

December 18, 2017

The Stillwater Township Board of Education met on December 18, 2017, 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 7:06 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 5, 2017. 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. Saul, Mr. DeGroat, Mrs. LoCascio, and Mr. Theys.

Absent: Mr. Grace, Mrs. Galante, Mrs. Svendsen and 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 Mr. DeGroat, second by Mrs. LoCascio to approve the Regular Board of Education Meeting minutes from November 20, 2017. A voice vote was taken and unanimously approved.
2. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the November 30, 2017 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,240,262.51 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of November 30, 2017 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. Motion made by Mr. DeGroat, second by Mrs. Saul to approve the following resolution:
WHEREAS, your personal commitment to quality education, your valued participation in establishing effective policies and your readiness to render services in seeking educational excellence have contributed immeasurable to the progress of our school system;

BE IT RESOLVED, that on behalf of your colleagues, teachers and students, we thank you for your dedicated services and wish you good health and happiness in your years to come.

Michael Grace
Stillwater Township Board of Education
2009-2017

A voice vote was taken and unanimously approved.

4. Mrs. Nothstine provided an update from the regional shared service committee meeting that was held on December 7th. Representatives including Board Presidents and Superintendents from Sandyston, Hampton, and Stillwater were present. Fredon was invited, however, no response was received. Discussion was had on the regional curriculum coordinator position, NJSBA regionalization panel discussion from December 6th, administration responsibilities, potential in sharing CST services, contractor references, purchasing items in bulk, food service contracts, financial burdens, safety and security issues, and SRO's. The next meeting will be held March 1, 2018, hosted by Sandyston.
5. Mr. DeGroat provided an update on the NJSBA Panel on Regionalization meeting that was held on December 6, 2017. The meeting included conversation on the difficulties on coordination of regionalization including salary guides and district's debt. He mentioned the conversation became very heated with the panel.

SUPERINTENDENT'S REPORT

Mr. Robinson provided an update on the following items:

- Senior Luncheon- Thanked staff
- Holiday Concert
- Spelling Bee
- Curriculum update
- Wilson Reading training
- Readers and Writers workshop for Grade 3
- Governor's Educator of the Year- Congratulations to Mrs. Murphy
- Support staff of the year- Congratulations to Mrs. Coombs
- Thank you to Michael Grace for all his years serving on the board of education
- Mrs. Roberts provided an update on the recent safety and security meeting

CORRESPONDENCE

- Thank you letter for the invitation to attend the board meeting from Mara Mahon.
- Thank you letter for attendance at Senior Luncheon- Mrs. Newman
- Trep\$ Marketplace invitation to board members.

PRESIDENT'S COMMENTS

None.

PUBLIC PARTICIPATION

None.

ACTION ITEMS:

PERSONNEL

1. Motion made by Mr. DeGroat, second by Mr. Theys to retroactively approve attached professional days. A voice vote was taken and unanimously approved.

2. Motion made by Mr. DeGroat, second by Mr. Theys to approve graduate class at Fairleigh Dickinson University titled, "World of Math-Algebra," at a cost of \$2,463 for Janet Mahedy. Reimbursement paid as per SEA Agreement. This course runs from January 22, 2018-May 12, 2018. A voice vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the job description for the Regional Curriculum Coordinator position. A roll call vote was taken and unanimously approved.
4. Motion made by Mr. DeGroat, second by Mrs. LoCascio, 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 for the 2017-2018 school year, pro-rated to time worked. Position to begin January 1, 2018. A roll call vote was taken and unanimously approved.
5. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve shared service contract for the part-time Regional Curriculum Coordinator (Cali Roberts), at annual cost of \$51,159.40, split equally between Sandyston-Walpack, Fredon, Hampton, Stillwater, and Kittatinny Regional High School (\$10,231.88 each district). Agreement to begin January 1, 2018 and costs will be prorated to time worked and furthermore, that 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, upon the recommendation of the Superintendent, to approve Nicole LeRose as a part-time (0.5 FTE) Special Education teacher to begin on January 2, 2018 at BA, Step 0 for an annual salary of \$27,141.50, pro-rated to time worked, no benefits, pending criminal history & background check. A roll call vote was taken and unanimously approved.
7. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the following substitute teachers/paraprofessionals for the 2017-2018 school year:

Danielle DeAngelis
Nicole LeRose - pending criminal history & background check
Katherine Logsdon- pending criminal history & background check
Jennifer Gross- pending criminal history & background check

A voice vote was taken and unanimously approved.
8. Motion made by Mr. DeGroat, second by Mrs. LoCascio to retroactively approve leave of absence for Jessica Garrigan beginning December 1, 2017 with the intent to return on January 2, 2018. This leave is covered by NJFLA. A voice vote was taken and unanimously approved.
9. Motion made by Mr. DeGroat, second by Mrs. LoCascio to set the following substitute rates for the effective January 1, 2018:
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]. A voice vote was taken and unanimously approved.

10. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the following before school program for the 2017-2018 school year. The stipend for each teacher is \$410, paid through Title IV.

Morning Fitness Club (S2) Maureen Riva Meghan Radimer Grades K-6
A voice vote was taken and unanimously approved.

11. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the resolution for Matthew Robinson and René Metzgar to attend the New Jersey Association of School Administrators Techspo conference on January 25, 2018-January 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 New Jersey Association of School Administrators Techspo and set forth below are directly related to and within the scope of board members' and employees' duties; and

WHEREAS, The board of education has determined that the workshop, training and informational programs sponsored by New Jersey Association of School Administrators Techspo 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 New Jersey Association of School Administrators Techspo workshop, 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 New Jersey Association of School Administrators Techspo programs 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 New Jersey Association of School Administrators Techspo workshop 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 employees at the listed New Jersey Association of School Administrators Techspo Network conference 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 New Jersey Association of School Administrators Techspo, training programs and informational events:

New Jersey Association of School Administrators Techspo
January 25, 2018-January 26, 2018
Registration \$425/per person
Hotel Rooms- \$99.00 plus occupancy fees
Mileage- \$0.31/mile plus tolls
M&IE- \$48 per day

A roll call vote was taken and unanimously approved.

POLICY

1. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve the first reading of the following revised policies:

Policy#1250 Visitors
Policy#2130 Principal Evaluation
Regulation# 2130 Principal Evaluation
Policy#5131.1 Harassment, Intimidation and Bullying

A voice vote was taken and unanimously approved.

EDUCATION & CURRICULUM

1. Motion made by Mrs. LoCascio, second by Mr. DeGroat to dispose of 50 copies of "The Fantastic Mr. Fox," by Roald Dahl, Copyright 1970. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. LoCascio, second by Mr. DeGroat to dispose of 75 copies of Scott Foresman Reading Series books levels 1.2-1.6, Copyright 2000. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. LoCascio, second by Mr. DeGroat to retroactively approve J&B Therapy to provide Speech Services 3 days per week, 6 hours per day at \$85/hour from December 4-December 22, 2017. A voice vote was taken and unanimously approved.

BUILDING & GROUNDS

1. Mrs. Metzgar provided an update on the following building & grounds items:
 - Drainage project
 - Bathroom project
 - Gym wall cracks
 - LRFP
 - Lead testing-updated provided by Mr. Robinson
 - Winter break items: stage curtain replacement, camera installation, bottle filler installation, septic pumping

2. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve building and use calendar for January 2018. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Saul, second by Mrs. LoCascio to dispose of the Cub Cadet Snowblower purchased in 1996. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve the LRFP project listing to assist in proper planning for the board. (Board Goal #1) A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve maintenance service contract with EMR Power Systems, LLC in the amount of \$755 for the generator. State Contract#A81474. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Saul, second by Mr. DeGroat to approve garbage disposal 12 month contract with Waste Management in the amount of \$581.61 per month.

Other quotes: Blue Diamond	No Response
Balbi Enterprises	No Response
Gary Gray Trucking	No longer offer front load services

 A voice vote was taken and unanimously approved.

TRANSPORTATION

1. Motion made by Mr. Theys, second by Mrs. LoCascio to approve transportation to Fredon School on February 28, 2018 with Stocker Bus, at a cost of \$165.50 for the Grades 5-6 Pinwheel Program. A voice vote was taken and unanimously approved.

BUDGET & FINANCE

1. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve December regular checks numbered 24594-24649, N1130, N1212, N1215, for a total of \$577,944.58, cafeteria checks numbered 2576-2578 in the amount of \$10,700.60. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve November student activity checks numbered 6222-6227, void check #6221 in the amount of \$2,544.49. 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 Mr. DeGroat to approve monthly travel as attached. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve transfers from November 1, 2017 to November 30, 2017 as attached. A voice vote was taken and unanimously approved.

6. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve submission of the following grants:

-CenturyLink Teachers & Technology Grant- \$5,000 for Makerspace
A voice vote was taken and unanimously approved.

7. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve the purchase of a new server from Dell in the amount of \$3,903.44. (WSCA State Contract).

Other quote: Staples Advantage: \$4,099.99
A voice vote was taken and unanimously approved.

LEGISLATION

None.

COMMUNITY RELATIONS

-Fairview Lake Camp- Colin Campbell passed away December 13th, our condolences to his family.

-Connect for Community- program where students of all ages can assemble hygiene packs. Mrs. LoCascio to obtain more information.

-Trep\$ Marketplace will be held tomorrow, December 19th.

UNFINISHED BUSINESS

1. Board member required training- Due December 31, 2017.

NEW BUSINESS

None.

PUBLIC PARTICIPATION

None.

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mrs. LoCascio, second by Mr. DeGroat at 8:07 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 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. Cramer, and Ms. Roberts were excused from the meeting at 8:07 pm.

Motion made by Mr. DeGroat and seconded by Mrs. LoCascio at 8:32 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 Mr. Theys to adjourn the meeting at 8:32 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary