

December 12, 2016

The Stillwater Board of Education met on December 12, 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. DeGroat, Mrs. LoCascio, and Mrs. Saul.

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

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

### **BOARD BUSINESS**

1. Motion made by Mr. DeGroat, second by Mrs. Svendsen to approve the Regular Board of Education Meeting minutes from November 21, 2016. Motion approved by voice vote, Mrs. LoCascio- Abstain; Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mr. DeGroat-Aye; Mrs. Saul-Aye.
2. Mrs. Metzgar updated the board regarding the School Board Election. Our write in candidate rescinded his acceptance to be seated on the board. The Executive County Superintendent of School will now have to appoint someone. Further discussion on this procedure will be held in executive session.
3. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve a temporary leave of absence from the board for Martin Theys until February 10, 2017. A voice vote was taken and unanimously approved.

### **SUPERINTENDENT'S REPORT**

Mr. Robinson reported on the following:

- Senior Luncheon
- Legal update: teacher preparation program regulations
- Legal update: Provisional and standard license changes
- Bomb Threat Assessment Workshop attended by Mrs. Roberts
- Governor Teachers Award winner: Mrs. Steffens-Congratulations!
- Support Staff Member of the Year: Mrs. Grodsky- Congratulations!
- Wishing everyone Happy Holidays!

## **CORRESPONDENCE**

Thank you card from Mrs. L. Ciccolella for attending a workshop.

## **PRESIDENT'S COMMENTS**

Wishing everyone Happy Holidays!

## **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.
2. Motion made by Mr. DeGroat, second by Mrs. Svendsen to accept with regret the resignation of Mark Meijer effective December 13, 2016. A voice vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the following substitute teachers/paraprofessionals for the 2016-2017 school year:
  - Danielle DeAngelis
  - Jennifer Domaracki-pending criminal history and background checkA voice vote was taken and unanimously approved.
4. Motion made by Mr. DeGroat, second by Mrs. Svendsen to approve graduate class at Centenary University titled, "The Principalship," at a cost of \$1,305 for Justin Reed. No reimbursement paid as per SEA Agreement. This course runs from January 17, 2017-May 8, 2017. A voice vote was taken and unanimously approved.
5. Motion made by Mr. DeGroat, second by Mrs. Svendsen to approve graduate class at Centenary University titled, "Field Supervision Internship II," at a cost of \$1,305 for Justin Reed. No reimbursement paid as per SEA Agreement. This course runs from January 17, 2017-May 8, 2017. A voice vote was taken and unanimously approved.
6. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve graduate class at Centenary University titled, "Special Topics in Special Ed.," at a cost of \$1,338 for Ramona Knapp. Reimbursement paid as per SEA Agreement. This course runs from January 2017-May 2017. A voice vote was taken and unanimously approved.

7. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the following after school program for the 2016-2017 school year. The stipend for each teacher is \$410

Character Matters

Maureen Riva

Ruth Najemian

Grades K-6

A voice vote was taken and unanimously approved.

## **POLICY**

**Mrs. Galante**

1. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve the first reading of the following new policy:

Policy# 5118.2 Foster Care and Educational Stability

Regulation#5118.2 Foster Care and Educational Stability

A voice vote was taken and unanimously approved.

## **EDUCATION & CURRICULUM**

1. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve the submission of the ESEA Accountability Action Plan for the 2016 PARCC participation rate. A roll call vote was taken and unanimously approved.

## **BUILDING & GROUNDS**

1. Mrs. Metzgar provided an update on the following building & grounds items:
  - 1956 Bathroom Renovation Punchlist
  - 1941 Door replacement
  - Gym Cracks
  - Girls Bathroom Window Replacement
  - Main Office Security Film
  - Septic Tank Investigation
2. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve building and use calendar for January 2017. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve AA Fence Co, Inc. to replace fencing along the perimeter by the garden/greenhouse area in the amount of \$2,760. To be paid for by the NJSIG safety grant and general fund monies. A voice vote was taken and unanimously approved.

## **TRANSPORTATION**

None.



## **BUDGET & FINANCE**

1. Mrs. Metzgar presented Budget 101 so the board members would be able to gain an understanding on the school budget process and their role. Presentation is attached to the minutes.
2. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve December regular checks numbered 23769-23808, N1122, N1130, N1202, N1203, N1204 for a total of \$356,875.38. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve November student activity checks numbered 6184-6188 in the amount of \$2,262.32. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Svendsen, second 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.
5. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve transfers from November 1, 2016- November 30, 2016 as attached. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve monthly travel as attached. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve student replacement costs for lost or damaged magazines to be \$2.00 per issue. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. Svendsen, second by Mr. DeGroat to accept the following tuition students at a prorated tuition rate according to their start date as listed:

<b>District</b>	<b>Student</b>	<b>Program</b>	<b>Start Date</b>	<b>Tuition Rate</b>
Hampton	100612	PSD	11/28/2016	\$8,000
Hampton	092913	PSD	12/08/2016	\$8,000
Sandyston	112913	PSD	12/01/2016	\$8,000

A voice vote was taken and unanimously approved.

9. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve submission of the following grants for the schoolyard garden/greenhouse project:

-Hardy Plant Society- \$500  
-Annie's Grants for Gardens- \$3,000

A voice vote was taken and unanimously approved.

## **LEGISLATION**

None.

## COMMUNITY RELATIONS

Mrs. LoCascio reported on the following items:

- Senior Luncheon
- Great to see Mrs. Pierson and other teachers out at the store buying their students Christmas gifts. They are just so thoughtful and giving.
- Holiday Concert- Wednesday, December 14<sup>th</sup>
- Trep\$ Marketplace- Tuesday, December 20<sup>th</sup>

## UNFINISHED BUSINESS

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

## NEW BUSINESS

None.

## PUBLIC PARTICIPATION

None.

## EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mrs. LoCascio and seconded by Mrs. Svendsen at 7:41 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 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. Svendsen at 8:03 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. Svendsen to adjourn the meeting at 8:03 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



Rene Metzgar  
Business Administrator/Board Secretary