

June 25, 2018

The Stillwater Township Board of Education met on June 25, 2018, 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 6:30 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 3, 2018 and June 12, 2018. Notices were posted in the Stillwater School, Town Hall, Lakeland Bank, Stillwater Post Office, Middleville Post Office, Swartwood Post Office and the Stillwater School Website.

Mrs. Nothstine led the flag salute. The following Board members were present: Mrs. Nothstine, Mrs. LoCascio, Mr. DeGroat (arrived 6:50 pm), Mrs. Saul, Mrs. Svendsen, Mrs. Santore (arrived 6:55 pm), Mrs. Galante (arrived 6:45pm), and Mrs. McPeek.

Absent: Mr. Theys.

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

### **BOARD BUSINESS**

1. Attendance & Honor Roll Milk & Cookies Reception-Mr. Robinson & Mrs. Nothstine 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.

Mrs. Galante arrived at the meeting at 6:45 pm.

Mr. DeGroat arrived at the meeting at 6:50 pm.

Mrs. Santore arrived at the meeting at 6:55 pm.

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

### **EXECUTIVE SESSION**

BE IT HEREBY RESOLVED by Mrs. LoCascio, second by Mrs. Svendsen at 7:01 pm 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 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. Galante and seconded by Mrs. Santore at 7:32 p.m. to come out of executive session. A voice vote was taken and unanimously approved.

The public was called back into the meeting

Motion made by Mrs. LoCascio, second by Mrs. Santore at 7:35 pm to return to public session. A voice vote was taken and unanimously approved.

2. EOY Board and District Goals Update:

Mrs. Nothstine announced all board goals are now complete for the 2017-2018 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 and the events to accomplish the goals. He suggested a ribbon cutting ceremony on the school garden area to be held in the Fall.

3. School Security Officer Committee discussion- The board discussed forming a committee for interviews. This committee would consist of board members, administration, law enforcement, and parents.

4. Motion made by Mrs. Svendsen, second by Mrs. Santore to approve the SSO ad-hoc committee consisting of the following members:

- Krista Galante
- Jennifer McPeek
- Danielle LoCascio
- Shannon Nothstine

A voice vote was taken and unanimously approved.

5. Shared Service Meeting Committee Update- Mrs. Svendsen provided an update on the Regional Shared Service Meeting. The boards are looking to approve a resolution by August to look at shared service opportunities when possible. They will begin to meet every other month, instead of four times per year. They discussed curriculum, Child Study Team and the Business Administrator position.

6. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve the Committee of the Whole Board of Education Meeting minutes and executive session minutes from June 11, 2018. Motion approved by voice vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mrs. Saul-Aye; Mrs. Galante-Aye; Mrs. McPeek-Aye; Mrs. LoCascio-Aye; Mrs. Santore-Aye; Mr. DeGroat- Abstain.

7. Motion made by Mr. DeGroat, second by Mrs. McPeek to approve the May 31, 2018 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,362,532.78 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of May 31, 2018 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:

- Attendance/Honor Roll Reception
- Sixth Grade Recognition
- Funding Bill S2, regarding potential loss of state aid
- ESY Program for 2018

## **CORRESPONDENCE**

-Thank you note for the teacher appreciation breakfast- Mrs. Bessemer

## **PRESIDENT'S COMMENTS**

Mrs. Nothstine commented on how much we accomplished this year! Have a great summer!

## **PUBLIC PARTICIPATION**

-Ed Szabo- Route 521, Stillwater, NJ- The Governor is proposing the legalization of marijuana. He is concerned for the future of our children. He asked that we send a letter to our Governor and left a packet of information.

-Amanda Connelly- West Walnut Street, Stillwater, NJ- Understanding the board is working on implementing new policies on weapons. She is concerned how the school is handling threats, and how they determine the type of threat.

-Jill DePaola- Iris Circle, Newton, NJ.- Was concerned about the time students have to eat lunch. Was hoping something could be done for next year.

## **ACTION ITEMS:**

### **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 retroactively approve Jessica Newman to be paid for ABA services while on leave from February 2018 to May 2018 at \$34/hour for 20 hours. A voice vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mrs. LoCascio, as recommended by the Superintendent, to approve contract with Marissa Cramer as Principal/Supervisor of Child Study Team, Special Education, BSI from July 1, 2018-June 30, 2019, in the amount of \$96,165.09 (pending negotiations). A roll call vote was taken and unanimously approved.

4. Motion made by Mr. DeGroat, second by Mrs. Svendsen, upon the recommendation of the Superintendent, to approve Cali Roberts as the 10 Month/200 day, Assistant Principal/Regional Curriculum Coordinator at an annual salary of \$79,095 plus an annual \$2,000 after school program stipend (pending negotiations) for the 2018-2019 school year. A roll call vote was taken and unanimously approved.
5. Motion made by Mr. DeGroat, second by Mrs. Svendsen to approve shared service contract for the part-time Regional Curriculum Coordinator (Cali Roberts), at annual cost of \$51,159.40 (pending negotiations), split equally between Sandyston-Walpack, Fredon, Hampton, Stillwater, and Kittatinny Regional High School. The Stillwater Township Board of Education will serve as the LEA. A roll call vote was taken and unanimously approved.
6. Motion made by Mr. DeGroat, second by Mrs. LoCascio, as recommended by the Superintendent, to approve contract with René Metzgar as School Business Administrator/Board Secretary/Director of Technology, from July 1, 2018-June 30, 2019, in the amount of \$105,781.60. SBA contract was approved by the county office on June 21<sup>st</sup>. A roll call vote was taken and unanimously approved.
7. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve shared service contract agreement for the 2018-2019 school year with Fredon Township School District, for a media specialist/librarian, Bettyann Picone for an annual amount of \$28,988. She will be in Stillwater 1.5 days a week (.3FTE). Fredon will be LEA. A roll call vote was taken and unanimously approved.
8. Motion made by Mr. DeGroat, second by Mrs. LoCascio 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. LoCascio to approve the following personnel for the summer program from July 2, 2018-July 26, 2018:  
     Nicole LeRose- Paraprofessional- \$950 (funded by IDEA-B)  
     Rebecca Santomartino- Bus Aide- \$280 (funded by IDEA- B)  
 A voice vote was taken and unanimously approved.
10. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve Kathleen Kane as Treasurer of School Monies from July 1, 2018 to June 30, 2019 for a stipend of \$3,121.20. A voice vote was taken and unanimously approved.
11. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the following staff members for the custodial building use stipend of \$35.00/hour, as worked, for the 2018-2019 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.

12. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the following summer custodians and rates from July 2, 2018 to August 17, 2018 (will not be scheduled for August 6<sup>th</sup>-10<sup>th</sup> unless needed), as recommended by the Superintendent:
 

Sean Mahedy	\$11.50/hour (pending criminal history & background check)
Joseph Falotico	\$13.80/hour
Tim Tighe	\$10.00/hour (pending criminal history & background check)

 A voice vote was taken and unanimously approved.
  
13. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve Joseph Falotico as a substitute custodian for the 2018-2019 school year at a rate of \$13.80/hour. A voice vote was taken and unanimously approved.
  
14. Motion made by Mr. DeGroat, second by Mrs. Santore to approve Helen Sallitt for summer custodian at a rate of \$12.00/hour for 12 hours per week. (3 days/week, 4 hours per day) from July 2, 2018 to August 17, 2018 (will not be scheduled for August 6<sup>th</sup>-10<sup>th</sup> unless needed). A voice vote was taken and unanimously approved.
  
15. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve Michelle Gerkhardt as the Administrative Assistant to the Superintendent with a start date of July 9, 2018 at an annual salary of \$40,000 to be pro-rated to start date. A roll call vote was taken and unanimously approved.
  
16. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve Michelle Gerkhardt to be paid \$166.67/day as worked for June 26, 27, and 28, 2018 to assist with end of year job responsibilities of the Administrative Assistant to the Superintendent. A voice vote was taken and unanimously approved.
  
17. Motion made by Mr. DeGroat, second by Mrs. LoCascio to accept with regret, the resignation of Matthew Robinson, effective August 10, 2018. A voice vote was taken and unanimously approved.

## **POLICY**

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

Policy#3517 School Security Officer

 A voice vote was taken and unanimously approved.
  
2. Motion made by Mrs. Santore, second by Mrs. LoCascio to approve the second and final reading of the following revised policies:
 

Policy#4111 Recruitment, Selection, and Hiring  
Policy#4211 Recruitment, Selection, and Hiring

 A voice vote was taken and unanimously approved.

3. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve the first reading of the following revised policies:

Policy#5114 Suspension and Expulsion

Policy#5131.7 Weapons and Dangerous Instruments

A voice vote was taken and unanimously approved.

4. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve the first reading of the following new exhibit:

Exhibit#5114: Long-Term Suspension Letter

A voice vote was taken and unanimously approved.

5. Motion made by Mrs. Santore, second by Mrs. LoCascio to approve the first reading of the revised code of conduct.

Discussion by the board was had on the code of conduct. The code of conduct is a step by step procedure. Areas in the code of conduct are at the discretion of administration and teachers. It's the administration and board of education's goal to provide a safe environment for all students, staff, and community. The code of conduct will continue to be reviewed and modified based on input.

A voice vote was taken and unanimously approved.

## **EDUCATION & CURRICULUM**

None.

## **BUILDING & GROUNDS**

1. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve building and use calendar for July 2018. A voice vote was taken and unanimously approved.

## **TRANSPORTATION**

1. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve the attached listing of summer school bus routes & stops for the 2018 summer school. A voice vote was taken and unanimously approved.

## **BUDGET & FINANCE**

1. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve June regular checks numbered 24920-24996, N0515, N0531, N0611, N0615, N0618, N0619, N0625 for a total of \$957,160, JE0515 in the amount of \$189,287.75, cafeteria check numbered 2586 in the amount of \$12,650.53. A voice vote was taken and unanimously approved.

2. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve May student activity checks numbered 6237-6243 in the amount of \$3,297.49. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. LoCascio, second by Mrs. Santore to approve the attached list of purchase orders over \$1,000 for 2017-2018 school year. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. LoCascio, second by Mrs. Santore to approve monthly travel as attached. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. LoCascio, second by Mrs. Santore to approve transfers from May 1, 2018 to May 31, 2018 as attached. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. LoCascio, second by Mrs. Santore 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 2018-2019 school year. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. LoCascio, second by Mrs. Santore to approve the school breakfast & lunch prices as recommended per the PLE Worksheet, for the 2018-2019 school year, as attached. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. LoCascio, second by Mrs. Santore to approve copier maintenance agreement with T.A. Mountford for the 2018-2019 school year at a cost of \$8,075 state contract #A53090. A voice vote was taken and unanimously approved.
9. Motion made by Mrs. LoCascio, second by Mrs. Santore to accept the following 2018 summer tuition students:

<u>Sending District</u>	<u>Student</u>	<u>Tuition Cost</u>	<u>Grade Level</u>
Fredon	061613	\$750	PSD
Fredon	022810	\$750	K-6
Fredon	103108	\$750	K-6
Fredon	1220071	\$750	K-6
Fredon	1220072	\$750	K-6
Fredon	083007	\$750	K-6
Fredon	011912	\$750	K-6
Hampton	071514	\$750	PSD
Hampton	062115	\$750	PSD
Hampton	062014	\$750	PSD
Sandyston	072414	\$750	PSD
Sandyston	010714	\$750	PSD

A voice vote was taken and unanimously approved.

10. Motion made by Mrs. LoCascio, second by Mrs. Santore to authorize the submission of the IDEA Part B and IDEA Preschool Grant application for FY2019, and accept the grant award of these funds upon subsequent approval of the FY2019 application. A voice vote was taken and unanimously approved.

11. Motion made by Mrs. LoCascio, second by Mrs. Santore to accept the FY 2019 IDEA Grant Funds in the following amounts:

IDEA Part B- \$72,142  
IDEA Preschool-\$5,601

A voice vote was taken and unanimously approved.

12. Motion made by Mrs. LoCascio, second by Mrs. Santore 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.

13. Motion made by Mrs. LoCascio, 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) \$400,000 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.

## **LEGISLATION**

Mr. Robinson reported on the following:

-RICE Notices for agenda items no longer need to be issued. Back to the prior procedures, where employees only need to be issued a RICE notice if spoken about in executive session.



## COMMUNITY RELATIONS

- Last day of school was today!
- Summer lunch for students is available through Project Self-Sufficiency. This is for any student, not just those that qualify for free and reduced lunch.
- Mrs. LoCascio was very impressed with the students at the Sixth Grade Recognition. They were very polite and well mannered. Great job parents!

## UNFINISHED BUSINESS

1. Board member required training- Due December 31, 2018.
2. School Board Member Petitions are due to the County Clerk's office no later than 4:00 PM on July 30, 2018. Petition packets are available in the board office or online through the county clerk's website.

## NEW BUSINESS

None.

## PUBLIC PARTICIPATION

-Amanda Connelly- West Walnut Street, Stillwater, NJ- Understands that it can't be the same procedure for every situation and everyone. When writing the policies there should be a difference between verbal and physical weapons. Seemed that a few instances at the end of this year were over reacted to.

-Jill DePaola- Iris Circle, Newton, NJ.- Understands what Mrs. Connelly is saying, but also understands what the board is trying to do. We have to prepare children so much more in today's society. We have to take each account into consideration and there will be some gray areas. We as parents need to be diligent with our children.

-Adam Ramsey- Ridge Road, Newton, NJ 07860- I am aware of a young boy who was subject to a mental health evaluation. Have any members gone through this? Are you aware of the impact on the student?

-Amanda Connelly- West Walnut Street, Stillwater, NJ- The child's age should be taken into consideration. A private psychiatrist could be evaluated without traumatizing the population.

-Adam Ramsey- Ridge Road, Newton, NJ 07860- Mental health evaluations are not the only option, but options weren't provided in a timely manner. He would address this further with the board if possible so more details can be provided.

-Jennifer Ramsey- Ridge Road, Newton, NJ 07860- Worried what we are doing to our kids. This has always been a tight community, and now she doesn't feel the community comes together to help the students. She asked the board to consider the steps moving forward and consider the impact of the student.

-Meredith Reilly- Marigold Way, Newton, NJ- There are different stories being reported by the students then what the school is saying and the public is saying. We shouldn't send primary age children for mental health evaluations. The school is just trying to make an example of everyone.

-Jennifer Ramsey- Ridge Road, Newton, NJ 07860- So what are the next steps?

Mrs. Nothstine responded the board appreciates all the feedback on recent events. We will take your comments into consideration. The board is still working on revising the code of conduct and board policies. Once finalized they will be released to the school community.

### **EXECUTIVE SESSION**

BE IT HEREBY RESOLVED by Mrs. LoCascio, second by Mr. DeGroat at 8:55pm 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 Student Privacy, Personnel Matters & 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. Santore left the meeting at 9:23 pm.

Mr. Robinson was excused from executive session at 9:30 pm.

Motion was made by Mrs. LoCascio and seconded by Mrs. McPeck at 9:59 p.m. to come out of executive session and return to public session. A voice vote was taken and unanimously approved.

-Motion to extend the board meeting passed 10:00 pm was made by Mrs. Svendsen, second by Mr. DeGroat. A voice vote was taken and unanimously approved.

BE IT HEREBY RESOLVED by Mrs. Svendsen, second by Mr. DeGroat at 10:00 pm 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 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 was excused from the meeting at 10:00 pm.

Mr. Robinson was invited back to the meeting at 10:05 pm.

Motion was made by Mrs. Svendsen and seconded by Mrs. LoCascio at 10:17 p.m. to come out of executive session and return to public session. A voice vote was taken and unanimously approved.

**ADJOURNMENT**

Motion made by Mr. DeGroat and seconded by Mrs. LoCascio to adjourn the meeting at 10:17 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar

Business Administrator/Board Secretary