

May 11, 2020

The Stillwater Board of Education met on May 11, 2020, at 7:00 p.m. remotely via Zoom for a Regular Board of Education Meeting.

The meeting was called to order by Kathleen Svendsen at 7:04 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 May 7, 2020.

Mrs. Svendsen led the flag salute. The following Board members were present: Mr. DeGroat (arrived 7:09 pm), 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, Cali Roberts Assistant Principal/Regional Curriculum Coordinator, and members of the public.

### **EXECUTIVE SESSION**

BE IT HEREBY RESOLVED by Mrs. LoCascio, second by Mrs. Nothstine at 7:07 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 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.

Mr. DeGroat arrived at 7:09 pm

Mrs. Roberts, Mrs. Cramer and Mrs. Metzgar were excused from executive session at 7:23pm.

Motion made by Mr. DeGroat and second by Mrs. Saul at 7:49 p.m. to come out of executive session and return to public session. A voice vote was taken and unanimously approved.

Mrs. Roberts, Mrs. Cramer and Mrs. Metzgar and the public were invited back into the public portion of the meeting at 7:49 pm.

### **BOARD BUSINESS**

1. Motion made by Mrs. Nothstine, second by Mrs. Svendsen to approve the Budget Public Hearing Minutes and Regular Board of Education Meeting minutes from April 27, 2020. A voice vote was taken and unanimously approved.

**BOARD BUSINESS BLOCK MOTIONS: 2-4**

*Motion to approve board business block motions 2-4 was made by Mrs. Nothstine, second by Mrs. Svendsen.*

2. Motion to approve the following individuals or firms in their respective positions for the 2020-2021 school year:

Energy Cooperation	ACES
School Physician	Skylands Pediatrics
Insurance Fund	NJ Schools Insurance Group
District Architect	Parette Somjen Architects
Environmental Consultants	Westchester Environmental, LLC
VSWS Operator	Agra Environmental
Board Attorney	Sciarrillo, Cornell, LLC
Board Auditor	Ardito & Co., LLC
Medical Insurance Fund	Schools Health Insurance Fund
Medical Insurance Agent of Record	Liberty Benefit Advisors
Accounting/Personnel Software Provider	CDK Systems
Payroll Computer Service Provider	R&L Datacenters, Inc.
Risk Management Consultant	The Morville Agency

3. Motion to designate the New Jersey Herald and Sunday Herald as the official newspaper for the 2020-2021 school year and the Star Ledger and The Township Journal as alternate newspapers and for selected advertising.
4. Motion to approve the following locations for posting all legal notices for the 2020-2021 school year:

Stillwater Post Office  
Stillwater Town Hall  
Middleville Post Office  
Swartswood Post Office  
Stillwater Board of Education Office  
Stillwater Elementary School

*A voice vote was taken and board business block motions 2-4 were unanimously approved.*

**SUPERINTENDENT’S REPORT**

Mr. Kochis reported on the following items:

- Zoom- technical difficulties, if the meeting shuts off, please log back in using the same credentials.
- Thanked teachers and families again for assisting in remote learning.
- Thanked the Board of Education members for the Teacher Appreciation gifts for our teachers.
- Governor Murphy announced the closure of schools for remainder of the school year.
- A committee has been established to work on the 6<sup>th</sup> grade recognition ideas due to the social distancing regulations.

## CORRESPONDENCE

-PTA thank you card for request to purchase classroom libraries.

## PRESIDENT'S COMMENTS

None.

## PUBLIC PARTICIPATION

None.

## ACTION ITEMS:

### PERSONNEL

1. Motion made by Mrs. Nothstine, second by Mrs. Thibault to approve renewal of Frontline Education to provide an Absentee Management System for the 2020-2021 school year in the amount of \$2,131.60. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Nothstine, second by Mrs. Svendsen, upon the recommendation of the Superintendent to re-hire the tenured instructional staff members for employment for the 2020-2021 school year from September 1, 2020 to June 30, 2021, at their 2020-2021 salary and step:

<u>Employee Name</u>	<u>Position</u>	<u>20/21 Step</u>	<u>Salary</u>
Bessemer, Denise	Elementary	BA, L3	\$ 83,735
Bickhardt, Lorraine	Elementary	MA, L3	\$ 87,935
Celentano, Brittany	Elementary	MA,11	\$ 73,620
Collier, Lynda	Elementary	BA, L1	\$ 79,395
DiRienzo, Mary	Special Education	BA, 7	\$ 63,410
Franck, Katrina	Music	BA, 7	\$ 63,410
Fryer, Kelly	Elementary	BA, 11	\$ 69,420
Garrigan, Jessica	Speech	MA, 10	\$ 71,775
Grau, Lisa	Elementary	BA, L3	\$ 83,735
Hutcheson, Lisa	Interventionist	MA + 30, L2	\$ 86,790
Johnson, Beth	Elementary	MA, L3	\$ 87,935
Knapp, Ramona	Elementary	MA, L3	\$ 87,935
Maeurer, Keri	Elementary	MA, 12	\$ 75,515
Mahedy, Janet	Middle School	MA+15, 13	\$ 77,985
Makarevich, Elaine	STEAM/Pinwheel	MA+30, L3	\$ 88,985
Newman, Jessica	Special Education	MA+15, 11	\$ 74,145
Pagano, Christine	Elementary	BA, 15	\$ 77,300
Piazza, Melissa	Art/Yoga	BA, L3	\$ 83,735
Pierson, Susan	Preschool	MA+15, L1	\$ 84,120
Radimer, Meghan	Physical Ed/Health	BA, 11	\$ 69,420

Reed, Justin	Physical Ed/Health	MA, 13	\$	77,460
Riva, Maureen	Special Education	BA, 9	\$	65,780
Robinson, Corrine	Elementary	MA, 14	\$	79,455
Steffens, Jessica	Middle School	MA, 11	\$	73,620
Then, Erica	Elementary	BA, 10	\$	67,575

A roll call vote was taken and unanimously approved.

- Motion made by Mrs. Nothstine, second by Mrs. Svendsen, upon the recommendation of the Superintendent, to offer the following contracts to the non-tenured instructional staff members for employment for the 2020-2021 school year from September 1, 2020 to June 30, 2021, at their 2020-2021 salary and step:

<u>Name</u>	<u>Position</u>	<u>Step</u>	<u>Salary</u>
Bird, Michele	Special Education	BA, 7	\$ 63,410
Graupe, Joanne	Special Education	MA, 5	\$ 53,124 (.81 FTE)
Gryzeski, Jennifer	Preschool	BA+15, 1	\$ 59,190
Santomartino, Rebecca	Special Education	MA, 7	\$ 67,610
Scocoza, Sam	Special Education	BA, 4	\$ 59,855
Smetana, Jeanne	Social Worker	MA, 10	\$ 71,775
Strauch, Joanna	School Psychologist	MA+30, 13	\$ 15,702 (.2FTE)

A roll call vote was taken and unanimously approved.

- Motion made by Mrs. Nothstine, second by Mrs. LoCascio, as recommended by the Superintendent, to approve contract with Marissa Cramer as Principal/Supervisor of Child Study Team, Special Education, BSI from July 1, 2020-June 30, 2021, in the amount of \$103,205.71. A roll call vote was taken and unanimously approved.
- Motion made by Mrs. Nothstine, second by Mrs. Thibault, upon the recommendation of the Superintendent, to approve Cali Roberts as the 10 Month/200 day, Assistant Principal/Regional Curriculum Coordinator at an annual salary of \$85,134.79 plus a \$2,000 after school program stipend for the 2020-2021 school year. A roll call vote was taken and unanimously approved.
- Motion made by Mrs. Nothstine, second by Mrs. Svendsen to approve shared service contract for the 2020-2021 school year for the part-time Regional Curriculum Coordinator (Cali Roberts), at annual cost of \$59,316.55, split equally between Sandyston-Walpack, Fredon, Hampton, Stillwater, and Kittatinny Regional High School. The Stillwater Township Board of Education will serve as the LEA. A roll call vote was taken and unanimously approved.
- Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to offer contracts to the following full-time, 12 month SEA administrative assistants for employment for the 2020-2021 school year, from July 1, 2020- June 30, 2021:

Deborah Berger-\$45,101.69

Lisa Roycroft- \$43,054.45

A roll call vote was taken and unanimously approved.

8. Motion made by Mrs. Nothstine, second by Mrs. Thibault, upon the recommendation of the Superintendent, to offer contracts to the following full-time Para-Professional staff member for employment for the 2020-2021 school year from September 1, 2020-June 30, 2021.

<u>Name</u>	<u>Base Hourly Rate</u>	<u>Adjustments</u>	<u>Total Hourly Rate</u>
Pevarnik, Kathleen	\$20.28	Longevity: \$300 HQ: \$100 \$400=\$0.34	\$20.62

A roll call vote was taken and unanimously approved.

9. Motion made by Mrs. Nothstine, second by Mrs. Galante, 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 2020-2021 school year from September 1, 2020-June 30, 2021 to be paid at an hourly rate:

<u>Name</u>	<u>Base Hourly Rate</u>	<u>Adjustments</u>	<u>Total Hourly Rate</u>
Coombs, Tracey	\$ 17.43	N/A	\$ 17.43
Demetroules, Claire	\$ 14.09	N/A	\$ 14.09
Philhower, Morgan	\$ 13.16	\$ 750 = \$0.75/hour	\$ 13.91
Rodriguez, Darlene	\$ 13.16	N/A	\$ 13.16
Vivian, Heather	\$ 13.16	\$500=\$0.50/hour	\$ 13.66
Walaszczyk, Ana Cristina	\$ 13.17	N/A	\$ 13.17
Wilson, Shannon	\$ 13.17	N/A	\$ 13.17

A roll call vote was taken and unanimously approved.

10. Motion made by Mrs. Nothstine, second by Mrs. Saul, upon the recommendation of the Superintendent, to offer contracts to the following part-time 15 hours/week Para-Professional staff members for employment for the 2020-2021 school year from September 1, 2020-June 30, 2021 to be paid at an hourly rate:

<u>Name</u>	<u>Base Hourly Rate</u>	<u>Adjustments</u>	<u>Total Hourly Rate</u>
DeStefano, Holly	\$ 13.16	\$500=\$0.50/hour	\$ 13.66
Kearney, Holly	\$ 13.16	N/A	\$ 13.16

A roll call vote was taken and unanimously approved.

11. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, as recommended by the Superintendent, to approve contract with René Metzgar as School Business Administrator/Board Secretary/Director of Technology, from July 1, 2020-June 30, 2021, in the amount of \$118,531.92. Contract was approved by the county office on May 4, 2020. A roll call vote was taken and unanimously approved.

12. Motion made by Mrs. Nothstine, second by Mrs. Svendsen, upon the recommendation of the Superintendent, to approve Michael Maggio as the full-time Head Custodian/Maintenance & Grounds Person for the 2020-2021 school year from July 1, 2020-June 30, 2021 an annual salary of \$66,002.47. A roll call vote was taken and unanimously approved.

13. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to offer contracts to the following full-time, 12 month custodial staff for employment for the 2020-2021 school year from July 1, 2020 to June 30, 2021:

Nick Carbonaro- \$59,224.00 plus \$600 longevity- Total: \$59,824  
 Gary Post- \$45,692.05

A roll call vote was taken and unanimously approved.

14. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve contract for the 2020-2021 school year from July 1, 2020 to June 30, 2021 with Joseph VanSkiver as a part time, 12 month, 25 hours/week custodian, for an annual salary of \$20,206.80 (\$16.84/hr). A roll call vote was taken and unanimously approved.

15. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to offer contracts to the following full-time, 12 month administrative assistants for employment for the 2020-2021 school year, from July 1, 2020- June 30, 2021:

Michelle Gerhardt-\$42,107.04  
 Megan Reed- \$47,896.17

A roll call vote was taken and unanimously approved.

16. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve Charles Culver as the Part-Time Technology Coordinator for the 2020-2021 school year, from July 1, 2020-June 30, 2021 at salary of \$21,474.18. A roll call vote was taken and unanimously approved.

17. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve the following part-time School Security Officers from July 1, 2020 to June 30, 2021 to be paid \$31.58/hour:

-David Somma  
 -Thomas Leahy

A roll call vote was taken and unanimously approved.

18. Motion to approve the following graduate classes at Centenary University for William Kochis as per contract:

<b>Title of Course</b>	<b>Dates</b>	<b>Cost</b>
Human Resources Management/Law Seminar	6/29/20-8/6/20	\$2,191.50

A voice vote was taken and unanimously approved.

**PERSONNEL BLOCK MOTIONS: 19-24**

*Motion to approve Personnel block motions 19-24 was made by Mrs. Nothstine, second by Mrs. Svendsen.*

19. Motion to appoint Justin Reed as the Teacher in Charge for the 2020-2021 school year.

20. Motion to set the following substitute rates for the 2020-2021 school year:  
 Teacher \$85 per day [If the substitute is in the same position for more than twenty (20) days the rate will be 1/200<sup>th</sup> of step 0 on the salary guide].
 

Aide	\$78 per day (no sub cert)
Secretary	\$78 per day (no sub cert)
Custodian	\$13.00 per hour
Nurse	\$130 per day if a registered nurse
21. Motion to appoint Marissa Cramer, Principal as Public Agency Compliance Officer, Affirmative Action Officer, Educational Stability Liaison, and Gender Equity Officer for the 2020-2021 school year.
22. Motion to appoint Marissa Cramer, Principal as the Human Resource Officer for the 2020-2021 school year.
23. Motion to appoint Marissa Cramer, Supervisor of Special Education and Basic Skills, as the Coordinator of Section 504 of the Rehabilitation Act of 1973 for the handicapped for the 2020-2021 school year.
24. Motion to appoint Marissa Cramer, Supervisor of Special Education and Basic Skills, as the Homeless Liaison for the 2020-2021 school year.

*A voice vote was taken and Personnel block motions 19-24 were unanimously approved.*

**PERSONNEL BLOCK MOTIONS: 25-31**

*Motion to approve Personnel block motions 25-31 was made by Mrs. Nothstine, second by Mrs. LoCascio.*

25. Motion to appoint Marissa Cramer, Supervisor of Special Education and Basic Skills as Substance Awareness Coordinator for the 2020-2021 school year.
26. Motion to appoint Cali Roberts, Assistant Principal, as Attendance Officer for the 2020-2021 school year.
27. Motion to appoint Cali Roberts, Assistant Principal, as HIB Coordinator for the 2020-2021 school year.
28. Motion to appoint Jeanne Smetana, Social Worker, as HIB Specialist for the 2020-2021 school year.
29. Motion to appoint the school nurse as the PEOSH Contact Person for the 2020-2021 year.
30. Motion to appoint René Metzgar, Business Administrator/Board Secretary/Director of Technology, as the PEOSH Contact Person from July 1, 2020-September 1, 2020.
31. Motion to appoint William Kochis, Superintendent, as the Policy Coordinator for the 2020-2021 school year.

*A voice vote was taken and Personnel block motions 25-31 were unanimously approved.*

### **PERSONNEL BLOCK MOTIONS: 32-36**

*Motion to approve Personnel block motions 32-36 was made by Mrs. Nothstine, second by Mrs. LoCascio.*

32. Motion to approve updated Teacher Mentoring Plan. (Plan is located in the main office for review.)
33. Motion to approve the use of the Charlotte Danielson Framework for Teaching Evaluation Model for the 2020-2021 school year.
34. Motion to approve the use of the Marzano School Leader Evaluation Model for the 2020-2021 school year.
35. Motion to recognize the Stillwater Education Association as the official bargaining unit of the teaching faculty, custodians, paraprofessionals, and qualifying secretaries for the 2020-2021 school year.
36. Motion to recognize the Stillwater PTA as a volunteer organization for Stillwater School for the 2020-2021 school year.

*A voice vote was taken and Personnel block motions 32-36 were unanimously approved.*

### **POLICY**

1. Public Notice on Internet Safety Policy 6142.10 to satisfy E-Rate funding requirements for the 2020-2021 school year.
2. Motion made by Mrs. Svendsen, second by Mrs. Saul to approve the second and final reading of the following revised policies:
  - Policy 4111.2/4211.2 Domestic Violence
  - Policy 5134 Married/Pregnant Pupils
  - Policy 5113 Attendance, Absences, and Excuses
  - Policy 5141 Health
  - Policy 6140 Curriculum Adoption
  - Policy 6161.1 Guidelines For Evaluation and Selection of Instructional MaterialsA voice vote was taken and unanimously approved.

### **EDUCATION & CURRICULUM**

1. Extended School Year Discussion- Administration discussed our summer school program due to the current Covid-19 restrictions. A plan for the program must be submitted to the county office with our school closure plan. Due to the restrictions it seems to be best to plan and hold our summer ESY program remotely.



2. Motion made by Mrs. Saul, second by Mrs. Svendsen to approve contract with J&B Therapy to provide services as needed for the 2020-2021 school year:

<u>Service</u>	<u>Rate</u>
Occupational Therapy	\$85.00/hour
Physical Therapy and/or Speech Therapy	\$88.00/hour
Educational Support Services (LDTC)	\$92.00/hour
Psychologist Services	\$92.00/hour
Evaluations*	\$405.00/evaluation
Behavioral Support Services as provided by BCBA/Behavioral Supervisor	\$92.00/hour (3 hour/week minimum)
Behavioral Plans & Functional Behavior Assessments	\$92./hour
Behavioral Support Services as provided by a Behaviorist	\$92.00/hour
Reading Specialist	\$80.00/hour
Home Instruction	\$65.00/hour
Social Work Services	\$80.00/hour
*ABA Paraprofessional Services	\$35.00/hour
*Paraprofessional Services	\$28.00/hour
Teacher of the Deaf Services	\$135.00/hour
Administrative Fee	1%

\*Includes, but is not limited to, evaluations for Occupational Therapy, Physical Therapy, Speech Therapy, Educational Assessments, and Psychological Evaluations.

A voice vote was taken and unanimously approved.

3. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve contract with Joanne Welles to provide Physical Therapy services for the 2020-2021 school year at a rate of \$100/hour. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve contract with Diane Hornung to provide LDTC testing services for the 2020-2021 school year at a rate of \$350/test with report, and/or \$50/IEP meeting. Contracted at least 1 day per month as part of the CST Department. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Saul, second by Mrs. Svendsen to approve agreement with Sussex County Educational Services Commission for ancillary educational services as needed for the 2020-2021 school year. A voice vote was taken and unanimously approved.

### **EDUCATION & CURRICULUM BLOCK MOTIONS: 6-10**

*Motion to approve Education & Curriculum block motions 6-10 was made by Mrs. Saul, second by Mrs. LoCascio.*

6. Motion to approve per NJAC 6A:32-7.3 the compilation of state mandated and permitted pupil records for the purpose of promoting the educational welfare of the pupil including general student information, record of attendance, description of pupil progress, history and status of pupil health, and any other records required by the State Board of Education.

7. Motion to approve the guidance and counseling program for the 2020-2021 school year. (A copy of this program is available in the CST office.)
8. Motion to approve the English Language Learner program for the 2020-2021 school year. (Copy is available in the main office for review.)
9. Motion to approve the English Language Learner Entry and Exit Identification Process for the 2020-2021 school year. (Copy is available in the main office for review.)
10. Motion to readopt all current written curriculums for the 2020-2021 school year.

*A voice vote was taken and Education & Curriculum block motions 6-10 were unanimously approved.*

### **BUILDING & GROUNDS**

1. Mrs. Metzgar provided a Buildings and Grounds update on the following items:
  - 1966 Boiler Project
  - Main Driveway Gates
  - Gym Wall Cracks
  - Preschool Playground
  - Parking lot repairs & sealcoating
  - Water System Update
2. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve building and use calendar for June 2020, pending direction from the State of NJ. A voice vote was taken and unanimously approved.

### **BUILDING & GROUNDS BLOCK MOTIONS: 3-8**

*Motion to approve Building & Grounds block motions 3-8 was made by Mrs. Galante, second by Mrs. Svendsen.*

3. Motion to adopt the IPM Plan for the 2020-2021 school year. (A copy of this plan is available for review in the business office.)
4. Motion to adopt the Chemical Hygiene Plan for the 2020-2021 school year. (A copy of this plan is available for review in the business office.)
5. Motion to adopt the School Emergency Operations Plan for the 2020-2021 school year. (A copy of this plan is available for review in the main office.)
6. Motion to adopt the Safety and Security Plan for the 2020-2021 school year. (A copy of this plan is available for review in the main office.)
7. Motion to charge a custodial fee of \$35.00 per hour to organizations using the building when it is normally scheduled to be closed for the 2020-2021 school year.

8. Motion to charge a security fee of \$31.58 per hour to organizations who request security officers for their events for the 2020-2021 school year.

*A voice vote was taken and Building & Grounds block motions 3-8 were unanimously approved.*

### **BUILDING & GROUNDS BLOCK MOTIONS: 9-12**

*Motion to approve Building & Grounds block motions 9-12 was made by Mrs. Galante, second by Mrs. Svendsen.*

9. Motion to appoint René Metzgar and Cali Roberts as Safety Coordinators 2020-2021 school year.
10. Motion to appoint Cali Roberts as the School Safety Specialist for the 2020-2021 school year and the School Security Officers, Thomas Leahy and David Somma, as alternates when Ms. Roberts is out of the building.
11. Motion to appoint Michael Maggio as Right to Know Officer, Integrated Pest Management Coordinator, Indoor Air Quality Designee, Chemical Hygiene Officer and AHERA Contact Person for the 2020-2021 school year.
12. Motion to approve the Biosecurity Management Plan for the 2020-2021 school year. (Copies of this plan are available for review in the board office.)

*A voice vote was taken and Building & Grounds block motions 9-12 were unanimously approved.*

### **TRANSPORTATION**

1. Transportation Contract Update- Mrs. Metzgar notified the board of education that Stocker Bus Company has offered us a 10% discount for April, May, and June on our regular bus contract.
2. Motion made by Mrs. Thibault, second by Mrs. Svendsen to approve the adjustment to Stocker Bus Regular Transportation Contract for April, May, and June 2020 to reflect a 10% decrease in contract costs due to Covid-19 restrictions. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Thibault, second by Mrs. Svendsen to approve the return bus fee of \$50.00 for the 2020-2021 school year, for any student returned to the school if no one is at the bus stop. A voice vote was taken and unanimously approved.

### **BUDGET & FINANCE**

1. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve May regular checks numbered 26444 through 26463, N0430, for a total of \$338,830.78. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve the attached list of purchase orders over \$1,000 for 2019-2020 school year. A voice vote was taken and unanimously approved.



**BUDGET & FINANCE BLOCK MOTIONS: 11-16**

*Motion to approve Budget & Finance block motions 11-16 was made by Mrs. LoCascio, second by Mrs. Svendsen.*

11. Motion to designate the Lakeland Bank as depository for the following Accounts for the 2020-2021 school year:  
  
Regular Checking - Signed by President, Business Administrator and Superintendent/or Treasurer of school monies  
  
Payroll Account - Signed by Business Administrator or Treasurer of School Monies  
  
Payroll Agency Account - Signed by Business Administrator or Treasurer of School Monies  
  
HRA Account- Signed by Business Administrator or Superintendent  
  
Cafeteria Account - Signed by President, Business Administrator and Superintendent /or Treasurer of School Monies  
  
State Unemployment Trust Account-Business Administrator or Superintendent or/ Treasurer of School Monies  
  
Petty Cash Account – Signed by Business Administrator or Superintendent. Maximum check amount is \$40.00.  
  
Capital Account - Signed by President, Business Administrator and Superintendent/or Treasurer of School Monies  
  
In the event the Business Administrator is not available, the Superintendent may sign the Payroll and Payroll Agency Accounts.  
  
In the event the President is not available, the Vice President may sign in his/her place.
12. Motion to designate the Lakeland Bank as depositor for the Student Activity Account - Signed by the two of the following; Superintendent, Business Administrator/Board Secretary, Assistant Principal, and one 6th grade teacher.
13. Motion to designate Valley National as depositor for a Capital Investment Account – signed by the Business Administrator/Board Secretary.
14. Motion to appoint the Business Administrator/Board Secretary as Investment Officer, and to designate the following banks as depositories for the investment of school funds:

Valley National Bank  
TD Bank  
PNC Bank  
First National Bank of Hope  
Lakeland Bank

Beneficial Bank  
New Jersey Cash Management Fund

15. Motion to appoint the Superintendent as claims auditor for the 2020-2021 school year to approve checks and emergency account transfers during the month that cannot wait for the board meeting. Such checks will appear on the bills list and transfers will be confirmed by the board at the next regular meeting.
16. Motion to approve the chart of accounts for the budgetary process and authorizes the Superintendent and the Business Administrator to implement the 2020-2021 budget and to commit funds within budgetary limitations pursuant to the policies and regulations of the State Board and Stillwater Board of Education.

*A voice vote was taken and Budget & Finance block motions 11-16 were unanimously approved.*

**BUDGET & FINANCE BLOCK MOTIONS: 17-22**

*Motion to approve Budget & Finance block motions 17-22 was made by Mrs. LoCascio, second by Mrs. Thibault.*

17. Motion to authorize the Business Administrator to make regular payments of such standard bills as Health & Dental Benefits, Utilities, Board's Share of Social Security, Pensions, Unemployment Tax, Salaries, Tuition, Transportation and Cafeteria expense bills, for the 2020-2021 school year.
18. Motion to authorize the Superintendent, for the 2020-2021 school year, to declare items as surplus and properly dispose of them.
19. Motion to appoint René Metzgar, Business Administrator/Board Secretary for the 2020-2021 school year, as Public Agency Compliance Officer for purchasing and liaison official with the authority to recommend the appropriate corrections to the district's contracting procedures as required by the NJ Division of Contract Compliance and Equal Opportunity Office.
20. Motion to approve René Metzgar and Marissa Cramer as accountability officers for federal grants for the 2020-2021 school year.
21. Motion to assign the authority, responsibility and accountability for the purchasing activity as a Qualified Purchasing Agent of the board of education to René Metzgar, Business Administrator/Board Secretary and to set the bid threshold for the 2020-2021 school year at \$40,000 as allowed by law and to approve competitive quotations for amounts less than \$6,000.
22. Motion to adopt the 2020-2021 Purchasing Manual for the Stillwater Township Board of Education. (A copy of this manual is available for review in the business office.)

*A voice vote was taken and Budget & Finance block motions 17-22 were unanimously approved.*

## **BUDGET & FINANCE BLOCK MOTIONS: 23-27**

*Motion to approve Budget & Finance block motions 23-27 was made by Mrs. LoCascio, second by Mrs. Thibault.*

23. Motion to adopt the Standard Operating Procedures and Internal Controls Manual for the Stillwater Township Board of Education. (A copy of this manual is available for review in the business office.)
24. Motion to authorize the School Business Administrator/Board Secretary as custodian of Board of Education Records for OPRA compliance, for the 2020-2021 school year.
25. Motion to authorize payroll deductions for Tax Sheltered annuities, disability income protection plans, and other depositories authorized by the staff with Equitable, AIG Valic, Lincoln Investment, Prudential, Aflac, Wage Works, Visions Credit Union for the 2020-2021 school year.
26. Motion to approve purchasing through Hunterdon County Cooperative, Morris County Cooperative, Educational Services Commission of NJ, Camden County Educational Services Commission, approved NJ State contract vendors, WSCA State contracts, NJ Edge, and approved National Joint Powers Alliance/Sourcewell Contract vendors for the 2020-2021 school year. (attachment)
27. Motion to approve travel limitation for regular business travel up to \$1,500 per person for administration, custodial, maintenance, and secretaries for the 2020-2021 school year.

*A voice vote was taken and Budget & Finance block motions 23-27 were unanimously approved.*

## **LEGISLATION**

Mrs. Kraft reported on the following items:

- NJSBA Supports the bill to expand internet access for students due to remote learning.
- Hunger Free Students Bill- Cannot deny students meals for their lunch accounts being in arrears.

## **COMMUNITY RELATIONS**

Mr. DeGroat thanked Mrs. Williver and Mrs. LoCascio for setting up the Teacher Appreciation gifts for the board.

## **UNFINISHED BUSINESS**

1. Board member required training- Due December 31, 2020.
2. Superintendent Evaluation- The board completed their evaluation through NJSBA, and will begin the first part of discussion tonight. We are on target to complete the evaluation by June 30<sup>th</sup>.

## **NEW BUSINESS**

- Board Self Evaluation
- NJSBA Technology conference webinar

## **PUBLIC PARTICIPATION**

-Meredith Reilly- Marigold Way, Stillwater- expresses disappointment in the staff appointments tonight. Mrs. Ciccolella changed her child's life. She is sad her other daughter will not be able to have her as a teacher. Mrs. Reilly wanted to publicly thank Mrs. Ciccolella for everything she has done, her passion to teach, and her enthusiasm to her students.

-Mrs. Thibault and the board of education thanked Mayor Chamings for all she has done through this pandemic.

## **EXECUTIVE SESSION**

BE IT HEREBY RESOLVED by Mrs. LoCascio, second by Mrs. Svendsen at 8:55 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 the 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.

Mr. Kochis was excused from the meeting at 8:55 pm.

Mrs. Metzgar was excused from the meeting at 8:57 pm.

Motion made by Mrs. Nothstine and seconded by Mrs. Svendsen at 9:22 p.m. to come out of executive session and return to public session. A voice vote was taken and unanimously approved.

Mrs. Metzgar returned to the meeting at 9:23 pm.

## **ADJOURN**

Motion made by Mrs. Nothstine, second by Mrs. LoCascio to adjourn the meeting at 9:24 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar  
Business Administrator/Board Secretary