

April 24, 2018

The Stillwater Township Board of Education met on April 24 2018, at 7:40 p.m. in the Stillwater School Room A112 for a Regular Board of Education Meeting.

The meeting was called to order by Shannon Nothstine at 7:40 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, April 9, 2018 and April 19, 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. Santore, Mrs. Saul, Mr. Theys, Mrs. Galante, Mrs. Svendsen, and Mrs. McPeek.

Absent: None.

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 Mrs. LoCascio, second by Mr. DeGroat to approve the Regular Board of Education Meeting minutes & executive session meeting minutes from March 26, 2018. Motion approved by voice vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mrs. Saul-Aye; Mrs. Galante-Aye; Mr. Theys- Aye; Mrs. McPeek-Aye; Mrs. LoCascio-Aye; Mr. DeGroat-Aye; Mrs. Santore- Abstain.
2. Motion made by Mrs. LoCascio, second by Mr. Theys to approve the March 31, 2018 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,201,929.12 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of March 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.
3. Shared Service Committee Update was provided by Mrs. Nothstine. Fredon School has reached out and recently met with a few committee members. They are looking at a possibility sharing a Superintendent. Stillwater is not the only district they are researching a potential share service opportunity. We will provide updates as more research is conducted.

4. Motion made by Mrs. LoCascio, second by Mrs. Santore to approve a shared service ad hoc committee consisting of the following members:
 - Mrs. Saul
 - Mrs. Svendsen
 - Mrs. LoCascio
 - Mrs. NothstineA voice vote was taken and unanimously approved.

SUPERINTENDENT'S REPORT

Mr. Robinson provided a report on the following items:

1. Possible Preschool Expansion
2. State Police Security Walkthrough
3. Playground Safety Training
4. SRO Policy & Job Description
5. PARCC Update
6. Upcoming School & PTA Events

CORRESPONDENCE

None.

PRESIDENT'S COMMENTS

1. Teacher Appreciation Week- Board members usually sponsor the Tuesday breakfast for the staff. Email Mrs. Nothstine with what you would like to bring.

PUBLIC PARTICIPATION

Bonnie Hayes- County Road 521, Middleville, NJ.- Stated she was so proud and excited that Stillwater was the number 1 elementary school in Sussex County and number 50 in the State! What were the categories to decide this?

Mr. Robinson responded that there were many factors they looked at including school climate, academics, and surveys conducted.

Ms. Hayes also expressed that since we have such a great school, shared services makes her very nervous.

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 Rebecca Santomartino & Janet Mahedy as home instructors for 10 hours per week at

\$34/hour from April 6, 2018 to June 6, 2018. Hours will be split between the two employees. A voice vote was taken and unanimously approved.

3. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve graduate class at Fairleigh Dickinson University titled, "World of Math: Geometric View," at a cost of \$1,902 for Janet Mahedy. Reimbursement paid as per SEA Agreement. This course runs from May 21, 2018-June 30, 2018. A voice vote was taken and unanimously approved.
4. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the extension of the maternity leave of absence for Erin Richards with the intent to return for the 2019-2020 school year. A voice vote was taken and unanimously approved.
5. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve early return from maternity leave for Erica Then from June 4, 2018 to May 29, 2018. A voice vote was taken and unanimously approved.
6. Motion made by Mr. DeGroat, second by Mrs. LoCascio to extend Jessica Newman's maternity leave from May 29, 2018 to return June 1, 2018. This leave is covered under FMLA & NJFLA. A voice vote was taken and unanimously approved.
7. Motion made by Mr. DeGroat, second by Mrs. LoCascio to extend maternity leave replacement contract with Joann Graupe for 3 days (May 29-31, 2018) to be paid at the previously approved rate. A voice vote was taken and unanimously approved.
8. Motion made by Mr. DeGroat, second by Mrs. LoCascio to retroactively approve an additional hotel stay on April 22, 2018 for Lisa Hutcheson to attend the Leveled Literacy Intervention in Burlingame, California from April 23-26, 2018 for a cost of \$159 plus fees. A voice vote was taken and unanimously approved.
9. Motion made by Mr. DeGroat, second by Mrs. LoCascio to establish the position of a Part-Time School Resource Officer. A roll call vote was taken and unanimously approved.
9. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve attached job description for the Part-Time School Resource Officer.
Discussion was had regarding job qualifications. How can we get more information on the potential candidate? Administration will research this and consult with board attorney.
A roll call vote was taken and unanimously approved.

POLICY

1. Motion made by Mrs. Santore, second by Mrs. LoCascio to approve second & final reading of the following revised policies:

Policy#5131 Conduct/Discipline
Policy#5131.1 Harassment, Intimidation and Bullying
Policy#5131.5 Vandalism/Violence
Policy#5131.6 Drugs, Alcohol, Steroids, Tobacco

BUILDING & GROUNDS

1. Mrs. Metzgar provided an update on the following building & grounds items:
-Lower Level Restroom Renovations Project
-UST Replacement Project
-1941 Crawl Space Abatement Project Update
Mrs. Metzgar also thanked Parette Somjen Architects for assisting her in writing the construction contract for the abatement project as no cost to the district.
2. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve building and use calendar for May 2018. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Galante, second by Mrs. Santore to award the Crawl Space Asbestos Abatement Project at the Stillwater Township School bid to Lesco Services for a total bid price of \$19,800.

Bids :

Bidders	Bid
Unicorn Contracting	\$22,000
Nari Construction	\$32,000
Lilich Corporation	\$19,900
Two Brothers Contracting	\$62,800
VMC Company	\$24,200
Yannuzzi	\$25,500
Lesco Services	\$19,800
4 Strong Builders	\$63,000
APEX	\$68,000
MTM Metro	\$68,000

A voice vote was taken and unanimously approved.

TRANSPORTATION

1. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve the field trip to Land of Make Believe for the preschool classes on June 14, 2018 with a rain date of June 15, 2018, no transportation needed. 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; Mr. DeGroat-Aye; Mrs. Santore- Aye.

BUDGET & FINANCE

1. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve April regular checks numbered 24819-24871, N0329, N0409, N0410, N0411, N0413, for a total of \$545,918.53, cafeteria check numbered 2583 in the amount of \$7,141.74. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve March student activity checks numbered 6230-6233 in the total amount of \$2,874.40. A voice vote was taken and unanimously approved.

3. Motion made by Mrs. LoCascio, second by Mr. DeGroat 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 March 1, 2018 to March 31, 2018 as attached. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. LoCascio, second by Mrs. Santore to accept additional Alliance Grant funds from the Township of Stillwater for the 2017-2018 school year for the SEEK/ASE Spring Program, amount TBD. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. LoCascio, second by Mrs. Santore to approve the submission of grant application for the 2018 Safety Grant Program through the New Jersey Schools Insurance Group's ERIC WEST Subfund for the purposes described in the application, in the amount of \$2,100 for the period July 1, 2018 through June 30, 2019. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. LoCascio, second by Mrs. Santore to approve René Metzgar to attend NJASBO Convention in Atlantic City, NJ, June 6-8, 2018, as per contract.

WHEREAS, The Stillwater Board of Education is required pursuant to *N.J.S.A.* 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

WHEREAS, The Board has determined that the training programs, seminars, conventions and conferences sponsored by New Jersey Association of School Business Administrators and set forth below are directly related to and within the scope of listed administrator's current responsibilities and/or applicable professional development plans; and

WHEREAS, The Board has determined that the participation in the NJASBO training programs, and seminars, conventions and conferences requires school district travel expenditures and that this travel is critical to the administrative and /or instructional needs of the district and/or furthers the efficient operation of the district, and /or will help improve administrator's skills and knowledge related to district operations: and

WHEREAS, The Board has determined that the school district travel expenditures to NJASBO training programs, seminars, conventions and conferences are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provisions of Title 18A of the New Jersey Statutes; and

WHEREAS, The Board finds that a mileage reimbursement rate equal to that of the OMB mileage reimbursement rate of [\$.31] per mile is a reasonable rate, plus parking and tolls; and

WHEREAS, The Board has determined that participation in the NJASBO training programs, seminars, conventions and conferences is in compliance with the district policy on travel; therefore be it

RESOLVED, That the board of education hereby approves the attendance of the listed district employees the listed NJASBO training programs, seminars, conventions and conferences and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount; and, be it further

RESOLVED, That the Stillwater Board of Education authorizes in advance, as required by statute, attendance at the NJASBO training programs, seminars, conventions and conferences:

René Solar	
Borgata, Atlantic City, NJ, June 6-8, 2018	\$280
Registration	\$275
<u>Meals & Incidental Expenses</u>	
Breakfast	\$15
Lunch	\$16
Dinner	\$28
<u>Incidentals</u>	\$5
TOTAL	\$64

1st and last day

M&IE Rate 75% \$48/day

A voice vote was taken and unanimously approved.

LEGISLATION

The government recently had a hearing on school safety to hear testimony. No further action has been taken at this time.

COMMUNITY RELATIONS

Mrs. McPeck reported on the following upcoming activities, many covered by Mr. Robinson's report:

- Spring BOGO Book Sale currently running
- Teacher Appreciation Week May 7-11
- PTA Tricky Tray- May 18th
- School Dance for the Garden- June 1st

UNFINISHED BUSINESS

1. Board member required training- Due December 31, 2018.
2. Board member Ethics/Financial Disclosure Forms-all board members filed on time.

NEW BUSINESS

1. Save the date! Sussex County School Boards Meeting will be held on April 25, 2018, at the Mohawk House. Registration starts at 6 pm, program 6:45-9:00pm. Topic: School Security.

PUBLIC PARTICIPATION

None.

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mrs. LoCascio, second by Mrs. Santore at 8:40 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 Personnel Matters & 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.

Mrs. Cramer, Mrs. Roberts, Mr. Theys, Mrs. Saul, and Mrs. Svendsen were excused from the meeting at 9:34 pm.

Motion made by Mr. DeGroat and seconded by Mrs. McPeek at 9:41 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 Mr. DeGroat and seconded by Mrs. Santore to adjourn the meeting at 9:41 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary