

July 17, 2017

The Stillwater Township Board of Education met on July 17, 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 7:02 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, Swartwood 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, and members of the public.

BOARD BUSINESS

1. Goal Setting- Kathleen Helewa, New Jersey School Boards Association- the Board developed board goals and district goals for the 2017-2018 school year. These will be approved at the August meeting, then action plans will be developed.
2. Motion made by Mr. DeGroat, second by Mr. Theys to approve the Regular Board of Education Meeting minutes & executive session minutes from June 19, 2017. A voice vote was taken and unanimously approved.
3. Motion made by Mr. Theys, second by Mr. DeGroat to approve the preliminary June 30, 2017 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,034,377.54 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of June 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.

SUPERINTENDENT'S REPORT

Mr. Robinson reported on the following items:

- Summer building projects
- Garden update
- Summer School Program
- Math & Science Curriculum Update

CORRESPONDENCE

None.

PRESIDENT'S COMMENTS

None.

PUBLIC PARTICIPATION

None.

ACTION ITEMS:

PERSONNEL

1. Motion made by Mr. DeGroat, second by Mr. Theys to rescind the following motion that was approved at the June 5, 2017 Committee of the Whole Board of Education meeting:

Motion made by Mr. DeGroat, second by Mrs. Svendsen, upon the recommendation of the Superintendent, to approve Meg Gray-Reveredo as part-time (.6) Spanish Teacher for the 2017-2018 school year at MA Step 0 at the prorated salary of \$35,089.80. A roll call vote was taken and unanimously approved.
A voice vote was taken and unanimously approved.

2. Motion made by Mr. DeGroat, second by Mrs. LoCascio to approve the following teaching staff members to attend the Regional Science Curriculum training on August 8th, 9th, and 10th to be paid at a rate of \$34.00/hour:

-Sherilyn Distasi-McMahon
-Erin Richards
-Brittany Celentano

A voice vote was taken and unanimously approved.

POLICY

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

Policy#5141.4 Missing, Abused, and Neglected Children
A voice vote was taken and unanimously approved.

2. Motion made by Mrs. Galante, second by Mr. DeGroat to approve the first reading of the following revised policies/regulations:

Policy# 3156 Safety (attachment)

Policy#3510 Operation and Maintenance of Plant (attachment)

Regulation#5141.4 Missing, Abused, and Neglected Children (attachment)

A voice vote was taken and unanimously approved.

EDUCATION & CURRICULUM

1. Motion made by Mrs. Svendsen, second by Mr. Theys to adopt the revised Grades K-8 Math Curriculum for the 2017-2018 school year. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Svendsen, second by Mr. DeGroat to adopt the revised Grades K-5 Science Curriculum for the 2017-2018 school year. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Svendsen, second by Mr. Theys to approve a new science program 1 year subscription to STEMscopes, for grades K-6 in the amount of \$15,526.95. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Svendsen, second by Mr. DeGroat to approve Jacqueline Colaneri to facilitate regional mathematics curriculum articulation meetings for grades K-8 for 6.5 days, at a cost of \$6,650.00, split equally between Sandyston-Walpack, Fredon, McKeown, Stillwater, and Kittatinny Regional High School (\$1,330.00 each district). A voice vote was taken and unanimously approved.

BUILDING & GROUNDS

1. Mrs. Metzgar provided a building and grounds update on the following items:
 - Drainage Project
 - Greenhouse Project
 - Flooring Projects
 - Hallway Painting
 - Playground mulch
 - Front Doors
 - Lawn Mower Delivery
2. Motion made by Mrs. Saul, second by Mr. Theys to approve building and use calendar for August 2017. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve the telecommunication system maintenance agreement with RFP Solutions for the 2017-2018 school year at a cost of \$2,678.40. (State contract T-1316 # 80809). A voice vote was taken and unanimously approved.

TRANSPORTATION

1. Motion made by Mr. Theys, second by Mrs. LoCascio to approve the bus routes and stops for the 2017-2018 school year. A voice vote was taken and unanimously approved.
2. Motion made by Mr. Theys, second by Mrs. LoCascio to approve renewal of school activities transportation contract with Stocker Bus Company for the 2017-2018 school year in the following amounts as listed:

<u>Route</u>	<u>Prev. Yrs Cost</u>	<u>Aide</u>	<u># of Days</u>	<u>CPI .30%</u>	<u>Inc/Dec</u>	<u>Total renewal Cost</u>
FT10-11	\$3,814.49	0	180	\$ 11.44	0	\$3,825.93

TOTAL ANNUAL COST \$3,825.93

<u>ID NUMBER</u>	<u>DESTINATION</u>	<u>DEPARTURE /RETURN</u>	<u>BASIS OF BUS</u>	<u>RENEWAL COST</u>	<u>NJSA 18A:39-3</u>	<u>TOTAL</u>
FT10-11-01	Various-two trips	8:30-3:00	Two 54 passenger buses	\$245.74	\$0.74	\$246.48
FT10-11-02	Various-five trips	8:30-3:00	Five 54 passenger buses	\$311.57	\$0.93	\$312.50
FT10-11-03	Franklin Mineral Museum Ogdensburg, NJ	8:30-3:00	One 54 passenger bus	\$300.59	\$0.90	\$301.49
FT10-11-04	Various-4 trips	8:30-3:00	Four 54 passenger buses	\$157.98	\$0.47	\$158.45
FT10-11-05	Liberty Science Center	7:30-4:30	One 54 passenger bus	\$464.05	\$1.39	\$465.44
FT10-11-06	Various-two trips	8:30-3:00	Two 54 passenger buses	\$184.30	\$0.55	\$184.85
Total				\$3,814.49	\$21.60	\$3,825.93

A voice vote was taken and unanimously approved.

3. Motion made by Mr. Theys, second by Mrs. LoCascio to approve renewal of transportation contracts with Stocker Bus Company for the 2017-2018 school year for the following routes in the following amounts as listed:

<u>Route</u>	<u>Prev. yrs Cost</u>	<u>Aide</u>	<u># OF Days</u>	<u>CPI .03%</u>	<u>Inc/Dec Provision</u>	<u>Total Renewal Cost</u>
1	\$ 143,471.12	N/A	180	\$430.41	2.00	\$ 143,901.53
2	\$ 39,452.05	N/A	180	\$ 118.36	2.00	\$ 39,570.41
3	\$ 35,835.50	N/A	180	\$ 107.51	2.00	\$ 35,943.01

TOTAL ANNUAL COST \$ 219,414.95

Just a note: Route 1 includes ST5,ST6,ST8,ST9
Route 2 includes ST25
Route 3 includes ST7

A voice vote was taken and unanimously approved.

BUDGET & FINANCE

1. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve June regular checks numbered 24202-24259, N0623, N0624, N0627, N0630, N0633, for a total of \$109,668.15, cafeteria checks #2568-2569 for a total of \$6,044.55. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve July regular checks numbered 24260-24294, N0711, N0712, N0713, N0714, N0716 for a total of \$255,198.71, cafeteria check #2570 for a total of \$1,640.

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

Motion to approve July regular checks numbered 24260-24294, N0711, N0712, N0713, N0714, N0716 for a total of \$255,198.71, cafeteria check #2570 for a total of \$1,640. Capital Reserve JE0706 in the amount of \$400,500. A voice vote was taken and the amended motion was unanimously approved.

3. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve June student activity checks numbered 6206-6207 in the amount of \$311.12. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. LoCascio, second by Mr. Theys to approve the attached list of purchase orders over \$1,000 for 2016-2017 school year. A voice vote was taken and unanimously approved.
5. 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.
6. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve transfers from June 1, 2017 to June 30, 2017 as attached. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. LoCascio, second by Mr. DeGroat to approve monthly travel as attached. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to retroactively accept the following 2017 summer tuition students:

<u>Sending District</u>	<u>Student</u>	<u>Tuition Cost</u>	<u>Grade Level</u>
OOD Parent Paid	011912	\$250	K-6
OOD Parent Paid	052214	\$250	K-6

A voice vote was taken and unanimously approved.

9. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to accept the donation in the amount of \$7,286.78 from the Stillwater PTA for new playground equipment.
Thank you to the PTA!!!
A voice vote was taken and unanimously approved.

10. Motion made by Mrs. LoCascio, second by Mr. DeGroat to accept the donation in the amount of \$6.62 from The Kula Foundation. A voice vote was taken and unanimously approved.
11. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve submission of the following grants for the schoolyard garden/greenhouse project:

-Hardy Plant Society- \$500
A voice vote was taken and unanimously approved.
12. Motion made by Mrs. LoCascio, second by Mr. Theys to adopt the REVISED FY 2017-2018 school district General Fund budget in the amount of \$6,937,906,

FURTHER, to adopt the 2017-2018 budget adjustment plan & transfer worksheet as attached due to the reduction in state aid.
A roll call vote was taken and unanimously approved.

LEGISLATION

None.

COMMUNITY RELATIONS

Mrs. LoCascio asked if we could host a CPR class at the school for community members. They would have to pay for it, but if we could coordinate the class that would be helpful.

UNFINISHED BUSINESS

1. Board member required training- Due December 31, 2017.
2. School Board Member Petitions are due to the County Clerk's office no later than 4:00 PM on July 31, 2017. Petition packets are available in the board office or online through the county clerk's website.

NEW BUSINESS

New Jersey School Boards Conference is four days this year, from October 23rd to October 26th. Please let Mrs. Metzgar know if you plan on attending.

PUBLIC PARTICIPATION

None.

EXECUTIVE SESSION

None.

ADJOURN

Motion made by Mr. DeGroat and seconded by Mrs. LoCascio to adjourn the meeting at 8:33 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary