

March 13, 2017

The Stillwater Township Board of Education met on March 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, Swartwood 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, Mrs. Saul, and Mrs. LoCascio.

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

Also present were Matthew Robinson, Superintendent, René Metzgar, Business Administrator/Board Secretary, Cali Roberts, Assistant Principal and members of the public.

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## **BOARD BUSINESS**

1. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the Regular Board of Education Meeting minutes from February 27, 2017. Motion approved by voice vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mr. DeGroat- Abstain; Mrs. Saul-Abstain; Mr. Theys-Aye; Mrs. LoCascio-Aye.
2. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve the Business Administrator/Board Secretary to advertise in the New Jersey Herald for the public hearing on the 2017-2018 school budget to be held on April 24, 2017 in Room A119 beginning at 7:00 pm, with the regular meeting to follow. A voice vote was taken and unanimously approved.

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## **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. LoCascio to approve 60% of Tracy Coombs's salary to be funded through the IDEA-Preschool Grant in the amount of \$3,180 from March 1, 2017-June 30, 2017. A voice vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve maternity leave for Kelly Fryer beginning May 8, 2017 (or earlier if needed) with the intent to return on November 1, 2017. This leave includes 12 weeks covered by FMLA & NJFLA. A voice vote was taken and unanimously approved.

4. Motion made by Mr. DeGroat, second by Mrs. LoCascio, upon recommendation of the Superintendent, to approve Georgeanne Vellella as maternity leave replacement substitute teacher for Grade 1, to begin on or about March 20, 2017 to June 30, 2017 at BA, Step 0 for a daily rate of \$268.25, no benefits. A voice vote was taken and unanimously approved.

## **POLICY**

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

Policy# 5119 Transfers  
Policy# 5141.3 Health Examinations and Immunizations  
Policy# 6010 Goals and Objectives  
Policy# 6114 Emergencies and Disaster Preparedness  
Policy# 6140 Curriculum Adoption  
Policy# 6141 Curriculum Design/Development  
Policy# 6142 Subject Fields  
Policy# 6142.4 Physical Education and Health  
Policy# 6142.10 Internet Safety and Technology  
Policy# 6145 Extracurricular Activities  
Policy# 6145.1/6145.2 Intramural Competition; Interscholastic Competition  
Policy# 6162.5 Research  
Policy# 6163.1 Media Center/Library  
Policy# 6164.4 Child Study Team  
Policy# 6171 Special Instructional Programs  
Policy# 6171.4 Special Education  
Policy# 6173 Home Instruction

A voice vote was taken and unanimously approved.

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## **EDUCATION & CURRICULUM**

1. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve the 2017-2018 school calendar for the Stillwater Township Board of Education. A voice vote was taken and unanimously approved.
2. Ms. Roberts discussed the 6<sup>th</sup> Grade Trip- We are considering moving from a single trip, to a variety of experiences that directly align to 6th grade curriculum. Trip options that are being considered include an overnight to Fairview Lake in the fall and a day trip to New York City or Philadelphia in the Spring. Aligning the trip more with curriculum. Other concerns are financial burdens and the safety & security of the children. The board was supportive in making changes, more research and parent involvement are needed at this time.

## **BUILDING & GROUNDS**

1. Mrs. Metzgar provided an update on the following building and grounds items:
  - Septic System Investigation
  - Lawn Maintenance Contract
  - Drainage Project
2. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve Lawn Maintenance contract with KW Lawn Service in the amount of \$2,210 from April 1, 2017 through July 31, 2017.

Other quotes:

Gerber Landscaping Services	No reply
J. Kramer Landscaping	No reply
KMH Landscaping	\$4,200
New Image Landscaping	No reply

A voice vote was taken and unanimously approved.

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3. Motion made by Mrs. Saul, second by Mrs. LoCascio to appoint Michael Maggio as Right to Know Officer, Integrated Pest Management Coordinator, Indoor Air Quality Designee, Chemical Hygiene Officer and AHERA Contact Person for the remainder of the 2016-2017 school year. A voice vote was taken and unanimously approved.
  4. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve Parette Somjen Architects to begin professional services for the 1956/1966 Drainage project at a cost of \$24,250 plus \$1,250 for reimbursable expenditures. A voice vote was taken and unanimously approved.
  5. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve, upon the recommendation of the Superintendent, that the Stillwater Township Board of Education, in the County of Sussex, New Jersey, authorizes Parette Somjen Architects to submit all necessary plans and paperwork to the Department of Education concerning the "Drainage Improvements at Stillwater Township School" to serve as an application to the Office of School Facilities and an amendment to the District's Long Range Facilities Plan; and

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BE IT FURTHER RESOLVED, this project shall be an "Other Capital" project and the Board of Education is NOT seeking state funding, but will fund the project through a withdrawal from Capital Reserve. A roll call vote was taken and unanimously approved.

6. Motion made by Mrs. Saul, second by Mrs. LoCascio to authorize the Business Administrator/Board Secretary to submit the LRFPA amendment request form to the Office of School Facilities. (This is to include flooring upgrades, parking lot upgrades, teacher room renovations, and gutter replacements). A roll call vote was taken and unanimously approved.



## TRANSPORTATION

No Report.

## BUDGET & FINANCE

1. Mrs. Metzgar reviewed the tentative budget. Explained revenues, expenses, including various capital projects. Also, proposed a .6% tax levy increase, reviewed the estimated tax impact.
2. Motion made by Mr. Theys, second by Mrs. LoCascio to introduce the preliminary 2017-2018 School Budget and authorize the School Business Administrator to submit the preliminary budget to the Sussex County Office of Education for compliance and approval for advertisement as follows:

<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	<u>\$6,303,361</u>	<u>General Fund</u>	
Capital Outlay	<u>\$670,690</u>	..Budgeted Fund Balance	\$ 533,388
		..Local Tax Levy	\$4,137,896
Special Revenue Fund	<u>\$125,039</u>	..Capital Reserve	\$ 400,500
Repayment of Debt	<u>\$ 0.00</u>	..Capital Reserve Int.	\$500
		..Misc Revenue	\$2,000
		..Tuition	\$92,500
		..State Aid	\$1,807,267
		...SEMI	\$ 0
<b>Total Expenditures</b>	<b><u><u>\$7,099,090</u></u></b>	<u>Special Revenue Fund</u>	
		..Federal & State Aid	\$ 125,039
		<b>Total Revenue</b>	<b><u><u>\$ 7,099,090</u></u></b>

As per NJAC 6A:23A-7.3, the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The maximum amount of travel and expense reimbursement for the 2016-2017 budget was \$15,000. As of March 1, 2017 the amount spent to date is \$2,942.90. The 2017-2018 tentative budget includes a maximum travel appropriation of \$15,000. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded. Included in the 2017-2018 proposed budget is a maximum regular business travel amount of \$1,500 per employee.

A roll call vote was taken and unanimously approved.

## COMMUNITY RELATIONS

Mrs. LoCascio reported on the following items:

-Stillwater School collected the most items for the 100<sup>th</sup> day of school! We will be receiving a trophy.

- PTA Tricky Tray- April 7<sup>th</sup>
- PTA Talent Show- March 24<sup>th</sup>
- Garden Committee meeting March 27<sup>th</sup>
- Safety & Security Roundtable Meeting-March 20<sup>th</sup>

**LEGISLATIVE**

-No Report.

**PUBLIC PARTICIPATION**

None.

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**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

Motion made by Mrs. LoCascio and seconded by Mr. DeGroat to adjourn the meeting at 8:15 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



Rene Metzgar  
Business Administrator/Board Secretary