

May 22, 2017

The Stillwater Township Board of Education met on May 22, 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. Nothstine, Mrs. Saul, Mr. DeGroat, Mrs. Santore, Mrs. Svendsen, and Mr. Theys.

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

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. Santore to approve the Budget Public Hearing Minutes and Regular Board of Education Meeting minutes from April 24, 2017. A voice vote was taken and unanimously approved.
2. Motion made by Mr. DeGroat, second by Mrs. Santore to approve the Committee of the Whole Board of Education Meeting minutes and executive session minutes from May 8, 2017. A voice vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mrs. Santore to approve the April 30, 2017 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,317,770.64 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of April 30, 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.
4. Motion made by Mr. DeGroat, second by Mrs. Santore to approve a Committee of the Whole Board of Education Meeting to be scheduled on Monday, June 5, 2017 beginning at 7pm in the Stillwater School Library. A voice vote was taken and unanimously approved.
5. Motion made by Mr. DeGroat, second by Mrs. Svendsen to approve the following resolution to join the Schools Health Insurance Fund:

**WHEREAS**, a number of school boards in the State of New Jersey have joined together to form the **SCHOOLS HEALTH INSURANCE FUND** hereafter referred to as

"SHIF", as permitted N.J.S.A. 18A:18B-1 et seq., and;

**WHEREAS**, the SHIF has received approval by the Commissioner of the Department of Banking and Insurance on August 10, 2015;

**WHEREAS**, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a school board joint insurance fund;

**WHEREAS**, the governing body of The Stillwater Township Board of Education, hereinafter referred to as "SCHOOL BOARD" has determined that membership in the SHIF is in the best interest of said SCHOOL BOARD.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the SCHOOL BOARD hereby agrees as follows:

- i. SCHOOL BOARD shall become a member of the SHIF for the period outlined in the SCHOOL BOARD's Indemnity and Trust Agreement.
- ii. SCHOOL BOARD will participate in the following type (s) of coverage (s):
  - a.) Health Insurance as defined pursuant to N.J.S.A. 17B:17-4, the SHIF's Bylaws, and the SHIF's Plan of Risk Management.
- iii. SCHOOL BOARD accepts and approves the SHIF's Bylaws and agrees to be bound by the terms thereof.
- iv. SCHOOL BOARD shall execute an application for membership and any accompanying certifications.
- v. SCHOOL BOARD agrees to commit to the four principles of the SHIF which are:
  - a.) A long term philosophy on rates.
  - b.) A willingness to work with bargaining units to achieve plan design changes.
  - c.) Professional management with stability and commitment.
  - d.) Rating structure based on actuarial numbers.

**BE IT FURTHER RESOLVED** that the governing body of the SCHOOL BOARD is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the SHIF as required by the SHIF's Bylaws, and to deliver these documents to the SHIF's Executive Director with the express reservation that these documents shall become effective only upon:

- i. Approval of the SCHOOL BOARD by the SHIF.
- ii. Receipt by the SHIF of a Resolution from the SCHOOL BOARD accepting SCHOOL BOARD's SHIF assessment.

- iii. Approval by the Commissioner of the New Jersey Department of Banking and Insurance of SCHOOL BOARD as a member of the SHIF.  
A roll call vote was taken and unanimously approved.

6. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve the following resolution approving health benefit consultants:

WHEREAS, N.J.S.A. 18A:18A-5(a)(10) authorizes the Board to award a contract for insurance health benefit broker services without public bidding, in accordance with the procedures established for an extraordinary unspecifiable service (hereinafter referred to as "EUS"), pursuant to N.J.S.A. 18A:18A-5(a)(2); and

NOW, THEREFORE, BE IT RESOLVED that Liberty Benefit Advisors shall be appointed to provide Health Benefit Broker services and that a contract for such services shall be awarded for the following reasons:

1. The fee structures proposed are most advantageous to the Board, price and other factors considered.
2. Experience and resources necessary to perform the contract have been demonstrated.
3. Reputation and responsibility of the Health Benefit Broker are satisfactory.  
A roll call vote was taken and unanimously approved.

7. Motion made by Mrs. Santore, second by Mr. DeGroat to approve the following resolution appointing Fund Commissioner to the School Health Insurance Fund: **BE IT RESOLVED** by the Stillwater Township Board of Education that René Metzgar is hereby appointed as Fund Commissioner to the School Health Insurance Fund, effective August 1, 2017 to represent the Stillwater Township Board of Education. And,

**BE IT FURTHER RESOLVED** that Megan Reed be appointed as Alternate Fund Commissioner to the School Health Insurance Fund effective August 1, 2017.  
A voice vote was taken and unanimously approved.

8. Motion made by Mr. DeGroat, second by Mrs. Santore to approve the following resolution to terminate all participation under the State Health Benefits Program and School Employees' Health Benefits Program (including Prescription Drug Plan coverage).

**BE IT RESOLVED:**

The Stillwater Township Board of Education, located in Sussex County, hereby resolves to terminate its participation in the program (Medical Plan and Prescription Drug Plan coverage) thereby canceling coverage provided by the State Health Benefits Program and/or School Employees' Health Benefits Program (N.J.S.A. 52:14-17.25 et seq.) for all of its active employees.

We shall notify all active employees of the date of their termination of coverage under the program.

We understand that all COBRA participants will be notified by the Division of

Pensions and Benefits and advised to contact our office concerning a possible alternative health and prescription drug insurance plan.

We understand that this resolution shall take effect the first of the month following a 60-day period beginning with the receipt of the resolution by the State Health Benefits Commission or School Employees' Health Benefits Commission. A roll call vote was taken and unanimously approved.

**BLOCK MOTIONS: 9-11**

*Motion to approve board business block motions 9-11 was made by Mr. DeGroat, second by Mrs. Santore.*

9. Motion to approve the following individuals or firms in their respective positions for the 2017-2018 school year:

Energy Cooperation	ACES
School Physician	Skylands Pediatrics
Insurance Fund	NJ Schools Insurance Group
District Architect	Parette Somjen Architects
Environmental Consultants	Westchester Environmental, LLC
Board Auditor	Ardito & Co., LLP
Accounting/Personnel Software Provider	CDK Systems
Payroll Computer Service Provider	R&L Datacenters, Inc.
Risk Management Consultant	The Morville Agency

10. Motion to designate the New Jersey Herald and Sunday Herald as the official newspaper for the 2017-2018 school year and the Star Ledger and The Township Journal as alternate newspapers and for selected advertising.

11. Motion to approve the following locations for posting all legal notices for the 2017-2018 school year:

Lakeland Bank  
Stillwater Post Office  
Stillwater Town Hall  
Middleville Post Office  
Swartswood Post Office  
Stillwater Board of Education Office  
Stillwater Elementary School

*A voice vote was taken and board business block motions 9-11 were unanimously approved.*

**SUPERINTENDENT'S REPORT**

Mr. Robinson reported on the following items:

-Drownproofing starts this week

- School Climate Survey has been released
- Pep Rally for the Apex Fun Run
- NJASK 4 is coming up
- Congratulations for Mrs. Steffens, Teacher of the Year
- Congratulations to Kelly Fryer for her new baby!
- Congratulations to all the 5<sup>th</sup> Grade LEAD Graduates!

## **CORRESPONDENCE**

- Thank you letter regarding the teacher appreciation breakfast sponsored by the board of education members from Marianne Ciccolella.
- Thank you letter regarding the teacher appreciation breakfast sponsored by the board of education members from The Stillwater Staff.
- Thank you letter regarding the teacher appreciation breakfast sponsored by the board of education members from Janet Mahedy.
- Thank you letter regarding the teacher appreciation breakfast sponsored by the board of education members from Susan Pierson.
- Thank you letter regarding the teacher appreciation breakfast sponsored by the board of education members from Karen Grodsky.
- Thank you letter regarding the teacher appreciation breakfast sponsored by the board of education members from Susan Sager.
- Thank you letter regarding the teacher appreciation breakfast sponsored by the board of education members from Jess Steffens.
- Letter from the 6<sup>th</sup> grade recognition committee requesting the donation of the bags for the 6<sup>th</sup> grade students.

Motion was made by Mrs. Santore, second by Mrs. Svendsen to approve the purchase of the 6<sup>th</sup> grade recognition bags for the students. A voice vote was taken and unanimously approved.

## **PRESIDENT'S COMMENTS**

- The evaluations for Superintendent and Board Evaluation should have been submitted. Thank you for completing these. June 5<sup>th</sup> we will begin the superintendent evaluation and July will be our board/district goals meeting.

## **PUBLIC PARTICIPATION**

- Kathy Pevarnik- Wanted to know if we would still have express scripts since were no longer going with the SEHBP.
- Mrs. Metzgar- Responded yes, Express Scripts will be through the SHIF.

## **ACTION ITEMS:**

### **PERSONNEL**

1. Motion made by Mr. DeGroat, second by Mrs. Santore to approve attached professional days. A voice vote was taken and unanimously approved.

2. Motion made by Mr. DeGroat, second by Mrs. Santore to approve the new job descriptions for Basic Skills Instructor and Special Education Teacher as attached. A voice vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mrs. Santore to approve the new position and job description for English-Language Arts Coach as attached. A voice vote was taken and unanimously approved.
4. Motion made by Mr. DeGroat, second by Mrs. Santore to approve advancement on guide for Ramona Knapp from BA+20, Step L3 to BA+32, Step L3 for a total salary of \$84,684 for the 2017-2018 school year, pending receipt of official transcripts. A voice vote was taken and unanimously approved.
5. Motion made by Mr. DeGroat, second by Mrs. Svendsen to approve Joe Falotico's sub custodian rate to be \$13.50 effective May 23, 2017. A voice vote was taken and unanimously approved.

**BLOCK MOTIONS: 6-10**

*Motion to approve Personnel block motions 6-10 was made by Mr. DeGroat, second by Mrs. Santore.*

6. Motion to appoint Lisa Conry as the Teacher in Charge for the 2017-2018 school year.
7. Motion to set the following substitute rates for the 2017-2018 school year:  
Teacher \$75 per day [If the substitute is in the same position for more than twenty (20) days the rate will be 1/200<sup>th</sup> of step 0 on the salary guide].  

Aide	\$70 per day (no sub cert)
Secretary	\$70 per day (no sub cert)
Custodian	\$12.50 per hour
Nurse	\$130 per day if a registered nurse
8. Motion to appoint the Principal as Public Agency Compliance Officer, Affirmative Action Officer, and Gender Equity Officer for the 2017-2018 school year.
9. Motion to appoint the Assistant Principal as Attendance Officer for the 2017-2018 school year.
10. Motion to appoint Maureen Beckman as the PEOSH Contact Person for the 2017-2018 school year.

*A voice vote was taken and Personnel block motions 6-10 were unanimously approved.*

**BLOCK MOTIONS: 11-17**

*Motion to approve Personnel block motions 11-17 was made by Mr. DeGroat, second by Mrs. Santore.*

11. Motion to appoint the Supervisor of Special Education and Basic Skills, as the Coordinator of Section 504 of the Rehabilitation Act of 1973 for the handicapped for the 2017-2018 school year.

12. Motion to appoint the Assistant Principal as HIB Coordinator for the 2017-2018 school year.
13. Motion to appoint Ruth Najemian as HIB Specialist for the 2017-2018 school year.
14. Motion to appoint the Supervisor of Special Education and Basic Skills as the Homeless Liaison for the 2017-2018 school year.
15. Motion to appoint the Supervisor of Special Education and Basic Skills as Substance Awareness Coordinator for the 2017-2018 school year.
16. Motion to recognize the Stillwater Education Association as the official bargaining unit of the teaching faculty, custodians, paraprofessionals, and qualifying secretaries for the 2017-2018 school year.
17. Motion to recognize the Stillwater PTA as a volunteer organization for Stillwater School for the 2017-2018 school year.

*A voice vote was taken and Personnel block motions 11-17 were unanimously approved.*

18. Motion made by Mr. DeGroat, second by Mrs. Santore, upon the recommendation of the Superintendent, to hire Nicole Magill as Administrative Assistant to the Superintendent for the 2016-17 school year at an annual salary of \$40,000, to begin June 12<sup>th</sup> (pro-rated to time worked). A roll call vote was taken and unanimously approved.
19. Motion made by Mr. DeGroat, second by Mrs. Santore, upon the recommendation of the Superintendent, to approve Nicole Magill as Administrative Assistant to the Superintendent from July 1, 2017-June 30, 2018 at an annual salary of \$40,000. A roll call vote was taken and unanimously approved.

## **POLICY**

1. Public Notice on Internet Safety Policy 6142.10 to satisfy E-Rate funding requirements for the 2017-2018 school year.
2. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve the first reading of the following new policy:

Policy#3542.20 School Food Service Program  
A voice vote was taken and unanimously approved.

## **EDUCATION & CURRICULUM**

1. Mr. Robinson presented a report card committee report on the changes of the report card for next year. Realtime will make these changes over the summer and staff and

parents will be informed on how to read the new reports. A copy of this presentation is attached to the minutes.

2. Mr. Robinson provided the following Curriculum Development Update:
  - Math Curriculum Document is finished. Schools within the KRHS region cannot all agree on a program to use. Stillwater teachers are recommending Envision 2.0, which is an updated version of what they currently have. Teachers will have professional development with this new curriculum, many times it is provided by the company as part of the purchase of the program/textbooks.
  - Science Curriculum- the KRHS region has decided on STEMscopes.
  - A curriculum coordinator for next year is still in discussion. It is difficult for the regional districts to agree. It is important that Stillwater continues to progress forward.
3. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve the 6<sup>th</sup> grade recognition party to be held at Camp Nejeda on June 6, 2017 with a rain date of June 7, 2017. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve the contract with Sussex County Educational Services Commission for the 2017-2018 school year for Child Study Team Services, and Itinerant Public School Services as needed at the non-member rate plus 3-6% admin fee. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve the submission of the following grant for the STEAM/Makerspace Program:
  - Pitsco Education- \$350A voice vote was taken and unanimously approved.

**BLOCK MOTIONS: 6-8**

*Motion to approve Education & Curriculum block motions 6-8 was made by Mrs. Svendsen, second by Mr. DeGroat.*

6. Motion to approve per NJAC 6A:32-7.3 the compilation of state mandated and permitted pupil records for the purpose of promoting the educational welfare of the pupil including general student information, record of attendance, description of pupil progress, history and status of pupil health, and any other records required by the State Board of Education.
7. Motion to adopt the five-year curriculum development schedule as attached.
8. Motion to approve the guidance and counseling program. (A copy of this program is available in the CST office.)

*A voice vote was taken and Education and Curriculum block motions 6-8 were unanimously approved.*



## **BUILDING & GROUNDS**

1. Mrs. Metzgar provided the following building & grounds update:
  - Drainage project update
  - Insurance deductible change
2. Motion made by Mrs. Saul, second by Mrs. Svendsen to approve building and use calendar for June 2017. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Saul, second by Mrs. Svendsen to approve the maintenance contract with Morris County Elevator from July 1, 2017-June 30, 2018, at a cost of \$203.00/month. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Saul, second by Mr. DeGroat to approve the purchase of 25 Cisco Meraki wireless access points and a controller license in the amount of \$19,375 from CDWG for the 2017-2018 school year. Cooperative Contract#65MCESCCPS.
  - Quotes obtained:
    - Aspire Technologies: \$20,373
    - Relcomm: \$26,056
  - A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Saul, second by Mr. DeGroat to approve the purchase of a Toro Z Master zero turn mower, in the amount of \$9,869 from Campbells Small Engine for the 2017-2018 school year.
  - Other quotes obtained:
    - Storr Tractor Company: \$9,999.36
    - Moose Repairs: \$10,079
    - Montague Tool: Does not carry Toro
  - A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Saul, second by Mrs. Santore to approve A.M.P. Flooring to install flooring in the main office, board office, teacher's lounge, replace base molding in select hallways, and repair of broken VCT and thresholds in upstairs hallway for a total of \$13,349.84 to be completed summer of 2017.
  - Other quotes obtained:
    - RFS Commercial: \$19,800.10
    - J.M. Carpet Express: \$22,170
  - A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Saul, second by Mrs. Santore to approve National Flooring Removal to complete the asbestos abatement of the main office flooring to be completed summer of 2017 in the amount of \$4,900. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. Saul, second by Mrs. Svendsen to approve the following resolution to join/renew with the New Jersey Schools Insurance Group:
  - WHEREAS, N.J.S.A. 18A:18B-1, et seq. enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;
  - WHEREAS, the New Jersey Schools Insurance Group ("NJSIG") is a joint

insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the Stillwater Township Board of Education, herein after Referred to as the "Educational Institution," has resolved to apply for and/or renew its membership with NJSIG;

WHEREAS, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

WHEREAS, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,

WHEREAS, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.

NOW THEREFORE, BE IT RESOLVED, THAT:

- 1) This agreement is made by and between NJSIG and the Educational Institution;
- 2) The Educational Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on July 1, 2017, and ending July 1, 2020 at 12:01 a.m.;
- 3) In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation;
- 4) The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations;
- 5) NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq. and such other statutes and regulations as may be applicable;
- 6) By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;
- 7) The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith;

8) The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG's Plan of Risk Management;

9) The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;

10) If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;

11) The Business Administrator is hereby authorized in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,

12) The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Join/ Renew Membership to NJSIG.

A roll call vote was taken and unanimously approved.

### **BLOCK MOTIONS: 9-16**

*Motion to approve Building and Grounds block motions 9-16 was made by Mrs. Saul, second by Mrs. Santore.*

9. Motion to adopt the IPM Plan for the 2017-2018 school year. (A copy of this plan is available for review in the business office.)
10. Motion to adopt the Chemical Hygiene Plan for the 2017-2018 school year. (A copy of this plan is available for review in the business office.)
11. Motion to adopt the School Emergency Operations Plan for the 2017-2018 school year. (A copy of this plan is available for review in the main office.)
12. Motion to adopt the Safety and Security Plan for the 2017-2018 school year. (A copy of this plan is available for review in the main office.)
13. Motion to charge a custodial fee of \$35.00 per hour to organizations using the building when it is normally scheduled to be closed for the 2017-2018 school year.
14. Motion to appoint René Metzgar and Cali Roberts as Safety Coordinators 2017-2018 school year.
15. Motion 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 2017-2018 school year.
16. Motion to approve the Biosecurity Management Plan for the 2017-2018 school year.

*A voice vote was taken and Building and Grounds block motions 9-16 were unanimously approved.*

**TRANSPORTATION**

1. Motion made by Mr. Theys, second by Mrs. Santore to approve the field trip to Land of Make Believe for the preschool classes on June 1, 2017 with a rain date of June 2, 2017, no transportation needed. A voice vote was taken and unanimously approved.
2. Motion made by Mr. Theys, second by Mrs. Santore to accept the donation from Stocker Bus to provide transportation to Camp Nejeda for the 6<sup>th</sup> Grade recognition party to be held on June 6<sup>th</sup>, with a rain date of June 7<sup>th</sup>. A voice vote was taken and unanimously approved.
3. Motion made by Mr. Theys, second by Mrs. Santore to approve school activity transportation contract with Easton Coach Company for the Washington D.C. trip for the 6th grade students from November 6, 2017 to November 8, 2017 in the following amount as listed:

Identification Number	Destination	Departure Time/ Return Time	Basis of the Bid Per Bus	Basis of the Bid Cost per Bus	Basis of the Adjustm ent	Basis of the Adjustment Cost	Aide Cost
DC-2017	Washington, DC	5:30am/6:30 pm	Two 47 Passenger Coach Buses	\$3,900	N/A	N/A	N/A

**TOTAL COST            \$7,800**

Other quotes obtained: Trans Bridge Lines: \$8,674  
 Lakeland Bus Company: \$8,250  
 Martz Group: Unable to accommodate trip

A roll call vote was taken and unanimously approved.

4. Motion made by Mr. Theys, second by Mrs. Santore to approve renewal of transportation contracts with Stocker Bus Company for the 2017-2018 school year for the following summer school routes in the following amounts as listed:

Route	Prev. Yrs Cost	Aide	# of Days	CPI 0.3%	Inc/Dec Provision	Total renewal Cost
(8) ST 30	\$140.20	N/A	16	\$ 0.42	2.00	\$140.63
(8) ST 31	\$140.20	N/A	16	\$ 0.42	2.00	\$140.63

**TOTAL ANNUAL COST                            \$4,500.00**

A voice vote was taken and unanimously approved.

**BLOCK MOTIONS: 5-6**

*Motion to approve Transportation block motions 5-6 was made by Mr. Theys, second by Mrs. Santore.*

5. Motion to approve the return bus fee of \$25.00 for the 2017-2018 school year, for any student returned to the school if no one is at the bus stop.

6. Motion to approve the Resolution for participation in Joint Transportation Agreement with the Sussex County Regional Cooperative for the 2017-2018 school year.

*A voice vote was taken and Transportation block motions 5-6 were unanimously approved.*

### **BUDGET & FINANCE**

1. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve May regular checks numbered 24054 through 24126, N00428, N0502, N0508, N0509, N0510, N0515, for a total of \$551,030.12. Cafeteria Check numbers 2564-2566 in the amount of \$9,032.74. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Santore, second by Mr. DeGroat to approve April student activity check numbers 6194-6197, for a total of \$2,352.80. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Santore, second by Mrs. Svendsen 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 Mrs. Santore, second by Mr. DeGroat to approve monthly travel as attached. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve transfers from April 1, 2017 to April 30, 2017 as attached. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Santore, second by Mr. DeGroat to approve the attached requisition for taxes for the Stillwater Township for the 2017-2018 school year. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Santore, second by Mrs. Svendsen to accept the grant award in the amount of \$4,989.59 from the CenturyLink Clarke M Williams Foundation to be used for the STEAM/Makerspace Program. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. Santore, second by Mr. DeGroat to approve 1<sup>st</sup> year contract renewal with Maschio's Food Service Inc. as the cafeteria food service vendor for the 2017-2018 school year. The management fee will be \$7,991 and the guarantee subsidy will be zero, no cost.

Motion to table the renewal contract for Maschio's Food Service due to going out for a new RFP to include the breakfast and lunch program. A voice vote was taken and unanimously approved.

9. Motion made by Mrs. Santore, second by Mr. DeGroat to purchase a copy machine from T.A. Mountford, state contract #A53090 for the teacher's room for a cost of

\$6,692. A voice vote was taken and unanimously approved.

10. Motion made by Mr. Theys, second by Mrs. Santore to approve the following tuition rates for the 2017-2018 school year:

Regular Education: Kindergarten: \$15,000  
Grades 1-5: \$16,000  
Grade 6: \$16,000

Preschool Disabilities Half Day: \$8,000  
Behavioral Disabilities: \$20,000

Stillwater Resident Preschool (paid for by parent): \$2,000  
Non-Resident Preschool Tuition (paid for by parent): \$2,500

Extended School Year Program (Regional) \$750  
Extended School Year Program (OOD ) \$850  
Parent Paid OOD Summer School-Reg. Ed \$250

A voice vote was taken and unanimously approved.

**BLOCK MOTIONS: 11-15**

*Motion to approve Budget & Finance block motions 11-15 was made by Mr. Theys, second by Mrs. Santore.*

11. Motion to designate the Lakeland Bank as depository for the following Accounts for the 2017-2018 school year:

Regular Checking - Signed by President, Business Administrator and Superintendent/or Treasurer of school monies

Payroll Account - Signed by Business Administrator or Treasurer of School Monies

Payroll Agency Account - Signed by Business Administrator or Treasurer of School Monies

HRA Account- Signed by Business Administrator or Superintendent

Cafeteria Account - Signed by President, Business Administrator and Superintendent /or Treasurer of School Monies

State Unemployment Trust Account-Business Administrator or Superintendent or/ Treasurer of School Monies

Petty Cash Account – Signed by Business Administrator or Superintendent.  
Maximum check amount is \$40.00.

Capital Account - Signed by President, Business Administrator and Superintendent/or Treasurer of School Monies

In the event the Business Administrator is not available, the Superintendent may sign the Payroll and Payroll Agency Accounts.

In the event the President is not available, the Vice President may sign in his/her place.

12. Motion to designate the Lakeland Bank as depositor for the Student Activity Account - Signed by the two of the following; Superintendent, Business Administrator/Board Secretary, Assistant Principal, and two 5/6 grade teachers.
13. Motion to designate Valley National as depositor for a Capital Investment Account – signed by the Business Administrator/Board Secretary.
14. Motion to appoint the Business Administrator/Board Secretary as Investment Officer, and to designate the following banks as depositories for the investment of school funds:

Valley National Bank  
TD Bank  
PNC Bank  
First National Bank of Hope  
Lakeland Bank  
Beneficial Bank  
New Jersey Cash Management Fund

15. Motion to appoint the Superintendent as claims auditor for the 2017-2018 school year to approve checks and emergency account transfers during the month that cannot wait for the board meeting. Such checks will appear on the bills list and transfers will be confirmed by the board at the next regular meeting.

*A voice vote was taken and Budget and Finance block motions 11-15 were unanimously approved.*

**BLOCK MOTIONS: 16-22**

*Motion to approve Budget & Finance block motions 16-22 was made by Mr. Theys, second by Mrs. Santore.*

16. Motion to approve the chart of accounts for the budgetary process and authorizes the Superintendent and the Business Administrator to implement the 2017-2018 budget and to commit funds within budgetary limitations pursuant to the policies and regulations of the State Board and Stillwater Board of Education.
17. Motion to authorize the Business Administrator to make regular payments of such standard bills as Health Benefits, Utilities, Board's Share of Social Security, Pensions, Unemployment Tax, Salaries, Tuition, Transportation and Cafeteria expense bills, for the 2017-2018 school year.
18. Motion to authorize the Superintendent, for the 2017-2018 school year, to declare items as surplus and properly dispose of them.

19. Motion to appoint Business Administrator/Board Secretary for the 2017-2018 school year, as Public Agency Compliance Officer for purchasing and liaison official with the authority to recommend the appropriate corrections to the district's contracting procedures as required by the NJ Division of Contract Compliance and Equal Opportunity Office.
20. Motion to approve René Metzgar and Marissa Cramer as accountability officers for federal grants for the 2017-2018 school year.
21. Motion to assign the authority, responsibility and accountability for the purchasing activity of the board of education to the Business Administrator/Board Secretary and to set the bid threshold for the 2017-2018 school year at \$40,000 as allowed by law and to approve competitive quotations for amounts less than \$6,000.
22. Motion to adopt the 2017-2018 Purchasing Manual for the Stillwater Township Board of Education. (A copy of this manual is available for review in the business office.)

*A voice vote was taken and Budget and Finance block motions 16-22 were unanimously approved.*

**BLOCK MOTIONS: 23-27**

*Motion to approve Budget & Finance block motions 23-27 was made by Mr. Theys, second by Mrs. Santore.*

23. Motion to adopt the Standard Operating Procedures and Internal Controls Manual for the Stillwater Township Board of Education. (A copy of this manual is available for review in the business office.)
24. Motion to authorize the School Business Administrator/Board Secretary as custodian of Board of Education Records for OPRA compliance, for the 2017-2018 school year.
25. Motion to authorize payroll deductions for Tax Sheltered annuities, disability income protection plans, and other depositories authorized by the staff with Equitable, AIG Valic, Sircusa, Prudential, Aflac, Wage Works, Visions Credit Union for the 2017-2018 school year.
26. Motion to approve purchasing through Hunterdon County Cooperative, Morris County Cooperative, Middlesex County Cooperative, approved NJ State contract vendors, WSCA State contracts, and approved National Contract vendors for the 2017-2018 school year.
27. Motion to approve travel limitation for regular business travel up to \$1,500 per person for administration, custodial, maintenance, and secretaries for the 2017-2018 school year.

*A voice vote was taken and Budget and Finance block motions 23-27 were unanimously approved.*

**LEGISLATION**

No Report.



## **COMMUNITY RELATIONS**

- Stillwater Day- June 17<sup>th</sup>
- Garden/Greenhouse Dance
- Mother/Son PTA game night was fantastic!
- PTA Meeting June 8<sup>th</sup>

## **UNFINISHED BUSINESS**

1. Board member required training- Due December 31, 2017.

## **NEW BUSINESS**

1. School Board Member Petitions are due to the County Clerk's office no later than 4:00 PM on July 31, 2017. Petition packets are available in the board office or online through the county clerk's website.

## **PUBLIC PARTICIPATION**

None.

## **EXECUTIVE SESSION**

None.

## **ADJOURN**

Motion made by Mr. DeGroat and seconded by Mrs. Santore to adjourn the meeting at 8:29 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar  
Business Administrator/Board Secretary