

November 20, 2017

The Stillwater Township Board of Education met on November 20, 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 7:00 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 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. Galante, Mrs. LoCascio, Mr. Grace (arrived 7:03 pm), Mrs. Santore, Mrs. Svendsen, and Mr. Theys.

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 Mr. DeGroat, second by Mrs. Svendsen to approve the Committee of the Whole Board of Education Meeting minutes & executive session minutes from November 6, 2017. Motion approved by voice vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mrs. Saul-Abstain; Mrs. Santore- Abstain, Mrs. Galante- Abstain; Mrs. LoCascio- Aye; Mr. DeGroat- Aye; Mr. Theys- Aye.

Mr. Grace arrived 7:03 pm

2. Motion made by Mrs. Santore, second by Mrs. Svendsen to approve the October 31, 2017 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,178,313.56 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of October 31, 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.

## **SUPERINTENDENT'S REPORT**

Mr. Robinson reported on the following items:

- Student Council Introduction
- PLC Meetings
- Veteran's Day Celebration, Thank You to Mrs. Steffens for coordination of this event.
- American Education Week
- Start of budget process, review of curriculum & building projects
- Washington DC trip Update

## CORRESPONDENCE

-Thank you note for workshop attendance from Ms. Roberts & Mrs. Cramer.

## PRESIDENT'S COMMENTS

Mrs. Nothstine thanked Mara Mahon, student council representative & the teachers for attending the meeting tonight.

## PUBLIC PARTICIPATION

None.

## ACTION ITEMS:

### PERSONNEL

1. Motion made by Mr. DeGroat, second by Mr. Grace to approve attached professional days. A voice vote was taken and unanimously approved.
2. Motion made by Mr. DeGroat, second by Mrs. Svendsen, upon the recommendation of the Superintendent, to approve Joann Graupe as the Special Education Maternity Leave Replacement Teacher to begin on or about January 22, 2018-May 25, 2018, at MA, Step 3 for an annual salary of \$61,708, pro-rated to time worked, no benefits. A roll call vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mrs. Santore to approve Caileigh McConnell as a teacher for the after school learning center running twice a week from November-March at a stipend of \$40 per hour. Salary will be paid by ESEA-Title 1. A voice vote was taken and unanimously approved.
4. Motion made by Mr. DeGroat, second by Mr. Grace to approve the following substitute teacher/paraprofessional for the 2017-2018 school year:  

Eileen Lockburner-pending criminal history & background check  
Motion approved by voice vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Aye;  
Mrs. Saul-Abstain; Mrs. Santore- Aye; Mr. Grace- Aye; Mrs. Galante- Aye;  
Mrs. LoCascio- Aye; Mr. DeGroat- Aye; Mr. Theys- Aye.
5. Motion made by Mr. DeGroat, second by Mrs. Santore, upon the recommendation of the Superintendent, to approve Michael Licata as the Grade 4 Math Maternity Leave Replacement Teacher to begin on or about January 2, 2018 to June 1, 2018, at MA, Step 4 for an annual salary of \$62,553, pro-rated to time worked, no benefits. A roll call vote was taken and unanimously approved.
6. Motion made by Mr. DeGroat, second by Mrs. Santore, upon the recommendation of the Superintendent, to approve Danielle Nugent as the Grade 5/6 Science Maternity Leave Replacement Teacher to begin on or about February 1, 2018-May

8, 2018, at BA, Step 2 for an annual salary of \$56,433, pro-rated to time worked, no benefits. A roll call vote was taken and unanimously approved.

7. Motion made by Mr. DeGroat, second by Mr. Grace to approve the following substitute teachers for the 2017-2018 school year:

- Michael Licata
- Danielle Nugent

A voice vote was taken and unanimously approved.

### **POLICY**

1. Motion made by Mrs. Galante, second by Mr. DeGroat to approve the second and final reading of the following revised policies:

- Policy#6171.4 Special Education
- Policy#5141.21 Administering Medication
- Legal References #5141.21 Administering Medication
- Form #5141.21 Emergency Administrator of Naloxone  
For Drug Overdose

A voice vote was taken and unanimously approved.

### **EDUCATION & CURRICULUM**

1. Motion made by Mrs. Svendsen, second by Mrs. Santore to dispose of science textbooks titled, "Science," by Silver Burdett & Ginn, copyright 1987. A voice vote was taken and unanimously approved.

### **BUILDING & GROUNDS**

1. Mrs. Metzgar provided an update on the following Building & Grounds items:
  - Drainage Project
  - Lower Level Bathroom Project
  - LRFP-Project list for board goals
2. Motion made by Mrs. Saul, second by Mr. Grace to approve building and use calendar for December 2017. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Saul, second by Mrs. Santore to approve Parette Somjen Architects to begin professional services for the Lower Level Restroom Renovation project at a cost of \$21,250 plus \$1,000 for reimbursable expenditures. Motion approved by roll call vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mrs. Saul-Aye; Mrs. Santore- Aye, Mrs. Galante- Aye; Mrs. LoCascio- Aye; Mr. DeGroat- Aye; Mr. Theys- Aye; Mr. Grace-No.
4. Motion made by Mrs. Saul, second by Mr. Grace, 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 "Lower Level Restroom Renovations 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.

5. Motion made by Mrs. Saul, second by Mr. Grace to approve Article 16 maintenance agreement annual addendum of the uniform state memorandum of agreement between education and law enforcement officials and to re-adoption of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials and authorize the submission of same to the County Superintendent, County Prosecutor and Law Enforcement Officials. (Copy is available in the Main Office for review). A roll call vote was taken and unanimously approved.

### **TRANSPORTATION**

1. Motion made by Mr. Theys, second by Mrs. Svendsen to approve transportation to Sandyston-Walpack School on November 29, 2017 with Stocker Bus, at a cost of \$160.48 for the Grades 4-6 Pinwheel Program. A voice vote was taken and unanimously approved.
2. Motion made by Mr. Theys, second by Mr. Grace to approve the following new bus stop for ST7:
  - 993 Old Foundry RoadA voice vote was taken and unanimously approved.

### **BUDGET & FINANCE**

1. Mrs. Metzgar provided a Finance Update on the following items:
  - Budget Process is in full swing!
  - Future changes in food service contracts
  - State Health Benefit Increase for Jan 2018.

Mr. Grace thanked Mrs. Metzgar and the business office staff for another successful audit with no findings or recommendations.

2. Motion made by Mr. Grace, second by Mr. Theys to approve November regular checks numbered 24522-24593, N1031, N1106, N1109, N1115, for a total of \$590,166.38, cafeteria checks numbered 2574-2575 in the amount of \$12,146.87. A voice vote was taken and unanimously approved.
3. Motion made by Mr. Grace, second by Mrs. Santore to approve October student activity checks numbered 6214-6220 in the amount of \$12,021.26. A voice vote was taken and unanimously approved.

4. Motion made by Mr. Grace, second by Mr. Theys 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 Mr. Grace, second by Mrs. LoCascio to approve monthly travel as attached. A voice vote was taken and unanimously approved.
6. Motion made by Mr. Grace, second by Mrs. LoCascio to approve transfers from October 1, 2017 to October 31, 2017 as attached. A voice vote was taken and unanimously approved.
7. Motion made by Mr. Grace, second by Mrs. Santore to retroactively accept LLD tuition student #120405 from the Hampton Township Board of Education to begin November 13, 2017 for an annual amount of \$20,000 plus any additional services if needed, pro-rated to start date. A voice vote was taken and unanimously approved.
8. Motion made by Mr. Grace, second by Mrs. Santore to approve submission of the following grants:
  - Visions Loves Educators Classroom Program: \$500 for preschoolA voice vote was taken and unanimously approved.

## **LEGISLATION**

Mr. Grace reported on the following:

- We now have a new Governor. We can expect changes towards education.

## **COMMUNITY RELATIONS**

- Senior Luncheon- December 6<sup>th</sup>
- Holiday Concert
- Trep\$ Marketplace
- Share table for cafeteria
- Welcome to the newly elected board member, Jennifer McPeek.

## **UNFINISHED BUSINESS**

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

## **NEW BUSINESS**

1. Save the date: Sussex County School Boards Association Meeting: A Conversation on School District Regionalization. Held on December 6, 2017 at Sparta High School. Registration at 6:45pm. Program 7:00 pm to 9pm. Pre-registration is required, board members may register on their own through the NJSBA website.
2. The board of education received the letter to begin negotiations with the SEA.

**PUBLIC PARTICIPATION**

None.

**EXECUTIVE SESSION**

None.

**ADJOURN**

Motion made by Mr. Grace and seconded by Mrs. Santore to adjourn the meeting at 7:57 p.m.  
A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar  
Business Administrator/Board Secretary