H.I.L.L.S. House at Centenary College on December 6, 2016, February 2, March 2, and May 2, 2017 with Stocker Bus, at a cost of \$225 per trip, to be paid by the IDEA Basic Grant. A voice vote was taken and unanimously approved.

BUDGET & FINANCE

1. Ms. Solar provided the following finance update:
 - The audit presentation and understanding the CAFR was the first presentation to assist in achieving the board goals. Next will be finance and budget 101.
 - SOARS- This year we have been selected for an extensive Food Service Review from the State of NJ. This comprehensive review begins with a large questionnaire, and then they will come onsite to review all of our paperwork, as well as the food service program in action. Making sure that we meet all the state/federal procedure guidelines. Today was the deadline for Resource Management questions 700-711 and The Meal Compliance Assessment Tool. Both were completed last week. The remainder of the questions and documentation is due by Nov. 23rd.
 - Many other state reports are due over the next few weeks. These are done every year through the business office: Audsum, submission of the CAFR, ASSA, DRTRS, E-Rate, IDEA final Expenditure report, and budget season is beginning!

2. Motion made by Mrs. LoCascio, second by Mr. DeGroat to accept annual audit for the Stillwater Township Board of Education for the year ended June 30, 2016. There were no audit findings or recommendations. A roll call vote was taken and unanimously approved.
3. Motion made by Mrs. LoCascio, second by Mr. DeGroat to accept \$980 from the First Energy STEM Grant titled, "The Importance of Sensory Stimulation for Preschoolers." A voice vote was taken and unanimously approved.
4. Motion made by Mrs. LoCascio, second by Mr. DeGroat to accept \$5,000 from the BASF Corporation Science Ed Grant for the Stillwater Schoolyard Garden and Greenhouse Project and Monarch Butterfly Habitat. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. LoCascio, second by Mr. DeGroat to purchase the following items through Dell as listed:
 - 1 Laptop: \$686.12
 - 5 Camera Server Desktops: \$4,944.60A voice vote was taken and unanimously approved.
6. Motion made by Mrs. LoCascio, second by Mr. DeGroat to purchase the following items through Staples funded by the REAP Grant as listed:
 - 2 Laptop Cart: \$2,834.50
 - 40 Chromebooks & Licenses: \$9,782.40
 - 3 Desktops: \$1,694.73A voice vote was taken and unanimously approved.

COMMUNITY RELATIONS

- Wednesday, November 9th- Veteran's Day Celebration at 9:30am
- Monday, November 14th- Tree Dedication at 3:15pm for Lois Chamblings.
- Monday, November 14th- SEA Fundraiser- Vendor Fair, 4:00 pm.
- Tuesday, November 8th, Election Day. We have two board members on the ballot.

LEGISLATIVE

No Report.

PUBLIC PARTICIPATION

Mr. DeGroat further explained when he spoke to other food service companies at the conference that we would have to join together as a few schools for another vendor to take us on.

Mrs. Nothstine said the food may not be much better if we still have to stick to the food regulations for the child nutrition program.

This will be a future topic to look into.

EXECUTIVE SESSION

None.

ADJOURNMENT

Motion made by Mr. DeGroat and seconded by Mrs. Santore to adjourn the meeting at 8:19 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Solar
Business Administrator/Board Secretary