

March 16, 2020

The Stillwater Township Board of Education met on March 16, 2020 at 7:00 p.m. in the Stillwater School All Purpose Room for a Committee of the Whole 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.

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

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 Regular Board of Education Meeting minutes from February 24, 2020. Motion approved by voice vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mrs. Galante-Aye; Mrs. Saul-Abstain; Mrs. LoCascio-Aye; Mr. DeGroat-Aye; Mrs. Williver- Aye; Mrs. Thibault-Aye; Mrs. Kraft-Aye.
2. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve the Special Meeting minutes from March 5, 2020. Motion approved by voice vote: Mrs. Svendsen-Abstain; Mrs. Nothstine-Aye; Mrs. Galante-Aye; Mrs. Saul-Aye; Mrs. LoCascio-Aye; Mr. DeGroat-Aye; Mrs. Williver- Aye; Mrs. Thibault-Aye; Mrs. Kraft-Aye.
3. Shared Superintendent Interlocal Plan-Mr. Kochis reported he has begun working on a required plan that will be presented at the next board of education meeting in regards to sharing a Superintendent with Sandyston-Walpack.

COMMITTEE REPORTS

PERSONNEL

Motion to approve personnel block motions 1-7 was made by Mrs. Nothstine, second by Mrs. Svendsen.

1. Motion, upon the recommendation of the Superintendent, to approve attached professional days.

2. Motion, upon the recommendation of the Superintendent, to approve Maureen Riva as the maternity leave teacher replacement for the After School Learning Center at a rate of \$60/session for the remainder of the 2019-2020 school year. Paid through Title I.
3. Motion, upon the recommendation of the Superintendent, to offer the long-term substitute teacher contract to Nicole Burge from April 20, 2020-June 30, 2020 to be hired at BA, Step 0, at a daily rate of \$276.88, no benefits, pending criminal history and background check. (attachment)
4. Motion to approve Madeline Loza from Sussex County Community College to complete 20 observation hours in Mrs. Then's classroom.
5. Motion to approve Katelyn Chadwick from East Stroudsburg University to complete 45 observation hours with Miss Radimer.
6. Motion to rescind the following motion approved at the February 24, 2020 Regular Board of Education Meeting:

Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to offer the maternity leave teacher replacement contract to Danielle Hoon from March 2, 2020 to May 29, 2020 to be hired at MA, Step 0, at a daily rate of \$302.45, no benefits, pending criminal history and background check. A roll call vote was taken and unanimously approved.

7. Motion, upon the recommendation of the Superintendent, to offer the maternity leave teacher replacement contract to Danielle Hoon from March 2, 2020 to May 29, 2020 to be hired at MA, Step 0, at a daily rate of \$297.88, no benefits, pending criminal history and background check.

A roll call vote was taken and personnel block motions 1-7 were unanimously approved.

POLICY

1. Motion made by Mrs. Svendsen, second by Mrs. Nothstine to approve the first reading of the following revised policy:
Policy#4111.1/4211.1 Nondiscrimination/Affirmation Action
A voice vote was taken and unanimously approved.

EDUCATION & CURRICULUM

1. Preparedness Plan Update- Mr. Kochis reported that we are currently putting our preparedness plan in place. Communication has been sent to our community. We are following the guidance of the county and state. Mr. Kochis also thanked Mayor Chamings, the staff, and community for all the assistance provided to get through this time.
2. Green Team Report- Mr. Kochis reported that our team met and is in the process of recertification for Sustainable NJ.

BUILDING & GROUNDS

1. Building & Grounds Update- Mrs. Metzgar reported the bid opening scheduled for March 26th at the Stillwater School Board Office, has moved locations to our architect's office-Parette Somjen Architects due to the school closures.
2. Motion made by Mrs. Galante, second by Mrs. Svendsen to dispose of the following retired pieces of cafeteria equipment:
 - 1985 Hobart Mixer
 - R4X Robot Coupe Food Processor (date unknown)A voice vote was taken and unanimously approved.

TRANSPORTATION

Motion to approve transportation block motions 1-2 was made by Mrs. Thibault, second by Mrs. Svendsen.

1. Motion to approve a new bus stop for ST8 at 1041 Mt. Benevolence Road for the 2019-2020 school year.
2. Motion to approve transportation with Stocker Bus for the following field trips for the 2019-2020 school year:

Date	Location	Grade	Cost
April 28, 2020	Lafayette School	Grade 3 & 4 Pinwheel	\$325
May 6, 2020	KRHS	Grades 5 & 6-Junior High Play Preview	\$145/per bus=\$290 Total
May 15, 2020	NJ State Fairgrounds	Kindergarten	\$215

A voice vote was taken and transportation block motions 1-2 were unanimously approved.

BUDGET & FINANCE

1. Review of 2020-2021 Tentative Budget- Mr. Kochis & Mrs. Metzgar presented the 2020-2021 tentative school budget. Detailed information was provided regarding projected revenues and expenditures. Information was also provided on state aid, tax levy and impact, school programs, building projects, and the future of funding for the district.
2. Motion was made by Mrs. LoCascio, second by Mrs. Svendsen to introduce the preliminary 2020-2021 School Budget and authorize the School Business Administrator to submit the preliminary budget to the Sussex County Office of Education for compliance and approval for advertisement as follows:

<u>Expenditures</u>		<u>Revenues</u>	
Charter School	<u>\$159,338</u>		
General Current Expense	<u>\$ 5,848,110</u>	<u>General Fund</u>	
Capital Outlay	<u>\$ 752,501</u>	..Budgeted Fund Balance	\$ 334,219
		..Local Tax Levy	\$4,520,290
Special Revenue Fund	<u>\$636,403</u>	..Capital Reserve	\$601,000
		..Capital Reserve Int.	\$500
Repayment of Debt	<u>\$ 0.00</u>	..Misc Revenue	\$2,000
		..Tuition	\$30,000
		..State Aid	\$1,270,940
		...SEMI	\$ 1,000
		Total General Fund:	\$6,759,949
Total Expenditures	<u>\$7,396,352</u>	<u>Special Revenue Fund</u>	
		..Federal & State Aid	\$636,403
		<u>Debt Service</u>	\$0.00
		Total Revenue	<u>\$ 7,396,352</u>

As per NJAC 6A:23A-7.3, the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The maximum amount of travel and expense reimbursement for the 2019-2020 budget was \$10,000. As of March 1, 2020 the amount spent to date is \$3,998.99. The 2020-2021 tentative budget includes a maximum travel appropriation of \$10,000. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded. Included in the 2020-2021 proposed budget is a maximum regular business travel amount of \$1,500 per employee.

Further be it resolved, the Stillwater Township Board of Education approves the use of \$149,249 in Banked Cap which will support instructional costs in the 2020-2021 fiscal year budget.

Be it further resolved, that included in line 600, Budgeted Withdrawal from Capital Reserve is \$601,000 for other capital projects. The total costs of these projects is \$601,000, which represents expenditures for the 1966 section boiler replacement that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

This proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A. A roll call vote was taken and unanimously approved.

3. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the following resolution authorizing the Stillwater Township Board of Education to enter into a cooperative pricing agreement:

WHEREAS, N.J.S.A. 18A:18A-11, et seq. authorizes two or more contracting units to establish a Cooperative Pricing System for the provision and performance of goods and services, and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, NJEdge.Net, Inc. (“NJEdge”), hereinafter referred to as the “Lead Agency” has offered voluntary participation in a Cooperative Pricing

System known as the "Edge Market Cooperative" for the purchase of goods and services; and

WHEREAS, on March 16, 2020, the governing body of Stillwater Township, situated in the County of Sussex, State of New Jersey, duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services; and

WHEREAS, the Stillwater Township Board of Education within the County of Sussex, State of New Jersey, desires to participate in the Edge Market Cooperative; and

NOW, THEREFORE BE IT RESOLVED as follows:

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Stillwater Township Board of Education. Pursuant to the provisions of N.J.S.A. 18A:18A-11, et seq., René Metzgar, School Business Administrator/Board Secretary/ Director of Technology of the Stillwater Township Board of Education, on behalf of the Stillwater Township Board of Education is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

This Lead Agency shall be responsible for complying with the provisions of the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., and all other provisions of the revised statutes of the State of New Jersey. A voice vote was taken and unanimously approved.

COMMUNITY RELATIONS

No Report.

LEGISLATIVE

No Report.

PUBLIC PARTICIPATION

None.

EXECUTIVE SESSION

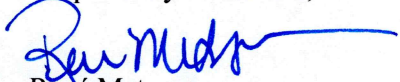
Executive Session was canceled and will be postponed to a future meeting due to the State mandated curfew of 8:00 pm.

Mr. DeGroat thanked the public for attending and to stay safe and healthy!

ADJOURNMENT

Motion made by Mrs. Svendsen, second by Mrs. LoCascio to adjourn the meeting at 7:40 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary