

April 24, 2017

The Stillwater Township Board of Education met on April 24, 2017, at 7:47 p.m. in the Stillwater School Room A119 for a Regular Board of Education Meeting.

The meeting was called to order by Shannon Nothstine at 7:47 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 and April 19, 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, Mr. Theys, Mr. DeGroat, Mr. Grace, Mrs. Santore and Mrs. Svendsen

Absent: None.

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. Svendsen, second by Mrs. Santore to approve the Committee of the Whole Board of Education Meeting minutes & executive session minutes from April 10, 2017. Motion approved by voice vote: Mrs. Galante-Aye; Mrs. LoCascio-Aye; Mrs. Nothstine-Aye; Mrs. Saul-Aye; Mr. Theys-Abstain; Mr. DeGroat-Aye; Mrs. Svendsen-Aye; Mr. Grace-Aye; Mrs. Santore-Aye.
2. Motion made by Mrs. Santore, second by Mrs. LoCascio, to approve the March 31, 2017 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,282,856.04 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of March 31, 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:

- Spring break custodial/maintenance items completed
- Stillwater Township Planning Board Presentation regarding the Garden/Greenhouse project.
- Report Card Committee Update
- PARCC Update

PRESIDENT’S COMMENTS

Following Mr. Robinson’s PARCC/Tech update, Mrs. Nothstine was really pleased to see the progress our school has made in technology over the past few years. It is really amazing how far we have come!

Discussion also was had regarding teacher appreciation week. The board will be hosting the breakfast on May 2nd.

CORRESPONDENCE

None.

PUBLIC PARTICIPATION

None.

ACTION ITEMS:

PERSONNEL

1. Motion made by Mr. DeGroat, second Mrs. LoCascio to approve attached professional days. A voice vote was taken and unanimously approved.
2. Motion made by Mr. DeGroat, second by Mr. Grace to approve graduate class at Centenary University titled, “Educational Research,” at a cost of \$1,326 for Justin Reed. No reimbursement paid as per SEA Agreement. This course runs from May 15, 2017-June 26, 2017. A voice vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mr. Grace to approve graduate class at Centenary University titled, “Special Topics: Research in Instructional Leadership,” at a cost of \$1,326 for Justin Reed. No reimbursement paid as per SEA Agreement. This course runs from July 5, 2017 to August 15, 2017. A voice vote was taken and unanimously approved.
4. Motion made by Mr. DeGroat, second by Mr. Grace to approve graduate class at Centenary University titled, “Educational Research-Special Education,” at a cost of \$1,326 for Ramona Knapp. Reimbursement paid as per SEA Agreement. This course runs from May 15, 2017-June 26, 2017. A voice vote was taken and unanimously approved.
5. Motion made by Mr. DeGroat, second by Mr. Grace to approve graduate class at Centenary University titled, “Research and Apps-Special Education,” at a cost of \$1,359 for Ramona Knapp. Reimbursement paid as per SEA Agreement. This course runs from September 2017-December 2017. A voice vote was taken and unanimously approved.

6. Motion made by Mr. DeGroat, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve Christina Diffin as a maternity leave substitute from May 8, 2017 to June 30, 2017 to be paid at the previously approved daily sub rate. Beginning the 21st working day, she will be paid a daily rate of \$268.25. A voice vote was taken and unanimously approved.

POLICY

1. Motion made by Mrs. Galante, second by Mr. DeGroat to approve the first reading of the following policy:

Policy#3542.1 Wellness and Nutrition
A voice vote was taken and unanimously approved.

EDUCATION & CURRICULUM

1. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to dispose of the attached list of trade books due to the age and condition. A voice vote was taken and unanimously approved.

BUILDING & GROUNDS

1. Mrs. Metzgar provided the following Building & Grounds update:
 - Septic System Updates
 - Drainage Project Update
 - Spring break items: paper shredding, outside door replacement, crack measurer readings, camera installation, cleaning updates, 1941 gutter replacements, and lead testing was completed.
2. Motion made by Mrs. Saul, second by Mr. Grace to approve building and use calendar for May 2017. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve R. Poust Trade Services to install yard hydrants for the outside garden in the amount of \$10,626.05. To be paid for by the garden grant/donation funds.

Other quotes: O'Brien Plumbing: \$12,850

J. Battista Plumbing: \$16,071.50

Joe's Plumbing & Heating: Incomplete quote

Motion approved by voice vote: Mrs. Galante-Aye; Mrs. LoCascio-Aye; Mrs. Nothstine-Aye; Mrs. Saul-Aye; Mr. Theys-Abstain; Mr. DeGroat-Aye; Mrs. Svendsen-Aye; Mr. Grace-Aye; Mrs. Santore-Aye.

4. Motion made by Mrs. Saul, second by Mr. Grace to approve C&V Paving Contractors to patch the driveway after plumbing install in the amount of \$600. To be paid for by the garden grant/donation funds. Motion approved by voice vote: Mrs. Galante-Aye; Mrs. LoCascio-Aye; Mrs. Nothstine-Aye; Mrs. Saul-Abstain; Mr. Theys-Aye; Mr. DeGroat-Aye; Mrs. Svendsen-Aye; Mr. Grace-Aye; Mrs. Santore-Aye.

TRANSPORTATION

1. Motion made by Mr. Theys, second by Mr. DeGroat to approve the following new bus stop:

-ST8 at 1060 Route 521

A voice vote was taken and unanimously approved.

BUDGET & FINANCE

1. Motion made by Mr. Grace, second by Mrs. Santore to approve April regular checks numbered 23999-24053, N00328, N00331, N0404, N0406, N0407, N0408, N0413, for a total of \$562,350.29, cafeteria checks 2562-2563 for a total of \$11,489.77. A voice vote was taken and unanimously approved.
2. Motion made by Mr. Grace, second by Mrs. Santore to approve March student activity checks numbered 6191-6193 in the amount of \$862.52. A voice vote was taken and unanimously approved.
3. Motion made by Mr. Grace, second by Mrs. Santore to approve the attached list of purchase orders over \$1,000 for 2016-2017 school year. A voice vote was taken and unanimously approved.
4. Motion made by Mr. Grace, second by Mrs. Santore to approve transfers from March 1, 2017 to March 31, 2017 as attached. A voice vote was taken and unanimously approved.
5. Motion made by Mr. Grace, second by Mrs. Santore to approve monthly travel as attached. A voice vote was taken and unanimously approved.
6. Motion made by Mr. Grace, second by Mrs. Santore to accept the donations from the Tricky Tray totaling \$18.00 for the Garden/Greenhouse project. A voice vote was taken and unanimously approved.

LEGISLATION

Mr. Grace provided an update on the following items:

- State Budget presented
- Charter School Voucher Program

COMMUNITY RELATIONS

Mrs. LoCascio reminded everyone that it is Teacher Appreciation Week, May 1st -5th.

UNFINISHED BUSINESS

1. Board member Ethics/Financial Disclosure Forms-Due April 30, 2017.- All board members have no completed this.
2. Board member required training- Due December 31, 2017- Mrs. Metzgar will be sending out an email.

NEW BUSINESS

1. Superintendent Evaluation and Board Self-Evaluation- Due May 19th
2. Save the date! Sussex County School Boards Meeting will be held on May 24, 2017 at the Mohawk House. Registration starts at 6 pm, program 6:45-9:00pm. Topic: Celebrations and Best Practices.

PUBLIC PARTICIPATION

None.

EXECUTIVE SESSION

None.

ADJOURN

Motion made by Mr. DeGroat and seconded by Mrs. Santore to adjourn the meeting at 8:22 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary