

June 11, 2018

The Stillwater Township Board of Education met on June 11, 2018, at 7:00 p.m. in the Stillwater School Library for a Committee of the Whole 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 3, 2018. 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. LoCascio, Mrs. Galante, Mrs. Santore, Mr. Theys, Mrs. Saul, Mrs. Svendsen, and Mrs. McPeek.

Absent: Mr. DeGroat.

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

BOARD BUSINESS

1. Motion made by Mrs. LoCascio, second by Mrs. Santore to approve the Regular Board of Education Meeting minutes & executive session minutes from May 14, 2018. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. LoCascio, second by Mrs. McPeek to approve the Special Meeting minutes & executive session meeting minutes #1 from May 23, 2018. Motion approved by voice vote: Mrs. Svendsen-Abstain; Mrs. Nothstine-Aye; Mrs. Saul-Abstain; Mrs. Galante-Aye; Mr. Theys- Aye; Mrs. McPeek-Aye; Mrs. LoCascio-Aye; Mrs. Santore-Aye.
3. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the executive session meeting minutes #2 from May 23, 2018. Motion approved by voice vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mrs. Saul-Abstain; Mrs. Galante-Aye; Mr. Theys- Aye; Mrs. McPeek-Aye; Mrs. LoCascio-Aye; Mrs. Santore-Aye.
4. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the Special Meeting minutes & executive session meeting minutes #1 & #2 from May 31, 2018. Motion to approve the executive session meeting minutes #2 from May 23, 2018. Motion approved by voice vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mrs. Saul-Aye; Mrs. Galante-Abstain; Mr. Theys- Aye; Mrs. McPeek-Aye; Mrs. LoCascio-Aye; Mrs. Santore-Aye.
5. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the April 30, 2018 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,312,601.18 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of April 30, 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.

COMMITTEE REPORTS

PERSONNEL

1. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the following personnel for the summer program from July 2, 2018-July 26, 2018, salaries to be paid through the General Fund, Title I and IDEA-BASIC Grant.

Teachers:

Denise Bessemer: Kindergarten \$2,380 (General Fund)
Beth Johnson: Grades 1 & 2 \$2,380 (General Fund)
Kelly Fryer: Grades 3 & 4 \$2,380 (General Fund)
Janet Mahedy: Grades 5 & 6 \$2,380 (General Fund)
Maureen Riva: Special Education/BD \$2,380 (IDEA-B)
Christine Pagano: Special Education \$2,380 (IDEA-B)
Ramona Knapp: Library \$1,600 (Title I)

Paraprofessionals

Raychel MacLean \$950 (IDEA-B)
Rebecca Santomartino \$950 (IDEA-B)

A voice vote was taken and unanimously approved.

2. Motion made by Mrs. LoCascio, second by Mrs. Santore to accept with regret, the resignation of Stacy Murphy effective June 30, 2018. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. LoCascio, second by Mrs. Santore to approve Cali Roberts as the school safety specialist for the 2018-2019 school year. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. LoCascio, second by Mrs. Santore to approve the professional services of Jackson Lewis to audit personnel. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. LoCascio, second by Mrs. Santore to approve the revised job description for the Administrative Assistant to the Superintendent. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. LoCascio, second by Mrs. Santore to appoint the Superintendent as the Section 504 Coordinator, Homeless Liaison, Substance Awareness Coordinator, Educational Stability Liaison, and CST Coordinator until November 1, 2018. A voice vote was taken and unanimously approved.

7. Motion made by Mrs. LoCascio, second by Mrs. Santore to appoint the Assistant Principal as the Public Agency Compliance Officer, Affirmative Action Officer and Gender Equity Officer until November 1, 2018. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. LoCascio, second by Mrs. Santore to appoint the Business Administrator/Board Secretary as the Accountability Officer for IDEA and ESSA. A voice vote was taken and unanimously approved.
9. Motion made by Mrs. LoCascio, second by Mrs. Santore to approve Rebecca Santomartino & Janet Mahedy as home instructors as needed not to exceed 10 hours per week at \$34/hour from June 7, 2018 to June 25, 2018. Hours will be split between the two employees. A voice vote was taken and unanimously approved.

POLICY

1. Policy update was provide by Mr. Robinson on the Student Code of Conduct. The board reviewed the current language and proposed language. He notified the board that the policies were sent to School Boards for a review, and we are also working on an incident form with the attorney. The board recommended the Code of Conduct follow the approval procedures of similar to policy pertaining to a first and second reading.
2. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve the final reading of the following new policy:

Policy#3517 School Security Officer

Board members discussed the policy and wording needed to be corrected. It was suggested to have the revised final policy placed on the next board meeting for approval.

A motion was made by Mr. Theys, second by Mrs. Santore to amend the motion to approve the third reading of the following policy:

Policy#3517 School Security Officer

A voice vote was taken and the amended motion was unanimously approved.

3. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve the first 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.

EDUCATION & CURRICULUM

1. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve the revised 2017-2018 school calendar to reflect the last day of school for students to be June 25, 2018. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to adopt the attached curricula and textbooks for the 2018-2019 school year.

Mrs. Svendsen commented that she believes more literature in the ELA curriculum.

Motion approved by roll call vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mrs. Saul-Aye; Mrs. Galante-Aye; Mr. Theys- No; Mrs. McPeek-Aye; Mrs. LoCascio-Aye; Mrs. Santore-Aye.

3. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve the SEEK/ASE storm makeup date to be June 19, 2018. No change in costs. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to declare sale of surplus and properly dispose of the following novels:

Kokopelli's Flute- 8 copies
Harris and Me- 10 copies
Walk Two Moons- 16 copies
The Shakespeare Stealer- 8 copies
The View From Saturday- 12 copies
M.C. Higgins, The Great- 3 copies
The Barn- 22 copies
The War With Grandpa- 5 copies

A voice vote was taken and unanimously approved.

5. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve the contract with Sussex County Educational Services Commission for the 2018-2019 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.

BUILDING & GROUNDS

1. Mrs. Metzgar provided an update on the following building & grounds items:
 - UST Replacement Project
 - 1941 Ceiling Replacement
 - Garden Gazebo Arrived!

2. Motion made by Mrs. Galante, second by Mrs. LoCascio to award the Underground Storage Tank Replacement at Stillwater Township School bid to T-Slack Environmental Services for a total base bid of \$325,000, no change on Alternate #1, Alternate #2, & Alternate #3, for a total bid of \$325,000 as recommended by Parette Somjen Architects. A roll call vote was taken and unanimously approved.

Bids :

Bidders	Base Bid	Alt# 1	Alt #2	Alt #3
Independence Constructors	no bid	-	-	-
T-Slack Environmental Services	\$325,000	No Change	No Change	No Change
A&J Construction	\$338,600	\$18,880	\$2,900	\$9,800
Aurora Environmental, Inc.	\$492,740	\$19,500	\$13,950	\$25,000

3. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve Board-R-Line Fencing to install wooden guard rails in the back of the school at a cost of \$10,480.

Other quotes:

Essex Fence Company: \$13,330

Barcia Bros Fence Company: \$14,887

A voice vote was taken and unanimously approved.

4. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve the renewal of student accident insurance with Bollinger, Inc. for the 2018-2019 school year for a total cost of \$4,563. A voice vote was taken and unanimously approved.

TRANSPORTATION

1. Motion made by Mrs. Saul, second by Mrs. LoCascio to retroactively approve Stocker Bus to provide a bus for Kindergarten Orientation on June 6, 2018 for a cost of \$75.00. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Saul, second by Mrs. Svendsen to approve school activity transportation contract with Easton Coach Company for the Washington D.C. trip for the 6th grade students from November 5, 2018 to November 7, 2018 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-2018	Washington, DC	5:30am/6:30 pm	Two 55 Passenger Coach Buses	\$4,485	N/A	N/A	N/A

TOTAL COST \$8,970, parking & permit fees included

Other quotes obtained: Martz Group: \$8,724 not including parking & permit fees

Lakeland Bus Company: Unable to accommodate trip

A roll call vote was taken and unanimously approved.

BUDGET & FINANCE

1. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the purchase of 35 chromebooks from Dell in the amount of \$9,342.55, paid for by the REAP Grant. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve renewal contract with Delta Dental for July 1, 2018-June 30, 2019 at the following rates:

One Party- \$52.94
Two Party-\$101.64
Three Party-\$170.14

A voice vote was taken and unanimously approved.

3. Motion made by Mrs. LoCascio, second by Mrs. Santore to authorize the submission of the ESEA Grant applications for FY2019, and accepts the grant award of these funds upon subsequent approval of the FY2019 application. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. LoCascio, second by Mrs. Santore to accept the FY 2019 Public & Non-Public ESEA Grant Funds in the following amounts:

Title I, Part A- \$28,180
Title II, Part A- \$7,277
Title IV- \$10,000

A voice vote was taken and unanimously approved.

COMMUNITY RELATIONS

Mrs. McPeck reported on the following items:

- Stillwater Day is this Saturday at 3pm
- She has received very positive feedback from community members regarding the policy updates from the last board meeting.
- PTA will be changing Officers at the end of the month.

Mrs. Roberts reminded the board that our next board meeting will be the attendance awards. The meeting will begin at 6:30 pm with the awards & reception and will be held in the All Purpose Room.

LEGISLATIVE

-Modification in State Funding, possible change in allocations.

PUBLIC PARTICIPATION

Moira Douglas- Ridge Road- Asked what an audit of personnel is? She also questioned the appointment of the Assistant Principal to the Safety Specialist position for next year even though

she is only part time. She also questioned the 6th grade class trip to Washington, DC and noted the trip is not in line with the grade 6 curriculum, rather the 8th grade curriculum.

The board responded that an audit of personnel is a review of personnel matters. Our Assistant Principal is currently the School Safety Specialist and is able to fill this role as part of her Assistant Principal responsibilities. Last year the board had an extensive conversation regarding the Washington DC trip. The community really wanted the board to continue. As further discussion was had with the public, this could eventually become a Kittatinny 8th grade trip since it aligns more with their curriculum. This would be something to look into in the future. No changes will be made for the November 2018 trip.

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mrs. LoCascio, second by Mrs. Santore at 8:03 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, Contract Negotiations, & 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.

Mr. Robinson, Mrs. Metzgar and Mrs. Roberts were excused from executive session at 8:13 pm.

Motion was made by Mrs. LoCascio and seconded by Mrs. McPeck at 9:02 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 Mrs. LoCascio and seconded by Mrs. Svendsen to adjourn the meeting at 9:02 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,


René Metzgar
Business Administrator/Board Secretary