

February 24, 2020

The Stillwater Township Board of Education met on February 24, 2020 at 7:00 p.m. in the Stillwater School Library for a Regular Board of Education Meeting.

The meeting was called to order by Vice President, Kathleen Svendsen 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.

Mrs. Svendsen led the flag salute. The following Board members were present: Mrs. Svendsen, Mrs. Nothstine, Mrs. Williver, Mrs. Galante (arrived 7:07 pm), Mrs. LoCascio, Mrs. Thibault, and Mrs. Kraft.

Absent: Mr. DeGroat and Mrs. Saul.

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. Nothstine, second by Mrs. LoCascio to approve the Committee of the Whole Board of Education Meeting minutes and Executive Session meeting minutes from February 10, 2020. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve the Special Meeting minutes from February 11, 2020. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve the January 31, 2020 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,167,396.87 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of January 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.

SUPERINTENDENT'S REPORT

Mr. Kochis reported on the following items:

- Pinwheel- Shake, Rattle, and Roll Regional Challenge
- KRHS Crossage Event
- KRHS Players- Preview to Stillwater Students
- Reading Celebrations
- Second Strategic Planning Meeting Update

CORRESPONDENCE

None.

VICE PRESIDENT'S COMMENTS

Mrs. Svendsen commented on the last strategic planning meeting. It was a really creative meeting and interesting when we came back from our groups that others had the same ideas. Really making great progress.

PUBLIC PARTICIPATION

None.

ACTION ITEMS:

PERSONNEL

Mrs. Galante arrived at 7:07 pm.

1. Shared Superintendent Discussion- Mr. Kochis and the board of education had further discussion regarding the shared Superintendent position proposed for July 1. The board discussed sharing with Sandyston-Walpack School at a 60/40 split. Mr. Kochis discussed his plans of how his weeks would look, discussed the staffing make up at both districts, benefits of sharing for each district, and contract length. Stillwater has discussed sharing many times, and it just has not worked out. This time it seems like the right fit with the right person. Mr. Kochis will continue to meet with both boards of education to work towards a finalized plan.
2. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve attached professional days. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to offer the maternity leave teacher replacement contract to Lauren Davis from March 16, 2020 to June 15, 2020 to be hired at BA, Step 0, at a daily rate of \$276.88, no benefits. 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 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.
5. Motion made by Mrs. Nothstine, second by Mrs. Thibault, upon the recommendation of the Superintendent, to approve the following after school program for the 2019-2020 school year. The stipend for each teacher is \$410

Let's B-Social

Maureen Riva

Meghan Radimer

Grades K-2

A voice vote was taken and unanimously approved.

6. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve René Metzgar to attend NJASBO Convention in Atlantic City, NJ, June 3-5, 2020, as per contract.

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 has determined that the training programs, seminars, conventions and conferences sponsored by New Jersey Association of School Business Administrators and set forth below are directly related to and within the scope of listed administrator's current responsibilities and/or applicable professional development plans; and

WHEREAS, The Board has determined that the participation in the NJASBO training programs, and seminars, conventions and conferences requires school district travel expenditures and that this travel is critical to the administrative and /or instructional needs of the district and/or furthers the efficient operation of the district, and /or will help improve administrator's skills and knowledge related to district operations: and

WHEREAS, The Board has determined that the school district travel expenditures to NJASBO training programs, seminars, conventions and conferences are in compliance with 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 finds that a mileage reimbursement rate equal to that of the OMB mileage reimbursement rate of [\$.35] per mile is a reasonable rate, plus parking and tolls; and

WHEREAS, The Board has determined that participation in the NJASBO training programs, seminars, conventions and conferences is in compliance with the district policy on travel; therefore be it

RESOLVED, That the board of education hereby approves the attendance of the listed district employees the listed NJASBO training programs, seminars, conventions and conferences 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 NJASBO training programs, seminars, conventions and conferences:

René Metzgar
Borgata, Atlantic City, NJ, June 3-5, 2020 \$225 plus taxes & fees

Registration		\$275
<u>Meals & Incidental Expenses</u>		
Breakfast	\$16	
Lunch	\$17	
Dinner	\$28	
<u>Incidentals</u>	\$5	
TOTAL	\$66	

1st and last day
M&IE Rate 75% \$49.50/day

A roll call vote was taken and unanimously approved.

POLICY

None.

EDUCATION & CURRICULUM

1. Mrs. Cramer provided a mid-year update on the use of the ESSA grant monies Stillwater receives for Title I, Title II, and Title IV.
2. Motion made by Mrs. Thibault, second by Mrs. LoCascio, to approve the ASE/SEEK Program, running April 2, 7, 23, 30, 2020 for a cost to Fairview Lake YMCA in the amount of \$130/trip. A voice vote was taken and unanimously approved.
3. Be It Hereby Resolved by Mrs. Thibault, second by Mrs. LoCascio, that upon the recommendation of the Superintendent, the Board affirms the Superintendent's decision regarding 2019-2020 Harassment, Intimidation or Bullying Case #3-20. A roll call vote was taken and unanimously approved.

BUILDING & GROUNDS

1. Mrs. Metzgar provided an update on the following Building & Grounds items:
 -1966 Section Boiler Replacement Project
2. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve building and use calendar for March 2020. A voice vote was taken and unanimously approved.

TRANSPORTATION

1. Motion made by Mrs. Thibault, second by Mrs. LoCascio to approve transportation with Stocker Bus for the following field trips for the 2019-2020 school year:

Date	Location	Grade	Cost
March 11, 2020	McKeown School	3 rd & 4 th Pinwheel	\$165.00
April 2, 2020	Fairview Lake YMCA	Grade 6 ASE Students	\$75.00
April 7, 2020	Fairview Lake YMCA	Grade 6 ASE Students	\$75.00
April 23, 2020	Fairview Lake YMCA	Grade 6 ASE Students	\$75.00
April 30, 2020	Fairview Lake YMCA	Grade 6 ASE Students	\$75.00

A voice vote was taken and unanimously approved.

BUDGET & FINANCE

1. 2020-2021 Budget Committee Update-Mrs. Metzgar provided an update to the board. The committee met prior to the board meeting at 5:00pm and began review all expenditures line by line. Discussed potential areas that could be cut based on the loss of state aid. The budget address is scheduled for Tuesday, February 25th and state aid will be released by Thursday.
2. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve February regular checks numbered 26301-26353, N0131, N0205, N0207, N0214, for a total of \$618,197.16, cafeteria check#2611 in the amount of \$10,516.99. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve January student activity check numbered 6313, for a total of \$195.06. A voice vote was taken and unanimously approved.
4. 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.
5. Motion made by Mrs. LoCascio, second by Mrs. Thibault to approve monthly travel as attached. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to accept the donation from the Stillwater PTA in the amount of \$7,500 to purchase classroom libraries. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to accept the grant award in the amount of \$2,000 from Sustainable Jersey for Schools to support the efforts of our Green Team and working towards recertification as a Sustainable Jersey School. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve submission of the following grants:
 - Sustainable Jersey for Schools Grants Program-\$10,000-Recycling
 - Jets Eat Right Move More Grant -\$20,000-Physical Education & Food Service ProgramA voice vote was taken and unanimously approved.

LEGISLATION

Mrs. Kraft reported on the following legislation:

- School Lunch Free/Reduced Costs
- Electric School Busses
- Journalism Rights

COMMUNITY RELATIONS

Mrs. Williver, Mrs. LoCascio, and Mrs. Thibault commented on the following items:

- 100th Day of School
- PTA Science Night- March 13th
- KRHS Players- Addams Family play is this weekend
- Stillwater Rec Basketball- Grade 3 & 4 are undefeated. Thank you to Mr. Nick for all his help during basketball.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Board member Ethics/Financial Disclosure Forms
2. Board member required training- Due December 31, 2020.

PUBLIC PARTICIPATION

None.

EXECUTIVE SESSION

None.

ADJOURN

Motion made by Mrs. Nothstine, second by Mrs. LoCascio to adjourn the meeting at 7:46 p.m.
A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary