

June 22, 2020

The Stillwater Board of Education met on June 22, 2020, at 7:00 p.m. remotely via Zoom for a Regular Board of Education Meeting.

The meeting was called to order by Dennis DeGroat 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 & Star Ledger on January 7, 2020. Notices were posted in the Stillwater School, Town Hall, Stillwater Post Office, Middleville Post Office, Swartswood Post Office and the Stillwater School Website. Notice of remote meeting access due to current emergency situation regarding COVID-19 was also provided to the public on June 16, 2020.

Mr. DeGroat led the flag salute. The following Board members were present: Mr. DeGroat, Mrs. Svendsen, Mrs. Nothstine, Mrs. Williver, Mrs. Saul, Mrs. Kraft, Mrs. Galante, Mrs. LoCascio and Mrs. Thibault.

Absent: None.

Also present were William Kochis, 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. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the Committee of the Whole Board of Education Meeting minutes and executive session minutes from June 1, 2020. Motion approved by voice vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mrs. Galante-Aye; Mrs. LoCascio-Aye; Mr. DeGroat-Aye; Mrs. Williver- Aye; Mrs. Thibault-Aye; Mrs. Kraft-Aye; Mrs. Saul-Abstain.
2. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the 2020-2025 Strategic Plan for the Stillwater Township Board of Education. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. LoCascio, second by Mrs. Thibault to approve the May 31, 2020 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,315,325.57 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of May 31, 2020 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. EOY Board and District Goals Update- Mr. DeGroat & Mr. Kochis provided an update on our 2019-2020 Board and District Goals:

District Goals:

1. Increase early childhood programs through expansion of preschool, and effectively communicate program development to the community throughout the year.- Achieved and continuing!
2. Increase school and community awareness of social-emotional learning and mental health. - Achieved and continuing!
3. Enhance students' literacy abilities through implementation of Readers' and Writers' Workshop. - Achieved and continuing!

Board Goals:

1. Develop a five-year strategic plan for the District. – Achieved!
2. Continue to be proactive in addressing the financial and budgetary needs of the District in light of changes in funding, including but not limited to shared services opportunities. - Achieved and continuing!
3. Re-establish relations with community groups. - Achieved and continuing!

SUPERINTENDENT'S REPORT

Mr. Kochis reported on the following:

- Thanked the faculty and staff for safely and successfully assisting in the closure of school and return of district and student items.
- Thanked the Stillwater Fire Department and Teachers for a successful and memorable 6th grade recognition.
- Governor Murphy announced that in person ESY was allowed. Due to the short time frame, it did not allow for our school to safely reopen. Therefore, ESY will continue to be remote.
- Congratulations to Stillwater School for being the recipient of a \$10,000 grant from Sustainable NJ, for our recycling program. Thank you to the students and Mrs. Makarevich!

CORRESPONDENCE

- Thank you letter for workshop attendance from Mrs. Hutcheson.
- Thank you letter for workshop attendance from Mrs. Radimer.
- Thank you letter for Teacher Appreciation recognition and gift- Mrs. Makarevich.
- Thank you letter for Teacher Appreciation recognition and gift- Stillwater Education Association.

PRESIDENT'S COMMENTS

None.

PUBLIC PARTICIPATION

Eileen Lockburner- Cedar Tree Road, Newton- Commented on our virtual learning during this pandemic. Although there was no time to prepare for this or allow for adequate training, we should all reflect on what went well, and what could be improved. Mrs. Lockburner also provided examples of items that could be improved and stated we should begin planning for September in the event there is a second round forcing schools to continue remote learning.

Mr. DeGroat thanked Mrs. Lockburner for all her concerns and ideas, and recommended she meet with Mrs. Cramer to discuss this further.

ACTION ITEMS:

PERSONNEL

1. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to appoint the Joanna Strauch, School Psychologist, as the Case Manager of Section 504 of the Rehabilitation Act of 1973 for the handicapped for the 2020-2021 school year. A voice vote was taken and unanimously approved.

Mrs. Saul was disconnected from Zoom meeting 7:26pm.

2. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve employment contract with Colleen Hurley from September 1, 2020-June 30, 2021 as a full-time School Nurse for the 2020-2021 school year, at BA+15, Step 15, for an annual salary of \$79,400. A roll call vote was taken and unanimously approved, with Mrs. Saul being absent for this motion.

Mrs. Saul returned to Zoom meeting 7:26pm.

3. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve employment contract with Kerri Huff from September 1, 2020-June 30, 2021 as a full-time Special Education Teacher for the 2020-2021 school year, at BA, Step 2, for an annual salary of \$57,890. A roll call vote was taken and unanimously approved.
4. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve employment contract with Katie Bradley from September 1, 2020-June 30, 2021 as a full-time Preschool Teacher for the 2020-2021 school year, at MA, Step 1, for an annual salary of \$61,290, funded by PEA. A roll call vote was taken and unanimously approved.
5. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve maternity leave for Keri Maeurer beginning on or about September 14, 2020 with the intent to return

on or about February 1, 2021. This leave includes up to 12 weeks covered by FMLA & NJFLA. A voice vote was taken and unanimously approved.

6. Motion made by Mrs. Nothstine, second by Mrs. LoCascio upon the recommendation of the Superintendent, to approve Daniel Yardley as a substitute technology coordinator if needed at a rate of \$61.20/hour for the 2020-2021 school year. A roll call vote was taken and unanimously approved.
7. Motion made by Mrs. Nothstine, second by Mrs. LoCascio upon the recommendation of the Superintendent, to approve Kathleen Kane as Treasurer of School Monies from July 1, 2020 to June 30, 2021 for a stipend of \$3,354.40. A roll call vote was taken and unanimously approved.
8. Motion made by Mrs. Nothstine, second by Mrs. LoCascio upon the recommendation of the Superintendent, to approve the following staff members for the custodial building use stipend of \$35.00/hour, as worked, for the 2020-2021 school year when organizations are using the building and it is scheduled to be closed:

Nick Carbonaro
Gary Post
Michael Maggio

A roll call vote was taken and unanimously approved.

9. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve the following personnel for the summer program from July 6, 2020-July 30, 2020, salaries to be paid through the IDEA-BASIC Grant and ESSA Title 1.

Teachers:

Joann Graupe: LLD \$2,380 (IDEA-B)
Jennifer Gryzeski: Preschool/Kindergarten/Grade 1 \$2,380 (IDEA-B)
Kelly Fryer: Grades 3 & 4 \$2,380 (IDEA-B)
Mary DiRienzo: Grades 5 \$2,380 (IDEA-B)
Jessica Garrigan: Speech \$2,380 (IDEA-B)
Lisa Hutcheson: Reading Intervention \$2,380 (ESSA Title 1)
Jeanne Smetana: Social Worker-10 days- \$2,440 (IDEA-B)
Joanna Strauch: School Psychologist- 5 days - \$1,220 (IDEA-B)

A roll call vote was taken and unanimously approved.

10. Motion made by Mrs. Nothstine, second by Mrs. LoCascio upon the recommendation of the Superintendent, to approve shared service contract agreement for the 2020-2021 school year with Fredon Township School District, for a media specialist/librarian, Bettyann Picone for an annual amount of \$29,051.20. She will be in Stillwater 1.5 days a week (.3FTE). Fredon will be LEA. A roll call vote was taken and unanimously approved.
11. Motion made by Mrs. Nothstine, second by Mrs. Svendsen upon the recommendation of the Superintendent, to approve shared service contract agreement for the 2020-2021 school year with Fredon Township School District, for a Spanish Teacher, Frank Carchia for an annual amount of \$34,683.03. He will be in

Stillwater 2.5 days a week (.5FTE). Fredon will be LEA. A roll call vote was taken and unanimously approved.

POLICY

None.

EDUCATION & CURRICULUM

None.

BUILDING & GROUNDS

1. Building & Grounds Update- Mrs. Metzgar provided an update on the following:
 - 1966 Boiler Project
 - Front Driveway Gate
2. Motion made by Mrs. Galante, second by Mrs. Svendsen to approve revised building and use calendar for June 2020. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Galante, second by Mrs. Svendsen to approve building and use calendar for July 2020, pending direction from the State of NJ. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Galante, second by Mrs. Svendsen to approve garbage disposal 12-month contract with Waste Management in the amount of \$690.40 per month for the 2020-2021 school year. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Galante, second by Mrs. Nothstine to accept the following time and material quotes for the 2020-2021 school year:
 - Heating/Cooling/Boiler Repairs: R. Poust Trade Services \$125/hour
 - Plumbing/Water UV System: R. Poust Trade Services \$125/hr
 - Electric: Meyer Electric \$100/hour
 - Alternate: EM Electric \$95/hr plus \$70/hour bucket truck
 - Locksmith: Able Security Locksmiths \$100/hour plus \$79 trip chargeA voice vote was taken and unanimously approved.
6. Motion made by Mrs. Galante, second by Mrs. Kraft to approve the purchase of new Preschool Playground Equipment from Big Toys in the amount of \$46,153.61. NJ State Contract #16-Fleet-00142. To be paid for by PEA funds. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Galante, second by Mrs. Saul to approve removal of the old preschool playground area, installation of new equipment and mulch in the amount of \$21,210.00, to be paid by PEA funds. A voice vote was taken and unanimously approved.

8. Motion made by Mrs. Galante, second by Mrs. Svendsen to approve the renewal of student accident insurance with Bollinger Specialty Group for the 2020-2021 school year for a total cost of \$5,128. A voice vote was taken and unanimously approved.
9. Motion made by Mrs. Galante, second by Mrs. Svendsen to approve the attached resolution to join/renew with the New Jersey Schools Insurance Group Educational Risk & Insurance Consortium-Eric West Indemnity and Trust Agreement. A voice vote was taken and unanimously approved.
10. Motion made by Mrs. Galante, second by Mrs. Svendsen to approve the telecommunication system maintenance agreement with RFP Solutions for the 2020-2021 school year at a cost of \$2,710.80. (State contract T-1316 # 80809). A voice vote was taken and unanimously approved.
11. Motion made by Mrs. Galante, second by Mrs. Svendsen to approve Alimi Builders to complete masonry repairs for the Limestone Band around building: \$9,350. A voice vote was taken and unanimously approved.
12. Motion made by Mrs. Galante, second by Mrs. Svendsen to approve RFS Commercial to complete masonry repairs for back Board Office steps and walls located by the basketball court in the amount of \$6,380.51. Cooperative contract ESCNJ 18/19-59. A voice vote was taken and unanimously approved.
13. Motion made by Mrs. Galante, second by Mrs. Svendsen to approve building and use addendum as per our attorney due to Covid-19 restrictions. A voice vote was taken and unanimously approved.

TRANSPORTATION

None.

BUDGET & FINANCE

1. Motion made by Mrs. LoCascio, second by Mrs. Saul to approve June regular checks numbered 26490 through 26543, N0603, N0615, N0616, void checks 26534-26540 for a total of \$527,711.24. Cafeteria checks numbered 2618-2626 for a total of \$3,331.87. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the attached list of purchase orders over \$1,000 for 2019-2020 school year. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve monthly travel as attached. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve transfers from May 1, 2020 to May 31, 2020 as attached. A voice vote was taken and unanimously approved.

5. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the change of price to purchase one additional ActivePanel and cables in the amount of \$940. (Previous 5 were approved on June 1st, change of price due to new promotion of buy 2 get one free). Cooperative Contract HCESC-Cat-19-06. A voice vote was taken and unanimously approved.

6. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve the transfer of \$20,000 from the General Fund to the Cafeteria account to fund monthly cafeteria expenditures and equipment repairs. A voice vote was taken and unanimously approved.

7. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the transfer of \$10,000 from the General Fund to the unemployment account. A voice vote was taken and unanimously approved.

8. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve renewal contract with Delta Dental for July 1, 2020-June 30, 2021 at the following rates:
 - One Party- \$50.41
 - Two Party-\$96.79
 - Three Party-\$162.02
 A voice vote was taken and unanimously approved.

9. Resolution Increasing the Bid & Quote Threshold—Qualified Purchasing Agent made by Mrs. LoCascio, second by Mrs. Svendsen, WHEREAS, René Metzgar, School Business Administrator/Board Secretary/Director of Technology possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from \$40,000 to \$44,000, and the quote threshold from \$6,000 to \$6,600 effective July 1, 2020;

NOW, THEREFORE BE IT RESOLVED that the Stillwater Township Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$44,000, and quote threshold for \$6,600 for the Board of Education, and further authorizes René Metzgar, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount. A roll call vote was taken and unanimously approved.

10. Motion made by Mrs. LoCascio, second by Mrs. Saul to approve contract with E2E Exchange as our E-Rate Consultants at \$1,550 per year for category 1 funding and \$1,250 plus 3% of funding per year for category 2 services as needed, for the 2020-2021 & 2021-2022 school year. A voice vote was taken and unanimously approved.

11. Motion made by Mrs. LoCascio, second by Mrs. Kraft to approve the school breakfast & lunch prices as required by the PLE Worksheet, for the 2020-2021 school year, as attached. A voice vote was taken and unanimously approved.

12. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve copier maintenance agreement with T.A. Mountford for the 2020-2021 school year at a cost of \$8,075 state contract #A53090. A voice vote was taken and unanimously approved.
13. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the 2020-2021 membership participation fee for Morris County Cooperative Pricing Council (“Township of Randolph”) in the amount of \$1,100. A voice vote was taken and unanimously approved.
14. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to accept the gift of \$500 to be used toward a new scoreboard from the Stillwater School Class of 2020. A voice vote was taken and unanimously approved.
15. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to accept the following 2020 summer tuition students:

Sending District	Student	Tuition Cost	Grade Level
Fredon	011912	\$800	K-6 SpEd
Fredon	070312	\$800	K-6 SpEd
Fredon	122110	\$800	K-6 SpEd
Fredon	081511	\$800	K-6 SpEd
Fredon	080111	\$800	K-6 SpEd
Fredon	082515	\$800	K-6 SpEd
Fredon	070415	\$800	K-6 SpEd

A voice vote was taken and unanimously approved.

16. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to authorize the submission of the IDEA Part B and IDEA Preschool Grant application for FY2021, and accept the grant award of these funds upon subsequent approval of the FY2021 application as listed:

IDEA Part B- \$70,558
IDEA Preschool-\$5,563

A voice vote was taken and unanimously approved.

17. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to authorize the submission of the ESEA Grant applications for FY2021, and accepts the grant award of these funds upon subsequent approval of the FY2021 application as listed:

Title I, Part A- \$25,888
Title II, Part A- \$6,058
Title IV- \$10,000

A voice vote was taken and unanimously approved.

18. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to accept the \$10,000 grant from the NJEA Sustainable Jersey for Schools for the Stillwater School Recycling Program. A voice vote was taken and unanimously approved.

19. Motion made by Mrs. LoCascio, second by Mrs. Kraft to approve resolution for Report of Awarded Contracts:

Pursuant to PL 2015, Chapter 47 the Stillwater Township Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200 as per attached list. A voice vote was taken and unanimously approved.

20. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve resolution transfer of current year surplus to capital reserve:

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the Board of Education has determined that (an amount not to exceed) \$500,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

A roll call vote was taken and unanimously approved.

21. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve resolution to establish maintenance reserve account:

Resolution to establish a maintenance reserve account in accordance with N.J.A.C 6A:23A-14.2 to be used to implement required maintenance of the Stillwater Township School District facilities.

FURTHERMORE, to designate the Lakeland Bank as depository for the maintenance reserve account, signed by President, Business Administrator and Superintendent/or Treasurer of School Monies.

NOW THEREFORE BE IT RESOLVED by the Board of Education that it hereby authorizes the district's School Business Administrator to open a new Lakeland Bank Account consistent with all applicable laws and regulations.

A roll call vote was taken and unanimously approved.

22. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve resolution transfer of current year surplus to maintenance reserve:

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Maintenance Reserve account at year end, and

WHEREAS, the Board of Education has determined that (an amount not to exceed) \$250,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

A roll call vote was taken and unanimously approved.

LEGISLATION

Mrs. Kraft reported on the following bills:

- A4175- State to borrow to balance their budget
- Student Athlete Physicals- Impact due to Covid-19
- Anti-Hazing Bill- Expand scope of hazing activities and penalties

COMMUNITY RELATIONS

Mrs. Williver reported on the following items:

- NJ has now moved to Phase 2 of reopening
- Sussex County Library is now open for curbside pickup
- Wednesday Walkers Group meet from 9am-12 pm at Kittatinny State Park
- July 4th Blirstown Fireworks have been cancelled
- Skyland's Park Fireworks are still on 6-9 pm
- Stillwater Township website has a list of open activities
- Election Day- July 7th
- Fairview Lake Summer Camp- Information can be found on website.

UNFINISHED BUSINESS

1. Board member required training- Due December 31, 2020.
2. School Board Petitions due to the County Clerk's Office by July 27, 2020 by 4:00 pm.

NEW BUSINESS

Mrs. Williver commented that a lot of people are moving into the Lake Community. Hopefully it will reflect an increase for our student population!

PUBLIC PARTICIPATION

Eileen Lockburner- Thanked the board for having the meeting and the opportunity to speak.

Mr. DeGroat thanked Mrs. Lockburner and again advised her to meet with Administration.

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mrs. Nothstine, second by Mrs. Svendsen at 8:10 pm, 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 Superintendent Evaluation 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.

Mrs. Cramer was excused from the meeting at 8:10 pm.

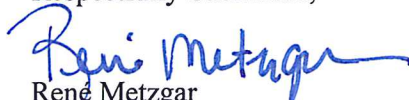
Mrs. Metzgar was excused from the meeting at 8:10 pm.

Motion made by Mrs. Thibault and seconded by Mrs. Saul at 8:18 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. Nothstine, second by Mrs. LoCascio to adjourn the meeting at 8:18 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar

Business Administrator/Board Secretary