

The Stillwater Township Board of Education met on February 13, 2017, 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 7:01 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, 2017. 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, Mr. Theys and Mrs. LoCascio.

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

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

## **BOARD BUSINESS**

1. Motion made by Mr. DeGroat, second by Mrs. Svendsen to approve the Regular Board of Education Meeting minutes and executive session minutes from January 30, 2017. A voice vote was taken and unanimously approved.
2. Save the date! Sussex County School Boards Meeting will be held on February 28, 2017 at the Sussex County Technical School. Registration starts at 6 pm, program 6:45-9:00pm. Topic: Dealing with Flat or Declining Enrollment.
3. Mr. Robinson provided an update on the District Goals:

### Goal 1:

- Revised Reading Units of Study are coming along nicely. Many teachers are now at the stage where the framework is complete, so they are beginning to add differentiated activities. This activity is near completion
- PLC time continues to be provided during the school day, allowing teachers to meet and reflect on unit implementation
- Major activity 3 is complete, but we will continue to acquire materials as deemed necessary

### Goal 2:

- Receipt multiple grants were received, continue to pursue grant opportunities
- Meeting tomorrow afternoon with garden committee to discuss plans for greenhouse construction
- Major activities 1 and 3 complete.

### Goal 3:

- All three of our tech activities are complete. We look forward to integrating more 1:1 devices into the lower grade levels as the laptops' usability sunsets. Our focus for next year will be utilizing tech funds for STEM initiatives.

Goal 4:

- Facebook is being used to advertise upcoming events and student/staff accomplishments, as well as weather related closing announcements.
- A switch to a completely digital weekly newsletter is being considered.
- A school climate survey is being developed and will be given in the coming months to students, staff, and community members
- We are poised for a rollover to Gmail after the end of the school year, as switching in the middle of the year would be disruptive.

**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.

**POLICY**

1. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve the second and final reading of the following revised policies:

Policy# 5111 Admission  
Policy# 5131 Conduct/Discipline  
Policy# 5131.5 Vandalism/Violence  
Policy# 5134 Married/Pregnant Pupils  
Policy# 5141 Health  
Policy# 5141.4 Missing, Abused, and Neglected Children  
A voice vote was taken and unanimously approved.

**EDUCATION & CURRICULUM**

1. Ms. Roberts provided the semiannual report for HIB/EVRS as follows:

For the period July 1, 2016-December 31, 2016 there were no EVRS reports and no HIB investigation/reports. HIB training was provided to all staff, board of education members, and contract service providers. Many student based programs were implemented during this time frame in regards to anti-bullying. Activities include those followed during the Week of Respect, Summit Program, Red Ribbon Week, Violence Awareness Week, and the NED Show Assembly.

2. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve the ASE/SEEK Program, running April 6<sup>th</sup>, 13<sup>th</sup>, 27<sup>th</sup>, and May 4<sup>th</sup>, 2017 with the following costs:

Stipend-Justin Reed: \$410  
Transportation-Stocker Bus: \$290.16

Fairview Lake: \$520  
Supplies, not to exceed: \$40.00  
A voice vote was taken and unanimously approved.

### **BUILDING & GROUNDS**

1. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve Lock & Key World to complete the 1988 Outside (elevator) Door Replacement Project, in the amount of \$5,697.

Other Quotes:

Lou's Glass: \$6,000

Sasse Glass: No Response

Sussex Lock & Safe: No Response

A voice vote was taken and unanimously approved.

### **TRANSPORTATION**

No Report.

### **BUDGET & FINANCE**

1. Mr. Theys provided the Budget Committee Update- We met prior to the meeting to review the cost savings, usual budget increases, and reviewed anticipated capital projects. Mr. Theys listed items reviewed in each category.
2. Motion made by Mr. Theys, second by Mr. DeGroat to accept the \$2,000 grant from the NJEA Sustainable Jersey for Schools for the Stillwater Schoolyard Garden and Greenhouse Project. A voice vote was taken and unanimously approved.

### **COMMUNITY RELATIONS**

Mrs. LoCascio reported on the following:

-100<sup>th</sup> day of school assembly was today. Was run by student council this year and was a huge success. We will get the count of items in a few weeks. All items collected go to families in Sussex County.

-PTA's Father/Daughter Dance was last Friday. Was very well attended.

### **LEGISLATIVE**

-Mr. DeGroat stated he put in an application for the Ethics Commission open position. He called to follow up on his application and the commission said everything has to go through the Governor's Office, so it may take weeks to hear.

## **PUBLIC PARTICIPATION**

None.

## **EXECUTIVE SESSION**

BE IT HEREBY RESOLVED by Mr. DeGroat and seconded by Mrs. Svendsen at 7:28 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 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. LoCascio at 7:38 p.m. to come out of executive session and return to public session. A voice vote was taken and unanimously approved.

## **ADJOURNMENT**

Motion made by Mrs. LoCascio and seconded by Mrs. Svendsen to adjourn the meeting at 7:38 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar  
Business Administrator/Board Secretary