

May 14, 2018

The Stillwater Township Board of Education met on May 14, 2018, 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 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, Mr. DeGroat, Mrs. Saul, Mrs. Svendsen, and Mrs. McPeck.

Absent: Mrs. Galante, Mrs. Santore and Mr. Theys.

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

BOARD BUSINESS

1. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the Budget Public Hearing Minutes and Regular Board of Education Meeting minutes from April 24, 2018. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve the executive session minutes from April 24, 2018. A voice vote was taken and unanimously approved.

BLOCK MOTIONS: 3-5

Motion to approve board business block motions 3-5 was made by Mrs. LoCascio, second by Mr. DeGroat.

3. Motion to approve the following individuals or firms in their respective positions for the 2018-2019 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
VSWS Operator	Agra Environmental
Board Attorney	Sciarrillo, Cornell, LLC
Board Auditor	Ardito & Co., LLP
Medical Insurance Fund	Schools Health Insurance Fund
Medical Insurance Agent of Record	Liberty Benefit Advisors
Accounting/Personnel Software Provider	CDK Systems
Payroll Computer Service Provider	R&L Datacenters, Inc.
Risk Management Consultant	The Morville Agency

4. Motion to designate the New Jersey Herald and Sunday Herald as the official newspaper for the 2018-2019 school year and the Star Ledger and The Township Journal as alternate newspapers and for selected advertising.
5. Motion to approve the following locations for posting all legal notices for the 2018-2019 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 3-5 were unanimously approved.

6. Sussex County School Board Association Meeting Update- Mrs. Svendsen & Mr. DeGroat attending the NJSBA meeting regarding school security. Sparta School shared their updates. Safety Summit is on May 19th. ALICE Training to be held at HPRHS.

SUPERINTENDENT'S REPORT

Mr. Robinson reported on the following items:

- PARCC Update
- NJSLS Science Update
- SRO/Security Guard Update
- Preschool Program
- Spring Concert
- PTA Tricky Tracy is Friday
- Congratulations to Mrs. Cramer on her new baby boy!

CORRESPONDENCE

- Thank you letter to the Board for hosting the Teacher Appreciation breakfast- Mrs. Murphy
- Thank you letter to the Board for hosting the Teacher Appreciation breakfast-Mrs. Steffens
- Thank you letter to the Board for hosting the Teacher Appreciation breakfast- SEA & Staff
- Thank you letter to the Board for hosting the Teacher Appreciation breakfast- Mrs. Hutcheson
- Thank you letter to the Board for hosting the Teacher Appreciation breakfast- Preschool Staff
- Thank you letter to the Board for hosting the Teacher Appreciation breakfast- Mrs. Grodsky
- Thank you letter to the Board for hosting the Teacher Appreciation breakfast- Mrs. Makarevich
- Thank you letter to the Board for hosting the Teacher Appreciation breakfast- Mrs. Mahedy
- Thank you letter to the Board for supporting workshop attendance- Mrs. Hutcheson

PRESIDENT'S COMMENTS

Just a reminder to look at your calendars for the summer board meeting schedule.

PUBLIC PARTICIPATION

Mrs. Pevarnik- Thank you again for the breakfast!

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 approve Frontline Education to provide an Absentee Management System beginning the 2018-2019 school year in the amount of \$5,500. A voice vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mrs. LoCascio to accept with regret the resignation of Eileen Smith for the purpose of retirement, effective July 1, 2018. A voice vote was taken and unanimously approved.
4. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the renewal of Gary Post’s Black Seal boiler license for 3 years in the amount of \$80.00. A voice vote was taken and unanimously approved.
5. 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, salaries to be paid through the General Fund and IDEA-BASIC Grant.

Teacher:

Sue Pierson-Preschool \$2,380 (IDEA)

Paraprofessionals

Kathy Pevarnik \$950 (IDEA)

Enrichment Program

Elaine Makarevich \$1,190 (split)

Brittany Celentano \$1,190 (split)

Nurse

Colleen Hurley \$2,380 (IDEA)

Speech

Jessica Garrigan \$2,380 (IDEA)

CST

Ruth Najemian (10 Days) \$2,440 (IDEA)

A roll call vote was taken and unanimously approved.

6. Motion made by Mr. DeGroat, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve Charles Culver as the Part-Time Technology Coordinator for the 2018-2019 school year at salary of \$20,400. A roll call vote was taken and unanimously approved.
7. Motion made by Mr. DeGroat, second by Mrs. LoCascio, upon the recommendation of the Superintendent to re-hire the tenured instructional staff members for employment for the 2018-2019 school year, at their current 2017-2018 salary and step pending negotiations:

<u>Name</u>	<u>Position</u>	<u>Step</u>	<u>Salary</u>
Beckman, Maureen	Nurse	Step BA+20, L3	\$ 83,634
Bessemer, Denise	Elementary	Step BA, L3	\$ 81,534
Bickhardt, Lorraine	Elementary	Step MA, L3	\$ 85,734
Celentano, Brittany	Elementary	Step MA, 8	\$ 65,933
Collier, Lynda	Elementary	Step BA, 13	\$ 71,033
DiRienzo, Mary	SpEd	Step BA, 4	\$ 58,353
Franck, Katrina	Music	Step BA, 4	\$ 58,353
Fryer, Kelly	Elementary	Step BA, 8	\$ 61,733
Grau, Lisa	Elementary	Step BA, L3	\$ 81,534
Hutcheson, Lisa	ELA Coach	Step MA+30, 14	\$ 78,283
Iradi, Fred	Elementary	Step MA+30, L1	\$ 82,433
Johnson, Beth	Elementary	Step MA, L3	\$ 85,734
Knapp, Ramona	Elementary	Step BA+32, L3	\$ 84,684
Maeurer, Keri	Elementary	Step MA, 9	\$ 67,733
Mahedy, Janet	Secondary	Step MA, 10	\$ 69,533
Makarevich, Elaine	STEAM/Pinwheel	Step MA, L3	\$ 85,734
Murphy, Stacy	Elementary	Step, MA 9	\$ 67,733
Najemian, Ruth	Social Worker	Step MA, L3	\$ 85,734
Newman, Jessica	SpEd	Step MA, 8	\$ 65,933
Pagano, Christine	SpEd	Step BA, 12	\$ 69,083
Piazza, Melissa	Art	Step BA, L2	\$ 79,333
Pierson, Susan	PSD	Step MA, 13	\$ 75,233
Radimer, Meghan	Health/Phys. Ed	Step BA, 8	\$ 61,733
Reed, Justin	Health/Phys. Ed	Step MA, 10	\$ 69,533
Richards, Erin	LOA- Maternity Leave 18-19 school year	N/A	N/A
Riva, Maureen	SpEd	Step BA, 6	\$ 60,043
Swakopf, Corrine	Elementary	Step MA, 11	\$ 71,383
Then, Erica	Elementary	Step BA, 7	\$ 60,888
Winay, Victoria	Secondary	Step BA, L3	\$ 81,534

A roll call vote was taken and unanimously approved.

8. Motion made by Mr. DeGroat, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to offer contracts to the following full-time Para-Professional staff members for employment for the 2018-2019 school year at their current 2017-2018 salary and step pending negotiations:

Kathy Pevarnik-Step 14 \$19,820.27 + \$100 HQ + \$200 Long.
A roll call vote was taken and unanimously approved.

9. Motion made by Mr. DeGroat, second by Mrs. LoCascio, 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 2018-2019 school year at their current 2017-2018 salary and step pending negotiations:

<u>Name</u>	<u>Step</u>	<u>Salary</u>
Tracey Coombs	Step 8	\$ 14,134
Michelle Gerhardt	Step 0	\$10,185 + \$750 BA
Karen Grodsky	LPN- off guide	\$ 26,691.86
Raychel MacLean	Step 0	\$ 10,185
Heather Ostendorff	Step 2	\$11,034 + \$750 BA
Shannon Wilson	Step 0	\$ 10,185

A roll call vote was taken and unanimously approved.

10. Motion made by Mr. DeGroat, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve Michael Maggio as the full-time Head Custodian/Maintenance & Grounds Person for the 2018-2019 school year at the current 2017-2018 an annual salary of \$61,320, pending negotiations. A roll call vote was taken and unanimously approved.

11. Motion made by Mr. DeGroat, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to offer contracts to the following full-time, 12 month custodial staff for employment for the 2018-2019 school year, at their current 2017-2018 salary pending negotiations:

Nick Carbonaro- \$55,022.44 plus \$600 longevity
Gary Post- \$42,450.47

A roll call vote was taken and unanimously approved.

12. Motion made by Mr. DeGroat, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve contract for the 2018-2019 school year with Joseph VanSkiver as a part time, 12 month, 25 hours/week custodian, at the current 2017-2018 salary of \$18,773.25 (\$15.64/hr), pending negotiations. A roll call vote was taken and unanimously approved.

BLOCK MOTIONS: 13-17

Motion to approve Personnel block motions 13-17 was made by Mr. DeGroat, second by Mrs. LoCascio.

13. Motion to appoint Lisa Hutcheson as the Teacher in Charge for the 2018-2019 school year.

14. Motion to set the following substitute rates for the 2018-2019 school year:
 Teacher \$85 per day [If the substitute is in the same position for more than twenty (20) days the rate will be 1/200th of step 0 on the salary guide].

Aide	\$70 per day (no sub cert)
Secretary	\$70 per day (no sub cert)
Custodian	\$12.00 per hour
Nurse	\$120 per day if a registered nurse
15. Motion to appoint the Principal as Public Agency Compliance Officer, Affirmative Action Officer, and Gender Equity Officer for the 2018-2019 school year.
16. Motion to appoint the Assistant Principal as Attendance Officer for the 2018-2019 school year.
17. Motion to appoint Maureen Beckman as the PEOSH Contact Person for the 2018-2019 school year.

A voice vote was taken and Personnel block motions 13-17 were unanimously approved.

BLOCK MOTIONS: 18-22

Motion to approve Personnel block motions 18-22 was made by Mr. DeGroat, second by Mrs. LoCascio.

18. 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 2018-2019 school year.
19. Motion to appoint the Assistant Principal as HIB Coordinator for the 2018-2019 school year.
20. Motion to appoint Ruth Najemian as HIB Specialist for the 2018-2019 school year.
21. Motion to appoint the Supervisor of Special Education and Basic Skills as the Homeless Liaison for the 2018-2019 school year.
22. Motion to approve updated Teacher Mentoring Plan. (Plan is located in the main office for review.)

A voice vote was taken and Personnel block motions 18-22 were unanimously approved.

BLOCK MOTIONS: 23-26

Motion to approve Personnel block motions 23-26 was made by Mr. DeGroat, second by Mrs. LoCascio.

23. Motion to appoint the Supervisor of Special Education and Basic Skills as Substance Awareness Coordinator for the 2018-2019 school year.
24. Motion to appoint the Principal as the Educational Stability Liaison for the 2018-2019 school year.
25. Motion to recognize the Stillwater Education Association as the official bargaining unit of the teaching faculty, custodians, paraprofessionals, and qualifying secretaries for the 2018-2019 school year.
26. Motion to recognize the Stillwater PTA as a volunteer organization for Stillwater School for the 2018-2019 school year.

A voice vote was taken and Personnel block motions 23-26 were unanimously approved.

27. Motion made by Mr. DeGroat, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to place employee #886 on paid administrative leave from the period of May 11, 2018 to June 30, 2018. A roll call vote was taken and unanimously approved.
28. SRO job description discussion - Mr. Robinson reviewed the changes to the job description as recommended by the attorney. Also change from School Resource Officer to School Security Officer.
29. Motion made by Mr. DeGroat, second by Mrs. Svendsen to approve the revised job description for the School Security Officer. A voice vote was taken and unanimously approved.

POLICY

1. Public Notice on Internet Safety Policy 6142.10 to satisfy E-Rate funding requirements for the 2018-2019 school year.
2. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve the second reading of the following new policy:

Policy#3517 School Resource Officer
A voice vote was taken and unanimously approved.

EDUCATION & CURRICULUM

1. Mr. Robinson discussed the preschool program for 2018-2019. Administration has explored the option of a full day preschool for next year due to many of the closures in the area. Financial costs were presented to the board of education. Due to the

number of half day preschoolers we currently have and the number of projected receiving students from the sending district, it would not be financial responsible at this time since two classes would have to be held. The board is potentially interested in a full day program in the future, and would like administration to review it again for the 19-20 budget season. This way it can be planned and communicated to all who attend.

2. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve contract with J&B Therapy to provide services as needed for the 2018-2019 school year:

<u>Service</u>	<u>Rate</u>
Occupational Therapy	\$83.00/hour
Physical Therapy and/or Speech Therapy	\$86.00/hour
Educational Support Services (LDTC)	\$90.00/hour
Psychologist Services	\$90.00/hour
Evaluations*	\$405.00/evaluation
Behavioral Support Services as provided by BCBA/Behavioral Supervisor	\$90.00/hour (3 hour/week minimum)
Behavioral Plans & Functional Behavior Assessments	\$90./hour
Behavioral Support Services as provided by a Behaviorist	\$90.00/hour
Reading Specialist	\$80.00/hour
Home Instruction	\$65.00/hour
Social Work Services	\$80.00/hour
*ABA Paraprofessional Services	\$35.00/hour
*Paraprofessional Services	\$26.00/hour
Teacher of the Deaf Services	\$135.00/hour

*Includes, but is not limited to, evaluations for Occupational Therapy, Physical Therapy, Speech Therapy, Educational Assessments, and Psychological Evaluations. A voice vote was taken and unanimously approved.

3. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve contract with Joanne Welles to provide Physical Therapy services for the 2018-2019 school year at a rate of \$98.00/hour. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve contract with Diane Hornung to provide LDTC testing services for the 2018-2019 school year at a rate of \$350/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.
5. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve contract with Dr. Tamagnini of Vernon Psychological Services, to provide Psychological testing services for the 2018-2019 school year at a rate of \$350/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.
6. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve the yearly School Physician Contract for the 2018-2019 school year with Skyland's Pediatrics in the amount of \$1,800. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to purchase the Scholastic

Education Leveled Book Room, professional development and bookshelves in the amount of \$36,568.50. A voice vote was taken and unanimously approved.

BLOCK MOTIONS: 8-9

Motion to approve Educational & Curriculum block motions 8-9 was made by Mrs. Svendsen, second by Mrs. LoCascio.

8. 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.
9. 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 Educational & Curriculum block motions 8-9 were unanimously approved.

BUILDING & GROUNDS

1. Mrs. Metzgar provided a Building & Grounds update on the following items:
 - Lower Level Bathroom Renovation
 - UST Replacement
 - 1941 Ceiling Replacement Project
2. Motion made by Mrs. McPeek, second by Mrs. LoCascio to approve building and use calendar for June 2018. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. McPeek, second by Mrs. LoCascio to approve the maintenance contract with Morris County Elevator from July 1, 2018-June 30, 2019, at a yearly cost of \$2,436. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. McPeek, second by Mrs. LoCascio to approve R&B Painting Plus to replace & paint the ceiling the in the 1941 wing in the amount of \$8,285.
Other quote obtained:
JRC Construction: \$9,900
A voice vote was taken and unanimously approved.
5. Motion made by Mrs. McPeek, second by Mrs. LoCascio to approve RFS Commercial to install new carpet in the CST Office for a total of \$4,486.88. State Contract# A81751. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. McPeek, second by Mrs. LoCascio to approve purchase of two Dell Servers for the 2018-2019 school year not to exceed \$6,710.72. WSCA State Contract. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. McPeek, second by Mrs. LoCascio to approve the purchase of LobbyGuard Defender, a visitor management system, in the amount of \$4,540.
Other systems researched: Hall Pass & Fast Pass
A roll call was taken and unanimously approved.

BLOCK MOTIONS: 8-15

Motion to approve Building & Grounds block motions 8-15 was made by Mrs. McPeck, second by Mr. DeGroat.

- 8. Motion to adopt the IPM Plan for the 2018-2019 school year. (A copy of this plan is available for review in the business office.)
- 9. Motion to adopt the Chemical Hygiene Plan for the 2018-2019 school year. (A copy of this plan is available for review in the business office.)
- 10. Motion to adopt the School Emergency Operations Plan for the 2018-2019 school year. (A copy of this plan is available for review in the main office.)
- 11. Motion to adopt the Safety and Security Plan for the 2018-2019 school year. (A copy of this plan is available for review in the main office.)
- 12. 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 2018-2019 school year.
- 13. Motion to appoint René Metzgar and Cali Roberts as Safety Coordinators 2018-2019 school year.
- 14. 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 2018-2019 school year.
- 15. Motion to approve the Biosecurity Management Plan for the 2018-2019 school year. (Copies of this plan are available for review in the board office.)

A voice vote was taken and Building & Grounds block motions 8-15 were unanimously approved.

TRANSPORTATION

- 1. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve Stocker Bus to provide transportation to Camp Nejeda for the 6th Grade recognition party to be held on June 5th, with a rain date of June 6th. No cost to the district. A voice vote was taken and unanimously approved.
- 2. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve transportation with Stocker Bus for the following field trips:

Date	Location	Grade	Cost
May 15, 2018	KRHS & Dairy Queen	Junior Solar Sprints	\$193.45
May 22, 2018	NJ State Fair Grounds	Kindergarten	\$184.85

A voice vote was taken and unanimously approved.

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 2018-2019 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 & Finance block motions 11-15 were unanimously approved.

BLOCK MOTIONS: 16-22

Motion to approve Budget & Finance block motions 16-22 was made by Mrs. Saul, second by Mrs. LoCascio.

16. Motion to approve the chart of accounts for the budgetary process and authorizes the Superintendent and the Business Administrator to implement the 2018-2019 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 & Dental Benefits, Utilities, Board's Share of Social Security, Pensions, Unemployment Tax, Salaries, Tuition, Transportation and Cafeteria expense bills, for the 2018-2019 school year.
18. Motion to authorize the Superintendent, for the 2018-2019 school year, to declare items as surplus and properly dispose of them.
19. Motion to appoint Business Administrator/Board Secretary for the 2018-2019 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 2018-2019 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 2018-2019 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 2018-2019 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 & Finance block motions 16-22 were unanimously approved.

BLOCK MOTIONS: 23-27

Motion to approve Budget & Finance block motions 23-27 was made by Mrs. Saul, second by Mrs. LoCascio.

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 2018-2019 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 2018-2019 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 Joint Powers Alliance Contract vendors for the 2018-2019 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 2018-2019 school year.

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

LEGISLATION

No Report.

COMMUNITY RELATIONS

Mrs. McPeck reported on the following items:

- PTA Tricky Tray- This Friday!
- Teacher Appreciation Week was a hit!
- 6th Grade Recognition- end of year bake sale
- Spring Concert tomorrow!

UNFINISHED BUSINESS

1. Board member required training- Due December 31, 2018.

NEW BUSINESS

1. 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.
2. Superintendent's Evaluation & Board Self Evaluation Reminder- Due May 31st
3. 6th Grade Recognition- Board Members RSVP to Mrs. Metzgar

PUBLIC PARTICIPATION

None.

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mr. DeGroat, second by Mrs. LoCascio at 8:15 pm by 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 Personnel Matters and SEA Contract Negotiations 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 Mr. DeGroat and seconded by Mrs. Svendsen at 8:48 p.m. to come out of executive session and return to public session. A voice vote was taken and unanimously approved.

MOTIONS FOLLOWING EXECUTIVE SESSION

- 1. Motion made by Mr. DeGroat, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to offer the following contracts to the non-tenured instructional staff members for employment for the 2018-2019 school year, at their current 2017-2018 salary and step pending negotiations:

<u>Name</u>	<u>Position</u>	<u>Step</u>	<u>Salary</u>
Ciccolella, Laura	Elementary/Secondary	Step MA, 4	\$ 62,553
Garrigan, Jessica	Speech	Step MA, 7	\$ 65,088
Hinks, Carol	Spanish	Step BA+32, 5	\$ 37,408.80 (Pro-rated to .6 FTE)
LeRose, Nicole	SpEd	Step BA, 0	\$ 27,141.50 (Pro-rated to .5 FTE)
Santomartino, Rebecca	SpEd	Step BA+20, 4	\$ 60,453
Steffens, Jessica	Elementary/Secondary	Step MA, 8	\$ 65,933

A roll call vote was taken and unanimously approved.

- 2. Motion made by Mr. DeGroat, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to offer contracts to the following full-time, 12 month administrative assistants for employment for 2018-2019 school year, at their current 2017-2018 salary pending negotiations:

Deborah Berger-\$41,902
Megan Reed- \$42,924
Lisa Roycroft- \$40,000

A roll call vote was taken and unanimously approved.

ADJOURN

Motion made by Mr. DeGroat and seconded by Mrs. LoCascio to adjourn the meeting at 8:50 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary