

March 26, 2018

The Stillwater Township Board of Education met on March 26, 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 7:01 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, 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, Mrs. Saul, Mr. Theys, Mrs. Galante, Mrs. Svendsen, and Mrs. McPeek.

Absent: Mrs. Santore.

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. Svendsen, second by Mrs. Galante to approve the Regular Board of Education Meeting minutes from February 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-Abstain.
2. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve Executive Session meeting minutes from February 26, 2018. Motion approved by voice vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mrs. Saul-Aye; Mrs. Galante-Aye; Mr. Theys- Abstain; Mrs. McPeek-Aye; Mrs. LoCascio-Aye; Mr. DeGroat-Abstain.
3. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve the February 28, 2018 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,166,608.41 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of February 28, 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.
4. Save the date! Sussex County School Boards Spring Dinner will be held on April 25, 2018 at the Mohawk House. Program is from 6:45-9:00pm.

This is a special county meeting because the New Jersey School Boards Association will be honoring two of our very own board members.

On October 20, 2008 Mrs. Nothstine was voted onto the Stillwater Board to fill a vacancy giving her 10 years on the board of education!

Also, on April 5, 1988, Mr. DeGroat was sworn in giving him 30 years of service on our board!

So on behalf of the New Jersey School Boards Association, and the staff and students of Stillwater School, we want to express great appreciation for your commitment to student achievement in our community! Thank you both for all you have done and the years to come!

SUPERINTENDENT'S REPORT

Mr. Robinson reported on the following items:

- Snow Days Update
- Meeting with State Police was held on March 14th
- QSAC Update
- Tonight's Meeting- Tentative Budget Review
- Superintendent's Roundtable Student of the Year for Stillwater- Rachel Kline

CORRESPONDENCE

None.

PRESIDENT'S COMMENTS

None.

PUBLIC PARTICIPATION

None.

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, upon the recommendation of the Superintendent, to approve Shannon Wilson as a part-time 27.5 hours/week paraprofessional for the 2017-2018 school year, to begin on or about March 27, 2018, pending criminal history and background check, at Step 0, for an annual salary of \$10,185 to be pro-rated to start date. A roll call vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve maternity leave for Marissa Cramer beginning on or about May 17, 2018 with the intent to return on November 1, 2018. This leave includes 12 weeks covered by FMLA & NJFLA. A voice vote was taken and unanimously approved.

4. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the following substitute teachers/paraprofessionals for the 2017-2018 school year:

Laura Syvertsen- pending criminal history & background check
Jennifer Gray

A voice vote was taken and unanimously approved.
5. Motion made by Mr. DeGroat, second by Mrs. LoCascio to retroactively approve Lorraine Bickhardt as a home instructor for 10 hours at \$34/hour to begin March 19, 2018. A voice vote was taken and unanimously approved.
6. Motion made by Mr. DeGroat, second by Mrs. LoCascio to retroactively approve Rebecca Santomartino as a home instructor for 6 hours at \$34/hour to begin March 5, 2018. A voice vote was taken and unanimously approved.
7. Motion made by Mr. DeGroat, second by Mrs. LoCascio to retroactively switch mentors for Christina Diffin and Caileigh McConnell from Corinne Swakopf to Christine Pagano beginning February 28, 2018. Stipends will be pro-rated. A voice vote was taken and unanimously approved.
8. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve Justin Reed, Meghan Radimer, and Maureen Riva for the morning drop off duty stipend from March 19, 2018 to June 30, 2018. Employees will be on rotating schedule to be paid at \$34/hour. A voice vote was taken and unanimously approved.
9. Motion made by Mr. DeGroat, second by Mrs. LoCascio to extend Laura Ciccolella's maternity leave from May 9, 2018 to return May 14, 2018. This leave is covered under FMLA & NJFLA. A voice vote was taken and unanimously approved.
10. Motion made by Mr. DeGroat, second by Mrs. LoCascio to extend maternity leave replacement contract with Danielle Nugent for 3 days (May 9-11, 2018) to be paid at the previously approved rate. A voice vote was taken and unanimously approved.
11. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve Joann Graupe to supervise a Book Club after school, 1 hour/day, two times per week, at no cost to the district. A voice vote was taken and unanimously approved.
12. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve Melissa Piazza to obtain a Yoga Certification, for a fee of \$595 for the online program, to be paid for by the board of education. A voice vote was taken and unanimously approved.
13. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the resolution for Lisa Hutcheson to attend the Leveled Literacy Intervention in Burlingame, California on April 23-26, 2018:

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 of education has determined that the conference

and informational programs sponsored by Heinemann and set forth below are directly related to and within the scope of the employees' duties; and

WHEREAS, The board of education has determined that the workshop, training and informational programs sponsored by Heinemann forth below are directly related to and within the scope of the traveler's current responsibilities and the board's professional development plan; and

WHEREAS, The board of education has determined that participation in the Leveled Literacy Intervention, training and informational programs requires school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district; and

WHEREAS, The board of education has determined that the school district travel expenditures to the Leveled Literacy Intervention 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 of education finds that a mileage reimbursement rate equal to that of the mileage reimbursement rate of [\$.31] per mile is a reasonable rate; and

WHEREAS, the board of education has determined that participation in the Leveled Literacy Intervention training and informational programs is in compliance with the district policy on travel; therefore be it

RESOLVED, That the Stillwater board of education hereby approves the attendance of the listed district employee at the listed the Leveled Literacy Intervention training and informational programs, 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 following Staff Development for Educators, training programs and informational events:

Leveled Literacy Intervention Conference – Lisa Hutcheson
Burlingame, California

April 23, 2018-April 26, 2018

Registration \$1,390

Hotel \$159/night plus fees

M&IE- First & Last Day \$51.75/day -receipts required

2 Full days \$69/day-receipts required

Total Costs estimated: \$2,108.50 plus hotel fees

A roll call vote was taken and unanimously approved.

POLICY

1. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve first 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
Policy#5145.4 Equal Educational Opportunity
Policy#6171.4 Special Education

A voice vote was taken and unanimously approved.

EDUCATION & CURRICULUM

1. Mr. Robinson & Mrs. Cramer discussed the 2018-2019 Schedule Adaptations which include:
 - Activity Period into schedule
 - Advanced Band lessons to be scheduled in the morning prior to start of school
 - Combine K-2 lunches, however, allowing Kindergarten to proceed early to the lunchroom to allow for time for them to get their lunch.
 - Shorten recess from 30 minutes to 20 minutes (Similar to other districts)
 - Open gym can be part of the activity period, allowing for more physical activity
2. Mr. Robinson reported on the Teacher Observation Progress Status. Twelve observations remaining, which will be done by the end of April.
3. Mr. Robinson discussed the options for the School Calendar changes for this year due to all the snow days. Recommendation was to have June 22nd being the last day of school and removing one day over Spring Break.
4. Mr. Robinson discussed with the board, the Sixth Grade Recognition Date. Due to all the snow days, the date must change. In the past the Stillwater Recognition has always been the day before the High School Graduation. Therefore, the recommendation would be to follow the same procedure and have the Stillwater 6th Grade Recognition night be held on June 21st. The board seemed in favor to continue past practice.
5. Motion made by Mrs. Svendsen, second by Mr. Theys to open the school on Friday, April 6, 2018. (This will deduct on day from Spring Break). A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve the last day of school for the 2017-2018 school year as June 22, 2018. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve the revised date of one SEEK/ASE date from June 7, 2018 to June 14, 2018. All costs previously approved remain the same. A voice vote was taken and unanimously approved.

8. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve the book titled, Wonder by RJ Palacio for the after school book club. A voice vote was taken and unanimously approved.
9. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve memorandum of agreement with Warren County Special Services School District to provide 9 trips to the H.I.L.L.S. House at Centenary University for a total cost of \$2,200 for the 2018-2019 school year. To be paid for by the 2018-2019 IDEA Grant. A voice vote was taken and unanimously approved.
10. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to accept the donation from Kenneth Zink for the Orff soprano and alto glockenspiels and several xylophones for the music program at a donation value of \$1,400. A voice vote was taken and unanimously approved.
11. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to declare sale of surplus, and dispose of the following musical instruments:

Temple Blocks – Suzuki Model STE-50
 Temple Bocks – Ludwig Drum Co.
 Xylophone – Scientific Industries Inc.
 Autoharp – Oscar Schmidt
 Chromaharp – Peripont
 Snare Drum – WFL
 Snare Drum – Royce
 Snare Drum - Gresch
 Bass Drum – Slingerland
 Bass Drum Stand – Ludwig
 Clarinet – Artley 17S
 Clarinet – Pathfinder

A voice vote was taken and unanimously approved.

12. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to dispose of the following music textbooks & teacher editions:

Title	Publisher	Copyright Date	# of Copies
Music and You- Grade 3	Macmillan Publishing Company	1988	40+ Teacher's Edition
Music and You- Grade 4	Macmillan Publishing Company	1988	37+ Teacher's Edition
Music and You- Grade 5	Macmillan Publishing Company	1991	31+ Teacher's Edition
Music and You- Grade 6	Macmillan Publishing Company	1988	32+ Teacher's Edition
Share the Music	Macmillan/McGraw-Hill	1995	30

A voice vote was taken and unanimously approved.

BUILDING & GROUNDS

1. Mrs. Metzgar provided an update on the following building & grounds items:
 - Lower Level Restroom Renovations
 - UST Replacement Project
 - 1941 Crawl space abatement project

2. Mr. Robinson and the board had a follow up discussion the School Security/SRO. The State Police will not be able to provide us with an SRO from the State Police. We are now looking at the option of two part-time armed security guards. Administration will begin working on developing a job description, policy, and salary ranges. We will also be holding a public meeting to invite members of the public for a conversation on school security.
3. Motion made by Mrs. Galante, second by Mr. DeGroat to approve building and use calendar for April 2018. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve Parette Somjen Architects to begin professional services for the Underground Storage Tank Replacement at Stillwater School at a cost of \$25,500 plus \$1,250 for reimbursable expenditures. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Galante, second by Mr. DeGroat, upon the recommendation of the Superintendent, to approve that the Stillwater Township Board of Education, in the County of Sussex, New Jersey, authorizes Parette Somjen Architects to submit all necessary plans and paperwork to the Department of Education concerning the "Underground Storage Tank Replacement at Stillwater Township School" to serve as an application to the Office of School Facilities and an amendment to the District's Long Range Facilities Plan; and

BE IT FURTHER RESOLVED, this project shall be an "Other Capital" project and the Board of Education is NOT seeking state funding, but will fund the project through a withdrawal from Capital Reserve. A roll call vote was taken and unanimously approved.

6. Motion made by Mrs. Galante, second by Mrs. LoCascio to award the Lower Level Restroom Renovations at Stillwater Township School Project bid to Northeastern Interior Services for a total bid price of \$212,000, as recommended by Parette Somjen Architects.

Bids :

Bidders	Bid
Zitone Construction	\$229,000
BGD Contracting	\$247,400
Wallkill Group	\$242,900
Brahma Construction	\$278,995
Aero Plumbing & Heating	\$246,698
Northeastern Interior Services	\$212,000

A roll call vote was taken and unanimously approved.

TRANSPORTATION

1. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve transportation with Stocker Bus for the following field trip:

Date	Location	Grade	Cost
April 12, 2018	Crayola Factory	Grade 2	\$312.50

A voice vote was taken and unanimously approved.

2. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve the following new bus stop for ST6:

946 Route 619

A voice vote was taken and unanimously approved.

BUDGET & FINANCE

1. Mrs. Metzgar reviewed the 2018-2019 tentative budget. Explained revenues, expenses, including various capital projects. Also, proposed a 1.5% tax levy increase, reviewed the estimated tax impact.
2. Motion made by Mrs. LoCascio, second by Mr. DeGroat to introduce the preliminary 2018-2019 School Budget and authorize the School Business Administrator to submit the preliminary budget to the Sussex County Office of Education for compliance and approval for advertisement as follows:

<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	<u>\$6,225,147</u>	<u>General Fund</u>	
Capital Outlay	<u>\$765,790</u>	..Budgeted Fund Balance	\$ 391,598
Special Revenue Fund	<u>\$130,233</u>	..Local Tax Levy	\$4,201,308
Repayment of Debt	<u>\$ 0.00</u>	..Capital Reserve	\$ 502,200
		..Capital Reserve Int.	\$500
		..Misc Revenue	\$2,000
		..Tuition	\$89,250
		..State Aid	\$1,804,081
		...SEMI	\$ 0
Total Expenditures	<u><u>\$7,121,170</u></u>	<u>Special Revenue Fund</u>	
		..Federal & State Aid	\$ 130,233
		Total Revenue	<u><u>\$ 7,121,170</u></u>

As per NJAC 6A:23A-7.3, the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The maximum amount of travel and expense reimbursement for the 2017-2018 budget was \$15,000. As of March 1, 2018 the amount spent to date is \$3,239.39. The 2018-2019 tentative budget includes a maximum travel appropriation of \$15,000. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded. Included in the 2018-2019 proposed budget is a maximum regular business travel amount of \$1,500 per employee. A roll call vote was taken and unanimously approved.

3. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve March regular checks numbered 24775-24818, N0228, N0224, N0313, N0315, for a total of \$559,151.12, cafeteria checks numbered 2581-2582 in the amount of \$9,831.80. A voice vote was taken and unanimously approved.

4. 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.
5. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve monthly travel as attached. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve transfers from February 1, 2018 to February 28, 2018 as attached. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve the following resolution:

RESOLUTION NUMBER 2018

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as "ACES"), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as "NJSBA"), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from electric power suppliers for electric generation services through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the "Public School Contracts Law", N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 *et seq.* ("EDECA") and the regulations promulgated thereunder; and

WHEREAS, the Stillwater Township Board of Education is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain electric generation services for its own use through one or more contracts to be awarded to electric power suppliers following said bids for electric generation services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2023 hereinafter referred to as "Effective Period") issue one or more Requests for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale electric market, Participating Members will preauthorize the Lead Agency to award contracts for Electric Generation Service in each service territory to one or more electric power suppliers that submit bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous electric usage and utility provided Basic Generation Service rates; and

WHEREAS, the Lead Agency will only award contracts for said electric generation services to electric power suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic generation service; and

WHEREAS, the District agrees to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period through any electric power supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law;

WHEREAS, the Lead Agency will notify the Department of Community Affairs' Division of Local Government Services by mail prior to the issuance a Request for Bids for electric generation services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, therefore, be it

RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period from the electric power supplier or suppliers awarded a contract for electric generation services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase electricity at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the Districts relative to the price charged for basic generation service by the electric public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain electric generation services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2023 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission or expiration of this resolution shall not affect any Agreements entered into prior to such rescission or expiration. A roll call vote was taken and unanimously approved.

LEGISLATION

Mr. Theys reported on the following:
-Workplace Democracy Act

COMMUNITY RELATIONS

- PTA Tricky Tray May 18th
- Cultural Arts Trip
- PTA Elections May 3rd
- Crayola Donation

UNFINISHED BUSINESS

1. Board member required training- Due December 31, 2018.
2. Board member Ethics/Financial Disclosure Forms- Due April 30th
3. Shared Service Update- Mrs. Nothstine reported that the Fredon BOE President reached out to her yesterday and would like to meet to discuss potential sharing opportunities of a Superintendent. She explained the board was researching all options at this point from a full-time Superintendent, to a possibility of sharing with Stillwater, or sharing with another district.

NEW BUSINESS

-None

PUBLIC PARTICIPATION

-None

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mrs. Svendsen, second by Mr. DeGroat at 9:02 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 Individual 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 Mr. DeGroat at 9:06 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. Svendsen to adjourn the meeting at 9:06p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary