

August 21, 2017

The Stillwater Township Board of Education met on August 21, 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 Christina Santore 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. Santore led the flag salute. The following Board members were present: Mrs. Santore, Mrs. Saul, Mr. DeGroat, Mrs. LoCascio, Mrs. Svendsen, and Mr. Grace.

Absent: Mrs. Nothstine, Mrs. Galante, & Mr. Theys.

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 July 17, 2017. A voice vote was taken and unanimously approved.
2. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the following 2017-2018 District Goals:
 1. Establish the Maker Space Lab that provides students with STEAM instruction and activities for all students at all grade levels.
 2. Enhance community outreach by communicating curricular and programmatic changes within the district.
 3. Continue to improve communication with the community, and promote environmental education through the continuation of the School Garden and Greenhouse projects.A voice vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the following 2017-2018 Board Goals:
 1. To be proactive in addressing the financial and budgetary needs of the District in light of possible changes in funding.
 2. To support the Administration and staff in implementing curricular changes, and to promote understanding in the community of these changes.A voice vote was taken and unanimously approved.

SUPERINTENDENT'S REPORT

Mr. Robinson reported on the following items:

- New school year approaching fast! Thank you to the teachers that are hear setting up their classrooms!
- Solar Eclipse viewing party was today, big thank you to Mrs. Ciccolella!
- Summer project highlights
- State aid loss application packet. Thank you to Mrs. Metzgar and Mrs. Reed.
- We were awarded the Bronze level certification as a NJ Sustainable School. Thank you to Mrs. Makarevich, Mrs. Cramer, and Mrs. Metzgar.
- PTA Meeting- September 7th at 7:00 pm
- PTA Welcome Back BBQ on September 10th
- Back to School Night- September 19th

CORRESPONDENCE

None.

PRESIDENT'S COMMENTS

None.

PUBLIC PARTICIPATION

None.

ACTION ITEMS:

PERSONNEL

1. Motion made by Mr. DeGroat, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve Rebecca Santomartino as the Special Education Maternity Leave Replacement Teacher from August 31, 2017 to October 31, 2017 at BA +20, Step 4 for an annual salary of \$60,453, pro-rated to time worked, no benefits, pending criminal history & background check. A roll call vote was taken and unanimously approved.
2. Motion made by Mr. DeGroat, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve Caileigh McConnell as the grade 3 teacher for the 2017-2018 school year at MA Step 0 for an annual salary of \$58,483, pending criminal history & background check. 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 Carol Hinks as the part time (.6FTE) Spanish Teacher at BA+32, Step 5 for the 2017-2018 school year at the pro-rated annual salary of \$37,408.80, no benefits. A roll call vote was taken and unanimously approved.

4. Motion made by Mr. DeGroat, second by Mrs. LoCascio to retroactively approve Jessica Newman to provide behavioral services in August 2017 at a rate of \$34.00, not to exceed 10 hours, funded by IDEA. A voice vote was taken and unanimously approved.
5. Motion made by Mr. DeGroat, second by Mrs. LoCascio to accept the resignation of Sherilyn Distasi-McMahon with regret effective July 28, 2017. A voice vote was taken and unanimously approved.
6. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve 100% of Karen Grodsky's salary to be funded through the IDEA-Basic Grant in the amount of \$26,691.86 for the 2017-2018 school year. A voice vote was taken and unanimously approved.
7. Motion made by Mr. DeGroat, second by Mrs. LoCascio to retroactively approve Lisa Conry to be paid \$34/hour to attend the Orton Gillingham Training from August 14-18, 2017. A voice vote was taken and unanimously approved.
8. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve Corrine Swakopf to mentor Caileigh McConnell for a stipend of \$550 for the 2017-2018 school year. A voice vote was taken and unanimously approved.
9. Motion made by Mr. DeGroat, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to extend summer employment contract with Joseph Falotico as summer custodian until September 1, 2017. A roll call vote was taken and unanimously approved.
10. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve advancement on guide for Justin Reed from BA+10, Step 10 to MA, Step 10 for a total salary of \$69,533 for the 2017-2018 school year, pending receipt of official transcripts. A voice vote was taken and unanimously approved.
11. Motion made by Mr. DeGroat, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to offer contracts to the following part-time 27.5 hours/week Para-Professional staff members for employment for the 2017-2018 school year:

Michelle Bakker- Step 1- \$10,534, pending criminal history & background check.

Michelle Gerkhardt- Step 0, \$10,185 plus \$750 for BA Certification, pending criminal history & background check.

Motion to amend the above motion was made by Mr. DeGroat, second by Mrs. LoCascio to read:

Motion, upon the recommendation of the Superintendent, to offer contract to the following part-time 27.5 hours/week Para-Professional staff member for employment for the 2017-2018 school year:

Michelle Gerkhardt- Step 0, \$10,185 plus \$750 for BA Certification, pending criminal history & background check.

A voice vote was taken and unanimously approved.

12. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the following substitute teachers/paraprofessionals/office subs for the 2017-2018 school year:

Helen Sallitt
Maureen Newman
Carrie Weeks
Georgeanne Velella
Aneesha Begraft
Lindsey Gorab
Joann Graupe
Jeralyn Dalling
Justine Mahon
Christina Diffin
Christopher Kaufman
Cassidy Dube
Jennifer Domaracki

A voice vote was taken and unanimously approved.

13. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the following substitute paraprofessional for the 2017-2018 school year:

Ariana DeStefano

A voice vote was taken and unanimously approved.

14. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the following substitute nurses for the 2017-2018 school year:

Carol Lee Spages
Justine Mahon
Karen Grodsky

A voice vote was taken and unanimously approved.

15. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the following substitute custodians for the 2017-2018 school year:

Joe Falotico
Joseph VanSkiver
Ariana DeStefano

A voice vote was taken and unanimously approved.

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

Technology Club	Brittany Celentano	Erica Then	Grades 4-6
Morning Fitness Club (Funded by Title IV)	Maureen Riva	Meghan Radimer	Grades K-6

A voice vote was taken and unanimously approved.

17. Motion made by Mr. DeGroat, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve Raychel MacLean as a part-time 27.5 hours/week paraprofessional for the 2017-2018 school year, at Step 0, for a salary of \$10,185. A voice vote was taken and unanimously approved.

18. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve Michelle Sohayda-Benson as substitute caller for the 2017-2018 school year at a yearly stipend of \$3,248. 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 policies/regulations:

Policy# 3156 Safety
Policy#3510 Operation and Maintenance of Plant
Regulation#5141.4 Missing, Abused, and Neglected Children

A voice vote was taken and unanimously approved.

2. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the first reading of the following revised policy:

Policy#4117.41 Rice Notice and Nonrenewal

A voice vote was taken and unanimously approved.

EDUCATION & CURRICULUM

1. Ms. Roberts reported our HIB Self Assessment. We scored 76 out of 78 points.
2. Ms. Roberts reported on the HIB ITP/EVVRS Incident Count from 1/1/17-6/30/17- There were three HIB investigations, out of the three, two were confirmed HIB. For the EVVRS, there were two incidents. Various programs were held during this time period such as the Great Kindness Challenge, National No One Eats Alone Day, Mannequin Challenge, Autism Awareness Buddy Day, School Climate Survey, and the Grade 4 Girl Power Dance.
3. Mrs. Cramer reviewed the new Elementary and Secondary Education Act (ESEA) and related programs that will be supported by these grant funds.
4. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve the therapy dog reading program for the 2017-2018 school year. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve the District Professional Development Plan for the Stillwater Township Board of Education. A voice vote was taken and unanimously approved.
6. Motion made by Mr. Grace, second by Mrs. LoCascio to dispose of science textbooks and related materials titled, "Human Biology and Health," copyright 1994. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Svendsen, second by Mrs. LoCascio for Eugene McNicholas to provide STEMScopes and NGSS training to Stillwater's K-6 teachers at a cost of \$4,200 to be split equally among Kittatinny Regional High School and its sending districts. Hampton will be the LEA. A voice vote was taken and unanimously approved.

BUILDING & GROUNDS

1. Mrs. Metzgar provided the following building & grounds update:
 - Drainage Project
 - Sealcoating project
 - Hallway painting
 - Greenhouse & Gazebo project
 - Flooring Projects
 - Lawn Mower
 - Water Systems Operator
2. Motion made by Mrs. Saul, second by Mr. DeGroat to approve building and use calendar for September 2017. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Saul, second by Mr. DeGroat to approve Agra Environmental and Laboratory Services to provide licensed operator management services for the level VSWS operation of the potable drinking water systems in the amount of \$2,250. A voice vote was taken and unanimously approved.

TRANSPORTATION

1. Motion made by Mrs. Saul, second by Mr. DeGroat to approve the bus routes and stops for the 2017-2018 school year. A voice vote was taken and unanimously approved.

BUDGET & FINANCE

1. Motion made by Mr. Grace, second by Mrs. Svendsen to approve the resolution to authorize the Superintendent's application for additional state assistance in the amount of \$36,145.

Further, the revised budget adopted at the July 17, 2017 Regular Board of Education meeting fails to provide thorough and efficient education to our students as defined in N.J.A.C. 6A:23A-1.2 due to the reduction of aid. Although there was an initial savings in health benefits, we have recently been notified of a possible six maternity leaves. Also, the science techbooks that needed to be purchased were underbudgeted at the time the budget was approved due to related materials that needed to be acquired. If the reduction of state aid did not occur, the savings of switching health care plans would have been able to fund these items. Therefore, this reduction of aid has failed to provide our students with the monies and materials necessary for a thorough and efficient education. A roll call vote was taken and unanimously approved.
2. Motion made by Mr. Grace, second by Mrs. Svendsen to approve August regular checks numbered 24295-24384, N0731, N0808, N0815, for a total of \$473,914.34, cafeteria check #2571 for a total of \$62.60, petty cash check #1274 in the amount of \$33.00. A voice vote was taken and unanimously approved.
3. Motion made by Mr. Grace, second by Mrs. Svendsen 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 Mr. Grace, second by Mrs. Svendsen to approve monthly travel as attached. A voice vote was taken and unanimously approved.
5. Motion made by Mr. Grace, second by Mrs. Svendsen to authorize the submission of the ESEA Grant applications for FY2018, and accepts the grant award of these funds upon subsequent approval of the FY2018 application. A voice vote was taken and unanimously approved.
6. Motion made by Mr. Grace, second by Mrs. Svendsen to accept the FY 2018 Public & Non-Public ESEA Grant Funds in the following amounts:

Title I, Part A- \$24,476
 Title II, Part A- \$6,150
 Title IV- \$10,000

A voice vote was taken and unanimously approved.

7. Motion made by Mr. Grace, second by Mrs. Svendsen to accept the grant funds in the amount of \$200 from The Hardy Plant Society for the Gazebo. A voice vote was taken and unanimously approved.
8. Motion made by Mr. Grace, second by Mrs. Svendsen to accept the following 2017-2018 tuition students:

Sending District	Student	Tuition Cost	Program
Blairstown	062209	\$20,000	BD
Belvidere	121310	\$20,000	BD
Hampton	100612	\$8,000	PT PSD
Hampton	081214	\$8,000	PT PSD
Hampton	042413	\$8,000	PT PSD
Hampton	062014	\$8,000	PT PSD
Sandyston	112913	\$8,000	PT PSD
Sandyston	072414	\$8,000	PT PSD
Sandyston	062013	\$8,000	PT PSD
Sandyston	010714	\$8,000	PT PSD

A voice vote was taken and unanimously approved.

9. Resolution made by Mrs. Svendsen, second by Mrs. LoCascio for the following board members and administration, as per contract, to attend the NJSBA Workshop on October 23-26, 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 of education has determined that the workshop, training and informational programs sponsored by New Jersey School Boards Association 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 School Boards Association and set 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 School Boards Association 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 School Boards Association programs are following 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 School Boards Association workshop training and informational programs is following the district policy on travel; therefore be it

RESOLVED, That the Stillwater board of education hereby approves the attendance of the listed number of school board members and district employees at the listed New Jersey School Boards Association workshop, 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 School Boards Association workshop, training programs and informational events:

Dennis DeGroat
Matthew Robinson
René Metzgar

Pursuant to OMB Circulars & A-5 travel regulations:

Max. First & last day meals & incidentals \$48.00
Max. daily meals & incidentals \$ 64.00 (breakfast \$15, Lunch \$16,
Dinner \$28, incidentals \$5)
Lodging: not to exceed \$99.00 + Occupancy fees per person/night
Registration: \$300 per person
Resolution approved by roll call vote: Mrs. Saul-Aye; Mr. Grace-Aye; Mr. DeGroat-
Abstain; Mrs. Svendsen-Aye; Mrs. Santore-Aye; Mrs. LoCascio-Aye.

LEGISLATION

Mr. Grace reported on the following:

-There is discussion about readdressing school issues/funding.

COMMUNITY RELATIONS

None.

UNFINISHED BUSINESS

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

NEW BUSINESS

1. Save the date: Sussex County School Boards Association Meeting: Social Media Issues and Concerns. Held on September 28, 2017 at Sussex County Community College. Registration & Dinner at 6pm. Program 6:45pm to 9pm. Pre-registration is required, board members may register on their own through the NJSBA website.

PUBLIC PARTICIPATION

None.

EXECUTIVE SESSION

None.

ADJOURN

Motion made by Mr. Grace seconded by Mrs. Svendsen to adjourn the meeting at 7:41 p.m.
A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary