

November 6, 2017

The Stillwater Township Board of Education met on November 6, 2017, at 7:00 p.m. in the Stillwater School Library for a Committee of the Whole 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 and 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 Stillwater School Website.

Mrs. Nothstine led the flag salute. The following Board members were present: Mrs. Svendsen, Mrs. Nothstine, Mr. Theys, Mr. DeGroat, and Mrs. LoCascio.

Absent: Mrs. Galante, Mrs. Santore, Mrs. Saul and Mr. Grace.

Also present were Matthew Robinson, Superintendent, René Metzgar, Business Administrator/Board Secretary, Marissa Cramer, Principal/Supervisor of CST and Special Education/Basic Skills, and members of the public.

BOARD BUSINESS

1. Mr. Anthony Ardito from Ardito & Company presented the 2016-2017 audit. He stated we are in great financial shape, and thanked the business office for continuing to do a wonderful job. The presentation is attached to the minutes.
2. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve the Regular Board of Education Meeting minutes & executive session minutes from October 16, 2017.

Motion to amend the minutes was made by Mr. DeGroat, second by Mrs. LoCascio to revise Board Business Item #2 to read: *Mrs. Svendsen provided a Regional Shared Service Meeting Update. Board member representatives from each school in the region were invited to meet and discuss creating a shared services committee. Three of the 4 districts were in attendance. Next meeting will be December 7th.* A voice vote was taken and the amended motion was unanimously approved.

3. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve the September 30, 2017 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,134,387.94 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of September 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.
4. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the 2018 reorganization meeting to be held on Tuesday, January 2, 2018 with a snow date

of Wednesday, January 3, 2018, beginning at 7:00 pm. A voice vote was taken and unanimously approved.

5. Mr. Robinson provided an update on the following items:
 - October 17th Town Hall Meeting
 - NJSBA Conference- Sustainable NJ Award Ceremony, workshops, and sub caller software vendors.
 - Training the staff, students, parents, and community on tolerance.
 - Code of Conduct review
6. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve the action plans developed by the board committee for the 2017-2018 board goals, as attached. A voice vote was taken and unanimously approved.
7. Election Ballot drawings have been completed by the county. The order of the board member names that will appear on the November ballot for the 3-year term are as follows:
 1. Krista Galante
 2. Dennis DeGroat
 3. Danielle LoCascio

The order of the board member name that will appear on the November ballot for the 2-year term is as follows:

1. Jennifer E. McPeek

COMMITTEE REPORTS

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 Rebecca Santomartino as a Special Education Teacher for the 2017-2018 school year beginning January 2, 2018 at BA +20, Step 4 for an annual salary of \$60,453, pro-rated to time worked, with benefits. A roll call vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve Christina Diffin as the Grade 3 Maternity Leave Replacement Teacher to begin on or about January 11, 2018-June 30, 2018, at BA, Step 0 for an annual salary of \$54,283, pro-rated to time worked, no benefits. A roll call vote was taken and unanimously approved.
4. Motion made by Mr. DeGroat, second by Mrs. LoCascio to appoint Marissa Cramer as the Educational Stability Liaison for the 2017-2018 school year. A voice vote was taken and unanimously approved.

POLICY

1. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the second and final reading of the following revised policy:

Policy#5141.7 Head Lice
A voice vote was taken and unanimously approved.

2. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve the first 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 Mr. DeGroat to declare sale of surplus and dispose of Envision Math Common Core textbooks in grades K-6. Copyright 2012 by Pearson Education. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve Brian Friedlander as a presenter for our regional special education parent night on November 14, 2017. Cost is \$350 to be split among the Kittatinny Regional HS & sending districts (\$70 each). A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve Kay Hatch as the pianist for the 2017-2018 holiday & spring concerts and rehearsals for a total of \$300.00. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve the Title 1 District-School Parental Involvement and Family Engagement Requirements for the 2017-2018 school year, as attached. A voice vote was taken and unanimously approved.

BUILDING & GROUNDS

No Report.

TRANSPORTATION

1. Bus Evacuation Drill Report- Mrs. Cramer reported the first emergency bus evacuation drill was held on September 21, 2017 & the second emergency bus evacuation drill was held on October 25, 2017 at the Stillwater Township

Elementary School in the front parking lot, from 8:25am to 8:40am. The busses taking part in these drills were ST5, ST6, ST7, ST8, ST9, ST25, and First Impressions. These drills were supervised by Ms. Roberts & Mrs. Cramer and went very smoothly!

2. Motion made by Mr. Theys, second by Mrs. LoCascio to retroactively approve transportation jointure with Sussex County Regional Cooperative for 2017-2018 transportation route in the amount of \$205/day plus 4% administrative fee to begin November 1, 2017. A voice vote was taken and unanimously approved.

BUDGET & FINANCE

1. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to accept the annual audit for the Stillwater Township Board of Education for the year ended June 30, 2017. There were no audit findings or recommendations. A roll call vote was taken and unanimously approved.
2. Motion made by Mrs. LoCascio, second by Mr. DeGroat to retroactively accept tuition student #041412 from the Vernon Township Board of Education to begin October 13, 2017 for an annual amount of \$15,000 plus any additional services if needed, pro-rated to start date. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve submission of the following grants:

- Sustainable Jersey for Schools - \$10,000 Outdoor Classroom
- Home Depot Foundation - Community Impact Grant - up to \$5,000-
Schoolyard Garden
- Waste Management Charitable Contributions - Environmental
Education- Garden Club

A voice vote was taken and unanimously approved.

COMMUNITY RELATIONS

- Stillwater School was invited to participate in the 100th day of school this year.
- PTA Meeting was last week, looking to partner with the board & school for a service project, maybe backpacks for kids.
- Veteran's Day Assembly- November 15th
- Senior Luncheon- December 6th
- American Education Week- November 13th-17th

LEGISLATIVE

No Report

PUBLIC PARTICIPATION

None.

EXECUTIVE SESSION

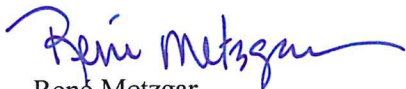
BE IT HEREBY RESOLVED by Mrs. Svendsen and second by Mrs. LoCascio at 7:47 p.m. the Stillwater Township Board of Education pursuant to N.J.S.A. 10:4-12 and 10:4-13 that said public body hold a closed session for the purpose of Student Privacy it is expected that the minutes taken of this closed session will be made public when the reason for confidentiality no longer exists. A voice vote was taken and unanimously approved.

Motion made by Mr. DeGroat, and second by Mrs. Svendsen at 7:55 p.m. to come out of executive session and return to public session. A voice vote was taken and unanimously approved.

ADJOURNMENT

Motion made by Mrs. Svendsen and second by Mr. Theys to adjourn the meeting at 7:55 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary