

March 27, 2017

The Stillwater Township Board of Education met on March 27, 2017, 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 & 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 the Stillwater School Website.

Mrs. Nothstine led the flag salute. The following Board members were present: Mrs. Galante, Mrs. LoCascio, Mrs. Nothstine, Mrs. Saul and Mr. Theys

Absent: Mr. DeGroat, Mr. Grace, Mrs. Santore and Mrs. Svendsen.

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 Mrs. LoCascio, second by Mrs. Saul to approve the Committee of the Whole Board of Education Meeting minutes from March 13, 2017. Motion approved by voice vote: Mrs. Galante – Abstain; Mrs. LoCascio-Aye; Mrs. Nothstine-Aye; Mrs. Saul-Aye; Mr. Theys-Aye.
2. Motion made by Mrs. LoCascio, second by Mr. Theys to approve the February 28, 2017 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,650,843.95 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of February 28, 2017 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.

SUPERINTENDENT'S REPORT

Mr. Robinson reported on the following items:

- New STEM program for the 17-18 school year
- Library program revision for the 17-18 school year
- Digital newsletter
- Preschool play
- Fitness for the American Red Cross
- Green Team/Garden & Greenhouse Project update

CORRESPONDENCE

None.

PRESIDENT'S COMMENTS

Mrs. Nothstine reported on the Green Team Meeting – this time last year they had zero dollars, thought it would take years; they now have \$23,000 to \$25,000! Awesome!

PUBLIC PARTICIPATION

PTA Representatives:

- Tricky Tray next Friday 4/7/17
- Talent Show was a big hit!

ACTION ITEMS:

PERSONNEL

1. Motion made by Mrs. LoCascio, second by Mrs. Saul to approve attached professional days. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. LoCascio, second by Mrs. Saul to approve Cali Roberts, Meghan Radimer, and Justin Reed to receive a stipend of \$75.00 per person for attending the 6th Grade Activity night at Kittatinny Regional High School on May 12, 2017. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. LoCascio, second by Mrs. Saul to accept with regret, the resignation of Susan Sager, effective July 1, 2017, for the purpose of retirement. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. LoCascio, second by Mrs. Saul, upon the recommendation of the Superintendent, to approve Raychel MacLean as a part-time 27.5 hours/week paraprofessional for the 2016-2017 school year, at Step 0, for a salary of \$10,185 (to be pro-rated to time worked) to begin on or about March 28, 2017, pending criminal history and background check. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. LoCascio, second by Mrs. Saul to approve the following substitute teacher for the 2016-2017 school year:

-Christina Diffin

A voice vote was taken and unanimously approved.

POLICY

None.

EDUCATION & CURRICULUM

None.

BUILDING & GROUNDS

1. Mrs. Metzgar provided a building & grounds update on the following:
 - Drainage project timeline
 - Potential for a special Board meeting on June 5, 2017
2. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve building and use calendar for April 2017. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Saul, second by Mr. Theys to approve the renewal of Michael Maggio's Black Seal boiler license for 3 years in the amount of \$80.00. A voice vote was taken and unanimously approved.

TRANSPORTATION

1. Motion made by Mr. Theys, second by Mrs. LoCascio to approve Stocker Bus Company to provide transportation as listed:

Location	Grade	Date	Cost
KRHS	Drownproofing-Grade 4	May 22-26	\$157.98/trip
Crayola Factory	Grade 2	April 7, 2017	\$311.57

A voice vote was taken and unanimously approved.

BUDGET & FINANCE

1. Motion made by Mrs. Galante, second by Mr. Theys to approve March regular checks numbered 23941-23998, N0228, N0303, N0304, N0313, N0315, for a total of \$600,197.87, cafeteria checks 2560-2561 for a total of \$9,618.39. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Galante, 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.
3. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve transfers from February 1, 2017 to February 28, 2017 as attached. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve monthly travel as attached. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve the submission of grant application for the 2017 Safety Grant Program through the New Jersey

Schools Insurance Group's ERIC WEST Subfund for the purposes described in the application, in the amount of \$1,500 for the period July 1, 2017 through June 30, 2018. A roll call vote was taken and unanimously approved.

6. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve René Metzgar to attend NJASBO Convention in Atlantic City, NJ, June 7-9, 2017, as per contract.

WHEREAS, The Stillwater Board of Education is required pursuant to *N.J.S.A.* 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

WHEREAS, The Board has determined that the training programs, seminars, conventions and conferences sponsored by New Jersey Association of School Business Administrators and set forth below are directly related to and within the scope of listed administrator's current responsibilities and/or applicable professional development plans; and

WHEREAS, The Board has determined that the participation in the NJASBO training programs, and seminars, conventions and conferences requires school district travel expenditures and that this travel is critical to the administrative and /or instructional needs of the district and/or furthers the efficient operation of the district, and /or will help improve administrator's skills and knowledge related to district operations: and

WHEREAS, The Board has determined that the school district travel expenditures to NJASBO training programs, seminars, conventions and conferences are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provisions of Title 18A of the New Jersey Statutes; and

WHEREAS, The Board finds that a mileage reimbursement rate equal to that of the OMB mileage reimbursement rate of [\$.31] per mile is a reasonable rate, plus parking and tolls; and

WHEREAS, The Board has determined that participation in the NJASBO training programs, seminars, conventions and conferences is in compliance with the district policy on travel; therefore be it

RESOLVED, That the board of education hereby approves the attendance of the listed district employees the listed NJASBO training programs, seminars, conventions and conferences and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount; and, be it further

RESOLVED, That the Stillwater Board of Education authorizes in advance, as required by statute, attendance at the NJASBO training

programs, seminars, conventions and conferences:

René Metzgar	
Borgata, Atlantic City, NJ, June 7-9, 2017	\$280
Registration	\$275
<u>Meals & Incidental Expenses</u>	
Breakfast	\$15
Lunch	\$16
Dinner	\$28
Incidentals	\$5
TOTAL	\$64

1st and last day
M&IE Rate 75% \$48/day

A voice vote was taken and unanimously approved.

7. Motion made by Mrs. Galante, second by Mrs. LoCascio to accept tuition student #010714 from the Sandyston-Walpack Board of Education to begin March 24, 2017 for the 2016-2017 school year at a tuition rate of \$8,000 (prorated). A voice vote was taken and unanimously approved.

LEGISLATION

None.

COMMUNITY RELATIONS

Mrs. LoCascio reported on the following:

- Stillwater award Connect for Communities dinner for most of the items collected on 100th day of school.
- Tricky Tray on April 7th – doors open at 6:00 p.m.

UNFINISHED BUSINESS

1. Google Docs Access
2. Board member Ethics/Financial Disclosure Forms-Due April 30, 2017.
3. Board member required training- Due December 31, 2017.

NEW BUSINESS

None.

PUBLIC PARTICIPATION

Mrs. Nothstine

None.

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mrs. Locascio and second by Mr. Theys at 7:21 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 discussing 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 Mrs. LoCascio and seconded by Mrs. Saul at 7:28 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 Mrs. LoCascio and seconded by Mrs. Galante to adjourn the meeting at 7:28 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary