

June 19, 2017

The Stillwater Township Board of Education met on June 19, 2017, at 6:30 p.m. in the Stillwater School All Purpose Room for a Regular Board of Education Meeting.

The meeting was called to order by Shannon Nothstine at 6:34 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 June 12, 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. Galante, Mrs. LoCascio (arrived 7:08 pm), Mrs. Svendsen, and Mr. Theys.

Absent: Mr. Grace.

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. Attendance & Honor Roll Milk & Cookies Reception-Administration congratulated students with great attendance and/or making honor roll all four marking periods! All students, parents, and board members enjoyed a milk and cookie reception following the awards.

The business meeting was called back to order at 7:01 pm.

2. Motion made by Mr. DeGroat, second by Mrs. Santore to approve the Committee of the Whole Board of Education Meeting minutes & executive session minutes from June 5, 2017. A voice vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mrs. Santore to approve the May 31, 2017 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,707,201.77 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of May 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.

Mrs. LoCascio arrived to the meeting at 7:08 pm.

4. EOY Board and District Goals Update:

Mrs. Nothstine announced all board goals are now complete for the 2016-2017 school year. She provided a summary of all the events to accomplish the goals.

Mr. Robinson provided an update on all of the district goals as well as discussion on the school climate survey.

Our next goal setting meeting will be July 17, 2017.

### **SUPERINTENDENT'S REPORT**

Mr. Robinson provided an update on the following items:

- Last day of school
- Congratulation to the retirees!
- Congratulations to all the 6<sup>th</sup> graders on recognition night!
- Thank you to all the teaching staff members
- Extended school year summer program
- Garden/Greenhouse presentation at Township committee meeting for June
- End of the year items

### **CORRESPONDENCE**

None.

### **PRESIDENT'S COMMENTS**

None.

### **PUBLIC PARTICIPATION**

Lisa Conry- The milk and cookie reception was great for the students!

### **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 a \$500 stipend for Elaine Makarevich for the Green Team Coordinator, paid for by the Sustainable Jersey for Schools Grant. A voice vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mrs. Santore to approve the following personnel for the summer school program from July 3, 2017-July 27, 2017:

Christina Diffin- Teacher- \$2,380

Jessica Newman- Substitute if needed

Jeralyn Dalling- Bus Aide- \$280 (funded by IDEA)

A voice vote was taken and unanimously approved.

4. Motion made by Mr. DeGroat, second by Mrs. Santore, as recommended by the Superintendent, to approve contract with René Metzgar as School Business Administrator/Board Secretary, from July 1, 2017-June 30, 2018, in the amount of \$96,165.09. SBA contract was approved by the county office on June 13<sup>th</sup>. A roll call vote was taken and unanimously approved.
5. Motion made by Mr. DeGroat, second by Mrs. Santore, as recommended by the Superintendent, to approve contract with Marissa Cramer as Principal/Supervisor of Child Study Team, Special Education, BSI from July 1, 2017-June 30, 2018, in the amount of \$96,165.09. A roll call vote was taken and unanimously approved.
6. Motion made by Mr. DeGroat, second by Mrs. Santore, upon the recommendation of the Superintendent, to approve contract with Cali Roberts as the 10 Month/200 day, Assistant Principal/Teacher at a salary of \$74,095 plus a \$2,000 after school program stipend for the 2017-2018 school year. A roll call vote was taken and unanimously approved.
7. Motion made by Mr. DeGroat, second by Mrs. Santore, upon the recommendation of the Superintendent, to offer contracts to the following part-time 27.5 hours/week Para-Professional staff members for employment for the 2017-2018 school year:
 

Jeralyn Dalling- Step 4	\$11,784 Plus \$1,000 Teacher Cert.
Heather Ostendorff- Step 2	\$11,034 Plus \$750 for Bachelors Degree

 A roll call vote was taken and unanimously approved.
8. Motion made by Mr. DeGroat, second by Mrs. Santore to approve Daniel Yardley as a substitute technology coordinator if needed at a rate of \$61.20/hour. A voice vote was taken and unanimously approved.
9. Motion made by Mr. DeGroat, second by Mrs. Santore to approve Kathleen Kane as Treasurer of School Monies from July 1, 2017 to June 30, 2018 for a stipend of \$3,060. A voice vote was taken and unanimously approved.
10. Motion made by Mr. DeGroat, second by Mrs. Santore to approve the following staff members for the custodial building use stipend of \$35.00/hour, as worked, for the 2017-2018 school year when organizations are using the building and it is scheduled to be closed:
 

Nick Carbonaro	
Gary Post	
Michael Maggio	

 A voice vote was taken and unanimously approved.
11. Motion made by Mr. DeGroat, second by Mrs. Santore to approve the following summer custodians and rates from July 5, 2017 to August 15, 2017, as recommended by the Superintendent:
 

Sean Mahedy	\$10.00/hour
Joseph Falotico	\$13.50/hour
Christian Smith	\$11.00/hour
Matthew Wichtendahl	\$11.00/hour

 A voice vote was taken and unanimously approved.



## **POLICY**

1. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve the final reading of the following new policy:

Policy#3542.20 School Food Service Program

Motion approved by voice vote: Mrs. Galante-Aye; Mrs. Nothstine-Aye; Mrs. Saul-Aye; Mr. Theys-No; Mr. DeGroat-Aye; Mrs. Svendsen-Aye; Mrs. Santore-Aye; Mrs. LoCascio- Aye.

2. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve the first reading of the following revised policy:

Policy#5141.4 Missing, Abused, and Neglected Children

A voice vote was taken and unanimously approved.

## **EDUCATION & CURRICULUM**

1. Proposed Code of Conduct modifications – homework and dress code – Mr. Robinson discussed some of the changes for the dress code and homework guidelines that will be in the school calendar for 2017-2018.
2. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to adopt the attached curricula and textbooks for the 2017-2018 school year. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve a new math textbook/program 5-year series, Pearson enVision 2.0, for grades K-6 in the amount of \$34,239.43. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve contract with Joanne Welles to provide Physical Therapy services for the 2017-2018 school year at a rate of \$98.00/hour. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve contract with Margaret Auer, of Fast Forward Skill Learning Center, LLC, to provide Occupational Therapy services for the 2017 summer school program at a rate of \$88.00/hour. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve contract with J&B Therapy to provide Occupational Therapy services for the 2017-2018 school year at a rate of \$82.00/hour. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve contract with J&B Therapy to provide Physical Therapy services for the 2017 summer school program at a rate of \$85.00/hour. A voice vote was taken and unanimously approved.

8. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve contract with Diane Hornung to provide LDTC testing services for the 2017-2018 school year at a rate of \$325/test with report, and/or \$50/IEP meeting. Contracted at least 1 day per month as part of the CST Department. A voice vote was taken and unanimously approved.
9. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve contract with Dr. Tamagnini of Vernon Psychological Services, to provide Psychological testing services for the 2017-2018 school year at a rate of \$325/case, and/or \$50/IEP meeting. Contracted at least 1 day per month as part of the CST Department. A voice vote was taken and unanimously approved.

### **BUILDING & GROUNDS**

1. Building & Grounds Update- Mrs. Metzgar provided an update on the following items:
  - Drainage project update
  - Septic Tank repair
  - Landscaping
  - Greenhouse and Gazebo
  - Water to greenhouse
  - Lead Testing Update
2. Motion made by Mrs. Saul, second by Mr. DeGroat to approve building and use calendar for July 2017. A voice vote was taken and unanimously approved.

### **TRANSPORTATION**

1. Motion made by Mr. Theys, second by Mrs. LoCascio to approve the attached listing of summer school bus routes & stops for the 2017 summer school. A voice vote was taken and unanimously approved.

### **BUDGET & FINANCE**

1. Motion made by Mrs. Santore, second by Mrs. LoCascio to approve June regular checks numbered 24127-24201, N0531, N0601, N0602, N0613, N0614, N0619, for a total of \$795,415.72, cafeteria check #2567 for a total of \$11,935.27. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Santore, second by Mrs. LoCascio to approve May student activity checks numbered 6198-6205 in the amount of \$2,478.70. A voice vote was taken and unanimously approved.

3. Motion made by Mrs. Santore, 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.
4. Motion made by Mrs. Santore, second by Mrs. LoCascio to approve transfers from May 1, 2017 to May 31, 2017 as attached. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Santore, second by Mrs. LoCascio to approve monthly travel as attached. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Santore, second by Mrs. LoCascio to approve maintenance contract with Gerv, Galt, and Roark for Milestone Cameras and Isonas readers in the amount of \$720 from July 1, 2017-June 30, 2018. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Santore, second by Mrs. LoCascio to approve contract with E2E Exchange as our E-Rate Consultants at \$1,550 for category 1 funding and \$500 plus 3% committed funding fee for category 2 funding, for the 2017-2018 school year. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. Santore, second by Mr. Theys to approve resolution for Report of Awarded Contracts:

Pursuant to PL 2015, Chapter 47 the Stillwater Township Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200 as per attached list. A roll call vote was taken and unanimously approved.

9. Motion made by Mrs. Santore, second by Mr. DeGroat to approve resolution transfer of current year surplus to reserve:

**WHEREAS**, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve /or Maintenance Reserve/or Emergency Reserve account at year end, and



**WHEREAS**, the Board of Education has determined that (an amount not to exceed) \$500,000 is available for such purpose of transfer;

**NOW THEREFORE BE IT RESOLVED** by the Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.  
A roll call vote was taken and unanimously approved.

10. Motion made by Mrs. Santore, second by Mrs. LoCascio to approve copier maintenance agreement with T.A. Mountford for the 2017-2018 school year at a cost of \$8,925 state contract #A53090. A voice vote was taken and unanimously approved.
11. Motion made by Mrs. Santore, second by Mrs. LoCascio to accept the following 2017 summer tuition students:

<u>Sending District</u>	<u>Student</u>	<u>Tuition Cost</u>	<u>Grade Level</u>
Fredon	100212	\$750	PSD
Fredon	061613	\$750	PSD
Fredon	022410	\$750	K-6
Fredon	103108	\$750	K-6
Fredon	1220071	\$750	K-6
Fredon	1220072	\$750	K-6
Fredon	101206	\$750	K-6
Fredon	083007	\$750	K-6
Hampton	100612	\$750	PSD
Hampton	042413	\$750	PSD
Hampton	062014	\$750	PSD
Sandyston	062013	\$750	PSD
Sandyston	010714	\$750	PSD
Blairstown	062209	\$750	K-6
OOD Parent Paid	022508	\$250	K-6

A voice vote was taken and unanimously approved.

12. Motion made by Mrs. Santore, second by Mrs. LoCascio to award and approve contract with Maschio's Food Service Inc. as the cafeteria food service vendor for the 2017-2018 school year. The management fee will be \$7,759 and the guarantee subsidy will be zero, no cost.

In addition to Maschio's request for proposals were sent to:

Pomptonian                      did not submit proposal  
Sodexo                                did not submit proposal

A voice vote was taken and unanimously approved.

13. Motion made by Mrs. Santore, second by Mr. DeGroat to approve the school breakfast & lunch prices as required per the PLE Worksheet, for the 2017-2018 school year, as attached. A voice vote was taken and unanimously approved.
14. Motion made by Mrs. Santore, second by Mr. Theys to accept the donation in the amount of \$13.50 from the Zopyy Family to assist with unpaid library book fines. A voice vote was taken and unanimously approved.

15. Motion made by Mrs. Santore, second by Mr. Theys to accept the donation in the amount of \$85.00 from Jennifer McPeck for the Stillwater School Garden. A voice vote was taken and unanimously approved.

16. Motion made by Mrs. Santore, second by Mr. DeGroat to accept the donation of labor for excavation services, compacting, and building the foundation and greenhouse as listed:

David Makarevich Construction-----Value TBD

Metzgar Excavating & Construction-----Value TBD

A voice vote was taken and unanimously approved.

### **LEGISLATION**

Mrs. Metzgar reported on information regarding State Aid loss for the 2017-2018 school year.

### **COMMUNITY RELATIONS**

None.

### **UNFINISHED BUSINESS**

1. Board member required training- Due December 31, 2017.
2. 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.

### **NEW BUSINESS**

None.

### **PUBLIC PARTICIPATION**

None.

### **EXECUTIVE SESSION**

BE IT HEREBY RESOLVED by Mrs. Santore and second by Mr. Theys at 8:19 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 the Superintendent Evaluation 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.

Mrs. Metzgar, Mrs. Cramer, and Ms. Roberts were excused from the meeting at 8:19 pm.

Motion made by Mr. DeGroat and seconded by Mrs. Svendsen at 8:34 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. Santore and seconded by Mr. Theys to adjourn the meeting at 8:35 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar  
Business Administrator/Board Secretary