

October 16, 2017

The Stillwater Township Board of Education met on October 16, 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, Mr. Grace, Mrs. Santore, Mrs. Svendsen, and Mr. Theys.

Absent: Mrs. LoCascio.

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 Mr. Theys, to approve the Regular Board of Education Meeting minutes from September 25, 2017. Motion approved by voice vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mrs. Saul-Aye; Mr. Grace-Abstain; Mrs. Santore- Aye, Mrs. Galante- Aye; Mr. DeGroat- Aye; Mr. Theys- Aye.
2. 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.
3. Mrs. Svendsen provided a NJ School Boards Meeting Update. The meeting discussed changes in QSAC, Superintendent salary caps, and social media issues. The next meeting will be December 6th regarding shared services.
4. Mrs. Saul provided a board goals committee update. The committee met prior to the board meeting to finalize the action plans. Plans will be voted on at the next board meeting.
5. Ms. Roberts provided the board of education members with the annual HIB training. Powerpoint presentation is attached to the minutes.

SUPERINTENDENT'S REPORT

Mr. Robinson reported on the following items:

- Week of Respect
- Fire Safety Assembly
- Thank you to Township of Stillwater for the Alliance Grant funds.

- Thank you to Dave Manser from New Image Landscaping for providing the labor to spread topsoil, grass seed and hay to our greenhouse area. Also thank you for fixing our baseball fields!
- Upcoming events: Book Fair, Middle School Summit, Parent Teacher Conferences, and Trunk or Treat.

CORRESPONDENCE

None.

PRESIDENT'S COMMENTS

Mrs. Nothstine reminded the board that tomorrow is the Township Committee Meeting beginning at 7:00 pm. This meeting was advertised, so any board member may attend. Just a reminder if you choose to speak, you may only speak as an individual, not as a member of the board of education.

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. Santore to accept with regret the resignation of Jeralyn Dalling, effective October 17, 2017. A voice vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mrs. Santore to approve Cali Roberts as the school safety specialist for the 2017-2018 school year. A voice vote was taken and unanimously approved.
4. Motion made by Mr. DeGroat, second by Mr. Grace to retroactively approve Maureen Beckman for the SEEK/ASE program nurse to be paid \$34/hour for October 3, 10, 17, & 24, 2017. A voice vote was taken and unanimously approved.
5. Motion made by Mr. DeGroat, second by Mr. Grace to retroactively approve Caleigh McConnell as a substitute for the after school learning center running twice a week from October-March at a stipend of \$40 per hour as needed. Salary will be paid by ESEA-Title 1 or IDEA. A voice vote was taken and unanimously approved.
6. Motion made by Mr. DeGroat, second by Mrs. Svendsen to approve maternity leave for Laura Ciccolella beginning on or about February 5, 2018 with the intent to return on May 9, 2018. This leave includes 12 weeks covered by FMLA & NJFLA. A voice

vote was taken and unanimously approved.

7. Motion made by Mr. DeGroat, second by Mr. Grace to approve maternity leave for Erin Richards beginning on or about January 12, 2018 with the intent to return on September 1, 2018. This leave includes 12 weeks covered by FMLA & NJFLA. A voice vote was taken and unanimously approved.

8. Motion made by Mr. DeGroat, second by Mr. Grace to approve maternity leave for Jessica Newman beginning on or about January 24, 2018 with the intent to return on May 29, 2018. This leave includes 12 weeks covered by FMLA & NJFLA. A voice vote was taken and unanimously approved.
9. Motion made by Mr. DeGroat, second by Mrs. Santore to approve maternity leave for Erica Then beginning on or about January 3, 2018 with the intent to return on June 4, 2018. This leave includes 12 weeks covered by FMLA & NJFLA. A voice vote was taken and unanimously approved.
10. Motion made by Mr. DeGroat, second by Mrs. Santore, upon the recommendation of the Superintendent, to offer employment contract to the Melissa Gabilanes as a part-time 27.5 hours/week Para-Professional to begin October 17, 2017 at Step 0 for an annual salary of \$10,185 plus \$750 for a BA certification to be pro-rated to time worked, for the 2017-2018 school year, pending criminal history & background check. A voice vote was taken and unanimously approved.
11. Motion made by Mr. DeGroat, second by Mr. Grace, upon the recommendation of the Superintendent, to approve Jennifer Gray as the Grade 4 Science/Social Studies Maternity Leave Replacement Teacher from October 30, 2017 to March 23, 2018 at BA, Step 2 for an annual salary of \$56,433, pro-rated to time worked, no benefits, pending criminal history & background check. A voice vote was taken and unanimously approved.
12. Motion made by Mr. DeGroat, second by Mrs. Santore to approve the following substitute teachers for the 2017-2018 school year:
 - Rebecca Santomartino
 - Nicole Mazzacchi (pending criminal history & background check)
 - Sara Bartlett (pending criminal history & background check)A voice vote was taken and unanimously approved.
13. Motion made by Mr. DeGroat, second by Mr. Grace to approve J&B Therapy to provide a paraprofessional for 3.5 hours/day at a rate of \$25.00 per hour, from October 17, 2017-June 30, 2018. 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#3541.33 Transportation Safety
 - Policy# 6114 Emergencies and Disaster Preparedness

A voice vote was taken and unanimously approved.

2. Motion made by Mrs. Galante, second by Mr. Grace to approve the first reading of the following revised policy:

Policy#5141.7 Head Lice

A voice vote was taken and unanimously approved.

EDUCATION & CURRICULUM

1. Motion made by Mrs. Svendsen, second by Mr. Grace to approve the School Nursing Services Plan for Stillwater Township School for the 2017-2018 school year. A voice vote was taken and unanimously approved.

BUILDING & GROUNDS

1. Mrs. Metzgar provided an update on the following building & grounds items:
 - Drainage project punch list
 - Bathroom project
 - Front Doors project
2. Motion made by Mrs. Saul, second by Mrs. Svendsen to approve building and use calendar for November 2017. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Saul, second by Mr. DeGroat to accept the donation from Dave Manser of New Image Landscaping for spreading top soil, grass seed and hay to the greenhouse area, as well as repairing our baseball fields. Cost of donation of labor-TBD.

Motion made by Mr. Grace, second by Mr. Theys to amend the above motion to read:

Motion to retroactively accept the donation from Dave Manser of New Image Landscaping for spreading top soil, grass seed and hay to the greenhouse area, as well as repairing our baseball fields. Cost of donation of labor-TBD.

A voice vote was taken and the amended motion was unanimously approved.
4. Motion made by Mrs. Saul, second by Mrs. Svendsen to approve the M-1 Annual Maintenance Budget Worksheet. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Saul, second by Mr. Grace to approve submission of Comprehensive maintenance plan:

Whereas, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Stillwater Township Board of Education are

consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

Now Therefore Be It Resolved, that the Stillwater Township Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Stillwater Township Board of Education in compliance with Department of Education requirements. (attachment)
A roll call vote was taken and unanimously approved.

TRANSPORTATION

1. Motion made by Mr. Theys, second by Mr. Grace to approve Kittatinny Regional High School for transportation coordination services for aid in lieu students, charter school and nonpublic routes for the 2017-2018 school year as listed:
Administrative fee of 4%, equal to \$889.09
Non-Public Route- \$747.30
Aid in lieu, 6 students- \$6,000
A voice vote was taken and unanimously approved.

BUDGET & FINANCE

1. Mrs. Metzgar provided a Finance/Audit Update. Our State Aid application has been approved and we will be receiving our \$36,145 that was originally taken away. Our audit for the 2016-2017 school year was completed, and the presentation will be at our next board meeting. There were no audit findings.
2. Motion made by Mr. Grace, second by Mrs. Svendsen to approve October regular checks numbered 24466-24521, N0929, N0930, N0931, N0932, N0933, N1013, for a total of \$529,576.64, cafeteria checks numbered 2572-2573 in the amount of \$12,469.78, and petty cash check numbered 1277 in the amount of \$37.16. A voice vote was taken and unanimously approved.
3. Motion made by Mr. Grace, second by Mr. DeGroat to approve September student activity checks numbered 6211-6213 in the amount of \$1,970.75. A voice vote was taken and unanimously approved.
4. Motion made by Mr. Grace, second by Mrs. Santore 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. Santore to approve monthly travel as attached. A voice vote was taken and unanimously approved.
6. Motion made by Mr. Grace, second by Mrs. Santore to approve transfers from September 1, 2017 to September 30, 2017 as attached. A voice vote was taken and unanimously approved.
7. Motion made by Mr. Grace, second by Mr. DeGroat to retroactively accept tuition

student #071010 from the Wharton Board of Education to begin September 20, 2017 for an annual amount of \$16,000 plus any additional services if needed, prorated to start date. A voice vote was taken and unanimously approved.

8. Motion made by Mr. Grace, second by Mrs. Santore to accept the Alliance Grant Awards from the Township of Stillwater for the 2017-2018 school year:

ASE/SEEK Program: \$1,090

LEAD: \$250

Peer Leadership (Summit): \$250

Girls on the Run: \$1,388

A voice vote was taken and unanimously approved.

9. Motion made by Mr. Grace, second by Mrs. Santore to accept the \$200 grant from the Hardy Plant Society to be used for the gazebo. A voice vote was taken and unanimously approved.
10. Motion made by Mr. Grace, second by Mrs. Santore to accept the \$1,500 safety grant from the New Jersey School Insurance group to be used to purchase a new cafeteria table. A voice vote was taken and unanimously approved.

LEGISLATION

Mr. Grace reported that with the election coming up, watch for changes.

COMMUNITY RELATIONS

- December 6th Shared Services meeting for NJSBA.
- PTA's- Trunk or Treat
- Veteran's Day Assembly- November 15th
- Teddy Bear ER program was a success!
- Fall Fest was this past Saturday, great success!
- Flu Shots will be offered to staff from Rite Aid

UNFINISHED BUSINESS

1. Board member required training- Due December 31, 2017.
2. Another possible means to communicate your opinion, not the opinion of the board, is a letter to the editor. Any opinions of an individual board member should be prefaced with the disclaimer that it is your opinion as an individual, not the opinion of the Stillwater Township Board of Education.

NEW BUSINESS

None.

PUBLIC PARTICIPATION

None.

EXECUTIVE SESSION

Mrs. Saul left the meeting at 8:31 pm.

BE IT HEREBY RESOLVED by Mr. Grace and second by Mrs. Galante at 8:31 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 & 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.

A two minute break was taken prior to entering executive session.

Ms. Roberts left the meeting at 9:01 pm.

Motion made by Mr. Grace and seconded by Mrs. Santore at 9:10 p.m. to come out of executive session and return to public session. A voice vote was taken and unanimously approved.

MOTION FOLLOWING EXECUTIVE SESSION

1. Motion made by Mrs. Svendsen, second by Mr. Theys to advertise for a shared curriculum coordinator to begin December 1, 2017. A voice vote was taken and unanimously approved.

ADJOURN

Motion made by Mr. Grace and seconded by Mr. Theys to adjourn the meeting at 9:13 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary