

September 25, 2017

The Stillwater Township Board of Education met on September 25, 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, Mrs. Svendsen, and Mr. Theys.

Absent: Mr. Grace & 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. LoCascio, second by Mr. DeGroat to approve the Committee of the Whole Board of Education Meeting minutes from September 11, 2017. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the August 31, 2017 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,269,203.50 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of August 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.
3. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the submission of the QSAC Statement of Assurance to the county office and Department of Education. A voice vote was taken and unanimously approved.
4. Board Goals Committee Update- Mrs. Saul updated the board regarding the committee meeting held at 6:15pm to begin to develop the board goal action plans. Goal#1- Looking to investigate more shared service opportunities with local districts as well as the township. Also, update our LRFP, and continue to support and encourage staff members to apply for grants. Goal#2- provide financial support for curricular changes and professional development, support administration with advertising these changes through social media, and to showcase the greenhouse and curriculum changes at a board meeting.

SUPERINTENDENT'S REPORT

Mr. Robinson reported on the following items:

- Start of School
- Back to school night
- Week of Respect- Cyberbullying Parent Presentation- October 3rd @ 6:30 pm
- Cocurricular activities, field trips, professional development
- 2017-2018 District Goals Action Plan Review

CORRESPONDENCE

-Thank you letter for attending a workshop from Ms. Johnson & Mrs. Knapp.

PRESIDENT'S COMMENTS

Mrs. Nothstine commented on the following items:

- We are off to a great start of school!
- Back to School Night was a great success!

PUBLIC PARTICIPATION

None.

ACTION ITEMS:

PERSONNEL

1. Motion made by Mr. DeGroat, second by Mrs. Svendsen to approve attached professional days. A voice vote was taken and unanimously approved.
2. Motion made by Mr. DeGroat, second by Mrs. Svendsen to accept with regret the resignation of Lenore Callanan for the purpose of retirement, effective January 1, 2018. A voice vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mrs. Svendsen to retroactively approve Kathleen Pevarnik as a bus aide beginning September 21, 2017 for an annual stipend of \$3,090 (pro-rated to time worked). A voice vote was taken and unanimously approved.
4. Motion made by Mr. DeGroat, second by Mrs. Svendsen to approve Marissa Cramer & Cali Roberts to attend NJPSA Convention in Long Branch, NJ October 19-20, 2017;

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 has determined that the training programs, seminars, conventions and conferences sponsored by the New Jersey Principals and Supervisors Association and set forth below are directly related to and within the scope of listed administrators current responsibilities and/or applicable professional development plans; and

WHEREAS, The Board has determined that the participation in the NJPSA training programs, and seminars, conventions and conferences requires school district travel expenditures and that this travel is critical to the administrative and /or instructional needs of the district and/or furthers the efficient operation of the district, and /or will help improve administrators skills and knowledge related to district operations: and

WHEREAS, The Board has determined that the school district travel expenditures to NJPSA training programs, seminars, conventions and conferences 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 finds that a mileage reimbursement rate equal to that of the OMB mileage reimbursement rate of [\$.31] per mile is a reasonable rate plus parking and tolls; and

WHEREAS, The Board has determined that participation in the NJPSA training programs, seminars, conventions and conferences is in compliance with the district policy on travel; therefore be it

RESOLVED, That the board of education hereby approves the attendance of the listed district employees the listed NJPSA training programs, seminars, conventions and conferences 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 NJPSA training programs, seminars, conventions and conferences:

Marissa Cramer
Cali Roberts

Registration & Hotel \$310/person
Meals & Incidental Expenses \$88.50/Person
October 19-20, 2017

A voice vote was taken and unanimously approved.

5. Motion made by Mr. DeGroat, second by Mrs. Svendsen to approve the following teachers and administrator as chaperones for the Washington, DC trip November 6- November 8, 2017. The teachers will be paid \$125 per night per the terms of the SEA collective bargaining agreement. The administrator chaperone will be paid \$175 per night.

Cali Roberts
 Vicky Winay
 Janet Mahedy
 Jessica Steffens
 Meghan Radimer
 Maureen Beckman-Nurse

A voice vote was taken and unanimously approved.

6. Motion made by Mr. DeGroat, second by Mrs. Svendsen to approve the following stipend positions for the 2017-2018 school year:

Public Relations	Jessica Garrigan	\$850
Student Council (Co)	Eileen Smith	\$425
Student Council (Co)	Lynda Collier	\$425
Yearbook	Meghan Radimer	\$850
Yearbook	Maureen Riva	\$850

A voice vote was taken and unanimously approved.

7. Motion made by Mr. DeGroat, second by Mrs. Svendsen to approve the following evening family programs for the 2017-2018 school year. The stipend for each teacher is \$820.

Grade 1 Literacy	Ramona Knapp	Beth Johnson	Grade 1
Literacy Connections	Corrine Swakopf	Elaine Makarevich	Grade 2
Family Math	Lisa Grau	Beth Johnson	Grade 3
Multicultural Club	Brittany Celentano	Keri Maeurer	Grade 5

A voice vote was taken and unanimously approved.

8. Motion made by Mr. DeGroat, second by Mrs. Svendsen to approve the following after school programs for the 2017-2018 school year. The stipend for each teacher is \$410

Let's B-Social	Maureen Riva	Ruth Najemian	Grades K-2
Lego Club	Jeralyn Dalling		Grades 3-4
Garden Club (Fall)	Elaine Makarevich		Grade 6
Garden Club (Spring)	Elaine Makarevich		Grade 6
After School Ensemble	Katrina Franck		Grades 5-6
Character Matters	Maureen Riva	Ruth Najemian	Grades K-6

Reading Assistant-Fall	Beth Johnson	Alicia Parsons	Grades 1-6
Reading Assistant-Spring	Beth Johnson	Alicia Parsons	Grades 1-6
Book Club	Vicky Winay	Ramona Knapp	Grades 4-6
B-Active Club	Maureen Riva	Ruth Najemian	Grades 3-6
Volleyball Club	Lisa Hutcheson	Meghan Radimer	Grades 4-6

A voice vote was taken and unanimously approved.

9. Motion made by Mr. DeGroat, second by Mrs. Svendsen to approve the following after school programs for the 2017-2018 school year. The stipend for each teacher is \$597.

Solar Sprints	Fred Iradi	Mary DiRienzo	Grade 6
Trep\$	Lisa Hutcheson	Lorraine Bickhardt	Grade 6

A voice vote was taken and unanimously approved.

10. Motion made by Mr. DeGroat, second by Mrs. Svendsen to approve the following teachers for the after school learning center running twice a week from October-March at a stipend of \$40 per hour for 2 hours a day. The salaries will be paid by ESEA-Title 1 and IDEA grant.

Beth Johnson- ESEA-Title 1
Christina Diffin- ESEA-Title 1
Rebecca Santomartino- ESEA-Title 1
Kelly Fryer -IDEA Basic
Helen Sallitt/Ramona Knapp- ESEA-Title 1
Maureen Riva/Mary DiRienzo- ESEA-Title 1
Jeralyn Dalling- Substitute
Helen Sallitt-Substitute

A voice vote was taken and unanimously approved.

POLICY

1. Motion made by Mrs. Galante, second by Mrs. Svendsen to approve the first 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.

EDUCATION & CURRICULUM

1. Mr. Robinson presented the PARCC & NJASK Science 4 Score Report. PowerPoint presentation is attached to the minutes.

2. Motion made by Mrs. Svendsen, second by Mr. DeGroat to adopt the book Sammy Keyes and the Hotel Thief, by Wendelin Van Draanen to the approved list of texts for the 2017-2018 school year. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve the ASE/SEEK Program, running October 3, 10, 17, 24, 2017 with the following costs:

Stipend-Justin Reed: \$410

Transportation-Stocker Bus: \$291.04

Fairview Lake: \$520

Supplies, not to exceed: \$40.00

\$1,090 will be paid by the Township of Stillwater, the remainder will be paid by the board of education. A voice vote was taken and unanimously approved.

4. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve the following resolution:
Resolution declaring October 2nd-6th Week of Respect

WHEREAS, The Anti-Bullying Bill of Rights, Assembly Bill 3466, was approved by the New Jersey Legislature in November 2010 and signed into law as P.L. 2010, c. 122, by Governor Chris Christie on January 5, 2011; and

WHEREAS, The statute is intended to protect students from harassment and intimidation that would substantially interfere with their education; and

WHEREAS, In a 2009 survey by the National Centers for Disease Control, one in five New Jersey students indicated they had been the subject of bullying on school grounds during the previous year; and

WHEREAS, The Anti-Bullying Bill of Rights places expanded responsibilities on teachers, school administrators and boards of education to protect students from incidents of bullying, harassment and intimidation; and

WHEREAS, The Anti-Bullying Bill of Rights designates the week beginning with the first Monday in October as “Week of Respect” throughout New Jersey”; and

WHEREAS, The law directs school districts to observe the “Week of Respect” through age-appropriate instruction in accordance with New Jersey’s core curriculum content standards; and

WHEREAS, The Stillwater Board of Education recognizes the harmful impact of harassment and bullying on children and is committed to providing all of its students with a safe and secure learning environment free from intimidation; and

WHEREAS, The Stillwater Board of Education supports the intent of the Anti-Bullying Bill of Rights to protect our children, as well as the goal of previous law to enhance training and instruction to prevent harassment, intimidation and bullying. Now therefore be it

RESOLVED, That the Stillwater Board of Education declares October 2 through 6,

2017 as a “Week of Respect” in all district schools, and be it further

RESOLVED, That the Week of Respect will be a part of the Stillwater Public Schools’ ongoing efforts to foster respect among students and staff for the diverse cultures and personalities represented in our school community, and be it further

RESOLVED, That copies of this resolution be sent to Governor Chris Christie, State Senator Oroho, Assembly Representatives Space and Phoebus, the New Jersey School Boards Association and the Sussex County School Boards Association. A voice vote was taken and unanimously approved.

5. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to declare October 16-20, 2017 School Violence Awareness Week:

WHEREAS, N.J.S.A. 18A:36-5.1. declares the week beginning with the third Monday in October of each year is designated as "School Violence Awareness Week" in the State of New Jersey. School districts shall observe this week by organizing activities to prevent school violence including, but not limited to, age-appropriate opportunities for student discussion on conflict resolution, issues of student diversity, and tolerance. Law enforcement personnel shall be invited to join members of the teaching staff in the discussions. Programs shall also be provided for school board employees that are designed to help them recognize warning signs of school violence and to instruct them on recommended conduct during an incident of school violence. The Department of Education shall provide guidelines and information to boards of education for use in planning the activities in observance of the week and such funds as are necessary to pay the costs of the required activities and programs.

RESOLVED, That the School Violence Awareness Week will be a part of the Stillwater Township Schools’ ongoing efforts to help students and staff to recognize the importance of tolerance and to understand and apply conflict resolution techniques. 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
 - Greenhouse
 - Playground equipment
 - water systems inspection
2. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve building and use calendar for October 2017. A voice vote was taken and unanimously approved.

TRANSPORTATION

1. Motion made by Mr. Theys, second by Mrs. LoCascio to approve the following field trips for the 2017-2018 school year:

Location	Grade
Turtleback Zoo	Grade 1
Rizzo’s Wildlife Discovery/Wildlife World	Grade 3
Land of Make Believe	Pre-K
NJ Symphony Orchestra	Music, Grade 4
H.I.L.L.S House at Centenary College	Various
Washington D.C.	Grade 6
Move up Day, KRHS	Grade 6
Fairview Lake	ASE Program
Anti-Bullying Summit	Grade 6
Lakota Wolf Preserve, Oxford, NJ	Grade 4
Ideal Farms	Kindergarten
Sussex County Fairgrounds	Kindergarten
Quiet Valley Living Historical Farm, Stroudsburg, PA	Grade 5
Crayola Factory-Easton, PA	Grade 2
Stillwater Historical Society	Grade 2
Kittatinny High School	Aquatics Safety Course-Grade 4
Kittatinny High School	Chorus & Band
Fredon School	Pinwheel Grades 5 & 6
Kittatinny High School	Pinwheel
Kittatinny High School	Spelling Bee Finalists 4-6
Sandyston-Walpack School	Pinwheel
McKeown School	Pinwheel

A voice vote was taken and unanimously approved.

2. Motion made by Mr. Theys, second by Mrs. LoCascio to approve transportation with Stocker Bus for the following field trips:

Date	Location	Grade	Cost
October 5, 2017	Turtle Back Zoo	Grade 1	\$312.50
October 5, 2017	H.I.L.L.S. House	Various	\$225.68
October 18, 2017	Sparta HS, Summit	Grade 6	\$165.50
October 20, 2017	Ideal Farms	Kindergarten	\$158.45
October 23, 2017	KRHS	Pinwheel- Gr. 6	\$158.45
October 26, 2017	Quiet Valley Farm	Grade 5	\$312.50

October 27, 2017	Lakota Wolf Preserve	Grade 4	\$312.50
November 17, 2017	NJ Symphony Orchestra	Grade 4	\$158.45
December 7, 2017	H.I.L.L.S. House	Various	225.68
February 1, 2018	H.I.L.L.S. House	Various	225.68
March 1, 2018	H.I.L.L.S. House	Various	225.68
May 3, 2018	H.I.L.L.S. House	Various	225.68

A voice vote was taken and unanimously approved.

3. Motion made by Mr. Theys, second by Mrs. Svendsen to approve memorandum of agreement with Warren County Special Services School District to provide 5 trips to the H.I.L.L.S. House at Centenary University for a total cost of \$1,100. Paid for by the IDEA Grant. A voice vote was taken and unanimously approved.

4. Motion made by Mr. Theys, second by Mrs. LoCascio to approve the following new bus stops:
 - 951 Owassa Road- ST7
 - 994 Owassa Road- ST7
 - 897 Hampton Road- ST6
 A voice vote was taken and unanimously approved.

5. Motion made by Mr. Theys, second by Mrs. Svendsen to approve transportation jointure with Kittatinny Regional High School for 2017-2018 Preschool Transportation Route in the amount of \$15,480. A voice vote was taken and unanimously approved.

BUDGET & FINANCE

1. Motion made by Mrs. LoCascio, second by Mr. Theys to approve September regular checks numbered 24385-24465, N0825, N0829, N0831, N0905, N0908, N0911, for a total of \$583,274.79, petty cash checks numbered 1275-1276 in the amount of \$74.55. A voice vote was taken and unanimously approved.

2. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve August student activity checks numbered 6208-6210 in the amount of \$859.75. 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 Mrs. Svendsen 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 July 1, 2017 to August 31, 2017 as attached. A voice vote was taken and unanimously approved.

6. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to accept the REAP grant award in the amount of \$34,023 for the period July 1, 2017-September 30, 2018. A voice vote was taken and unanimously approved.

7. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve the purchase of 40 chromebooks and 2 carts from Dell in the amount of \$12,638.38, paid for by the REAP Grant. A voice vote was taken and unanimously approved.

LEGISLATION

No Report.

COMMUNITY RELATIONS

Mrs. LoCascio commented she is enjoying the facebook posts regarding events happening at the school. Mr. Robinson thanked Mrs. Garrigan for assisting in taking pictures at the events.

-Teddy Bear ER is coming this Friday to Preschool and Kindergarten.

UNFINISHED BUSINESS

1. Board member required training- Due December 31, 2017.
2. Shared Services Regional update- still trying to get their first meeting together. Looking at the first week in October.
3. Town Council Meeting is October 17th at 7:00pm, it will be regarding the county consolidation article in the paper.

NEW BUSINESS

None.

PUBLIC PARTICIPATION

None.

EXECUTIVE SESSION

None.

ADJOURN

Motion made by Mrs. Svendsen and seconded by Mrs. Saul to adjourn the meeting at 8:23 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary