

September 23, 2019

The Stillwater Township Board of Education met on September 23, 2019, at 7:00 p.m. in the Stillwater School Library 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 & Township Journal on January 8, 2019 and the Star Ledger on January 17, 2019. Notices were posted in the Stillwater School, Town Hall, Lakeland Bank, 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. Nothstine, Mrs. Galante, Mrs. Williver (arrived 7:01pm), Mrs. Thibault, Mrs. Saul, and Mrs. LoCascio.

Absent: Mrs. Svendsen and Mrs. McPeek.

Also present were William Kochis, Superintendent, René Metzgar, Business Administrator/Board Secretary, Marissa Cramer, Principal/Supervisor of CST and Special Education/Basic Skills, Robert Tosti, Attorney, and members of the public.

EXECUTIVE SESSION

Mrs. Williver arrived at 7:01 pm.

BE IT HEREBY RESOLVED by Mrs. Nothstine, second by Mrs. LoCascio at 7:01 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 Individual Privacy and Attorney Client Privilege/Pending Litigation 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.

Motion made by Mrs. Nothstine and seconded by Mrs. LoCascio at 7:37 p.m. to come out of executive session and return to public session. A voice vote was taken and unanimously approved.

The board returned to public session.

BOARD BUSINESS

1. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve the Committee of the Whole Board of Education Meeting minutes from September 9, 2019. Motion approved voice vote: Mrs. Nothstine-Aye; Mrs. LoCascio-Aye; Mrs. Saul-Aye; Mrs. Williver-Aye; Mrs. Galante-Aye; Mrs. Thibault-Aye; Mr. DeGroat-Abstain.
2. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve the August 31, 2019 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,293,240.19 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of August 31, 2019 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.

3. Motion made by Mrs. Saul, second by Mrs. Nothstine to approve the following 2019-2020 District Goals:

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

A voice vote was taken and unanimously approved.

4. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve the following 2019-2020 Board Goals:

1. Develop a five-year strategic plan for the District.
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.
3. Re-establish relations with community groups.

A voice vote was taken and unanimously approved.

5. Establish Board Goals Committee/Action plan process

Motion made by Mrs. LoCascio, second by Mrs. Nothstine to form an ad-hoc committee to develop board goals action plans with the following members:

- Mrs. LoCascio
- Mrs. Thibault
- Mrs. Williver

A voice vote was taken and unanimously approved.

SUPERINTENDENT'S REPORT

Mr. Kochis reported on the following items:

- Thanked faculty and students for a warm welcome to Stillwater
- Thanked the PTA
- Thanked the faculty and PTA for a successful back to school night
- Community Day-KRHS students came to greet Stillwater students in the morning
- PEA Expansion Grant-Thanked Mrs. Cramer and Mrs. Metzgar
- Thanked the Board of Education for the productive goal setting meeting

CORRESPONDENCE

None.

PRESIDENT'S COMMENTS

None.

PUBLIC PARTICIPATION

-Paul Mole- 1018 Route 619, Questioned about the preschool lottery. Wanted to make sure the correct number of spots were being pulled. Also, questioned if we had out of district residents in the program.

-Kathleen Draghi- 1016 Route 619, Questioned why the application process was delayed last year? How come we applied for 22 spots? Students already in the program were grandfathered into the spots, how is that fair? Have we contacted Norwescap to work with them for preschool? Are taxpayers going to have to pay for this once the state stops the funding?

-Paul Mole-1018 Route 619-Asked for a clarification on the number of spots for the preschool program.

Mrs. Cramer responded to all preschool questions. This is an entirely new program, and we are happy to be able to provide free preschool for Stillwater residents. If the state takes the funding away we would have to return to a tuition-based program. This year we are opening two classes, each having 15 students in them. Certain spots are held for special education/potential special education spots and not eligible for PEA funding. Since this is a new program and new regulations we have been working closely with the State and our Master Teacher. We hope this program is successful and will continue to grow and continue to be funded.

-Alicia Gardner- Stillwater PTA Treasurer- provided an update on the following: Membership status, procedures on reimbursements, back to school picnic, poll on Facebook page regarding the Halloween event, other upcoming events including the vendor event, holiday shop, upcoming assemblies, lights for the marquee sign, requested assistance with from the BOE for additional lighting in the parking lot, and mentioned a sign up for the reflections program. Mrs. Gardner also thanked the Security Officers, Administration and the Board of Education for their continued support and partnership.

Mr. DeGroat and Administration thanked the PTA for all of the support for our students. Mrs. Metzgar stated that we have recently completed upgrades to the outside lighting in the rear of the school. Mrs. Gardener and Mr. Leahy were going to look after the meeting since it would be dark out.

-Anthony Alcaro- 917 Duck Pond Road- Wanted to know if the Superintendent had any leeway on policy? A situation with his son occurred, and stated the child had no idea what he did was wrong. Felt that the policy could be doing a disservice to our students.

Mr. DeGroat stated that the Superintendent is to follow policy, however, we understand where you are coming from. Policies are constantly being looked at and the board will review the disciplinary policy to see if any revisions need to be made.

ACTION ITEMS:

PERSONNEL

1. Motion made by Mrs. Nothstine, second by Mrs. Thibault, upon the recommendation of the Superintendent, to approve attached professional days. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Nothstine, second by Mrs. Saul to fund 100% of the salary of Paraprofessional, Heather Ostendorff, from October 1, 2019- June 30, 2020 through IDEA Basic Funds. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Nothstine, second by Mrs. Thibault to approve the following teachers and administrator as chaperones for the Washington, DC trip November 4- November 6, 2019 to be paid \$175/night as per the SEA agreement.

Cali Roberts-Administrator
Janet Mahedy
Jessica Steffens
Sam Scocozza
Maureen Beckman-Nurse

A voice vote was taken and unanimously approved.

4. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve Heather Vivian as a part-time 27.5 hours/week paraprofessional to begin September 24, 2019 to June 30, 2020, at an hourly rate of \$12.83 plus \$0.50/hr for Associates Degree for a total hourly rate of \$13.33/hour, pending receipt of official transcripts. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve professional development training on Readers/Writers Workshop at a total cost of \$25,500 to be split and paid half to Sandyston-Walpack BOE. \$3,000 to be paid for by Title II grant, and the balance paid through general fund monies. A roll call vote was taken and unanimously approved.
6. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve professional development training on Renaissance Learning for October 14, 2019 for two hours at a rate of \$300/hour. To be paid through Title II. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve Danielle Mott from Caldwell University for a 30-hour field experience assigned to Maureen Beckman as a school nursing student. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to appoint Meghan Radimer as the Staff Wellness Coordinator as per the SHIF grant for 2019-2020. A voice vote was taken and unanimously approved.

9. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve Lorraine Bickhardt to mentor Lauren Davis for a stipend of \$247.50 from September 16, 2019-January 31, 2020. A voice vote was taken and unanimously approved.

10. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve the following teachers for After School Learning Center for a total of 50 sessions at a rate of \$60/session for the 2019-2020 school year. Paid through Title I.

Beth Johnson
 Ramona Knapp
 Christine Pagano
 Kelly Fryer
 Rebecca Santomartino
 Helen Sallitt- Substitute

A voice vote was taken and unanimously approved.

11. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve the following substitute paraprofessional/substitute office assistant for the 2019-2020 school year:

Stacey Monahan-pending criminal history and background check
 A voice vote was taken and unanimously approved.

12. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve the following stipend positions for the 2019-2020 school year:

Public Relations	Jessica Garrigan	\$850
Student Council (Co)	Christine Pagano	\$425
Student Council (Co)	Lynda Collier	\$425
Yearbook	Meghan Radimer	\$850
Yearbook	Maureen Riva	\$850
Night Foreman	Nick Carbonaro	\$850

A voice vote was taken and unanimously approved.

13. Motion made by Mrs. Nothstine, second by Mrs. Thibault, upon the recommendation of the Superintendent, to approve the following evening family programs for the 2019-2020 school year. The stipend for each teacher is \$820.

Literacy Connections	Ramona Knapp	Beth Johnson	Grade 1
Family Literacy	Corrine Robinson	Jessica Steffens	Grade 2
Family Math	Lisa Grau	Beth Johnson	Grade 3

A voice vote was taken and unanimously approved.

14. Motion made by Mrs. Nothstine, second by Mrs. Saul, upon the recommendation of the Superintendent, to approve the following after school programs for the 2019-2020 school year. The stipend for each teacher is \$410

Let's B-Social	Maureen Riva	Meghan Radimer	Grades K-2
B-Active Club	Maureen Riva	Meghan Radimer	Grades 3-6

Lego League Jr.	Beth Johnson	Ramona Knapp	Grade 2
Lego League Jr.	Beth Johnson	Ramona Knapp	Grade 3
After School Ensemble	Katrina Franck		Grades 4-6
Handbells	Katrina Franck		Grades 5-6
Chess Club	Elaine Makarevich	Janet Mahedy	Grades 3-4
Technology Club	Brittany Celentano	Rebecca Santomartino	Grades 4-6
Debate Club	Brittany Celentano	Lisa Hutcheson	Grades 4-5
Athletic Club	Justin Reed		Grades 5-6
SEEK/ASE-Fall	Justin Reed		Grade 6
SEEK/ASE-Spring	Justin Reed		Grade 6
Puzzle Club	Lorraine Bickhardt		Grade 6

A voice vote was taken and unanimously approved.

- Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve the following after school programs for the 2019-2020 school year. The stipend for each teacher is \$597.

Solar Sprints	Fred Iradi	Mary DiRienzo	Grade 6
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A voice vote was taken and unanimously approved.

POLICY

None.

EDUCATION & CURRICULUM

- Mr. Kochis stated that we would be conducting a lottery for the open preschool spots. All numbers will be pulled so if needed there will be an order for the waitlist. Mr. DeGroat pulled the numbers and Mr. Kochis read them off. The order is as follows:

-032516
-061416
-042816
-121515
-073116
-112615
-091816
-061216
-060316

Mrs. Cramer would be in touch with the families who submitted applications.

- Mr. Kochis presented the 2018-19 New Jersey Student Learning Assessments (NJSLA) Report. Presentation is attached to the minutes.
- Motion made by Mrs. Saul, second by Mrs. LoCascio to approve Creative Curriculum for Preschool, Sixth Edition, for the 2019-2020 school year. A voice vote was taken and unanimously approved.

4. Motion made by Mrs. Saul, second by Mrs. Nothstine to approve the ASE/SEEK Program, running October 8, 15, 22, 29, 2019 with the following costs to be paid through the Stillwater Alliance Grant, pending final approvals from the Township of Stillwater:

Stipend-Justin Reed: \$410

Transportation-Stocker Bus: \$300

Fairview Lake: \$520

Supplies, not to exceed: \$50.00

A voice vote was taken and unanimously approved.

5. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve the following resolution:

Resolution declaring October 7-11, 2019 Week of Respect

WHEREAS, The Anti-Bullying Bill of Rights, Assembly Bill 3466, was approved by the New Jersey Legislature in November 2010 and signed into law as P.L. 2010, c. 122, by Governor Chris Christie on January 5, 2011; and

WHEREAS, The statute is intended to protect students from harassment and intimidation that would substantially interfere with their education; and

WHEREAS, In a 2009 survey by the National Centers for Disease Control, one in five New Jersey students indicated they had been the subject of bullying on school grounds during the previous year; and

WHEREAS, The Anti-Bullying Bill of Rights places expanded responsibilities on teachers, school administrators and boards of education to protect students from incidents of bullying, harassment and intimidation; and

WHEREAS, The Anti-Bullying Bill of Rights designates the week beginning with the first Monday in October as "Week of Respect" throughout New Jersey"; and

WHEREAS, The law directs school districts to observe the "Week of Respect" through age-appropriate instruction in accordance with New Jersey's core curriculum content standards; and

WHEREAS, The Stillwater Board of Education recognizes the harmful impact of harassment and bullying on children and is committed to providing all of its students with a safe and secure learning environment free from intimidation; and

WHEREAS, The Stillwater Board of Education supports the intent of the Anti-Bullying Bill of Rights to protect our children, as well as the goal of previous law to enhance training and instruction to prevent harassment, intimidation and bullying. Now therefore be it

RESOLVED, That the Stillwater Board of Education declares October 7 through 11, 2019 as a "Week of Respect" in all district schools, and be it further

RESOLVED, That the Week of Respect will be a part of the Stillwater Public Schools' ongoing efforts to foster respect among students and staff for the diverse cultures and personalities represented in our school community, and be it further

RESOLVED, That copies of this resolution be sent to Governor Phil Murphy, State Senator Oroho, Assembly Representatives Space and Wirths, the New Jersey School Boards Association and the Sussex County School Boards Association. A roll call vote was taken and unanimously approved.

6. Motion made by Mrs. Saul, second by Mrs. Thibault to declare October 21-25, 2019 School Violence Awareness Week:

WHEREAS, N.J.S.A. 18A:36-5.1. declares the week beginning with the third Monday in October of each year is designated as "School Violence Awareness Week" in the State of New Jersey. School districts shall observe this week by organizing activities to prevent school violence including, but not limited to, age-appropriate opportunities for student discussion on conflict resolution, issues of student diversity, and tolerance. Law enforcement personnel shall be invited to join members of the teaching staff in the discussions. Programs shall also be provided for school board employees that are designed to help them recognize warning signs of school violence and to instruct them on recommended conduct during an incident of school violence. The Department of Education shall provide guidelines and information to boards of education for use in planning the activities in observance of the week and such funds as are necessary to pay the costs of the required activities and programs.

RESOLVED, That the School Violence Awareness Week will be a part of the Stillwater Township Schools' ongoing efforts to help students and staff to recognize the importance of tolerance and to understand and apply conflict resolution techniques.

A roll call vote was taken and unanimously approved.

BUILDING & GROUNDS

1. Mrs. Metzgar provided an update on the following building & grounds items:
 - 1966 Roof Repair
 - 1941/1956 Roof Replacement project
 - Lockdown Button
 - Drainage issue near garden
2. Mrs. Cramer discussed the LobbyGuard Visitor Management System with the board. There are concerns when we have large groups of visitors and the time it takes to sign individuals into the building.
3. Motion made by Mrs. Galante, second by Mrs. Thibault to approve building and use calendar for October 2019. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve the renewal of Nicholas Carbonaro's Black Seal boiler license for 3 years in the amount of \$80.00. A voice vote was taken and unanimously approved.

5. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve Zitone Construction to complete the structural repairs to the 1966 roof repair project takeover in the amount not to exceed \$25,000 in accordance with Title 18A:18A-7. A roll call vote was taken and unanimously approved.
6. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve Zitone Construction to install a berm & regrade along the fence line near the garden/greenhouse areas for a cost of \$5,000. A roll call vote was taken and unanimously approved.

TRANSPORTATION

1. Mr. Kochis provided a report on the Bus Evacuation Drill. A drill was conducted and monitored by Mrs. Cramer and Mrs. Roberts on September 19, 2019. All busses successfully completed the evacuation drill.
2. Motion made by Mrs. Williver, second by Mrs. LoCascio to approve the following field trips for the 2019-2020 school year:

Location	Grade
Turtleback Zoo	Grade 1
Rizzo's Wildlife Discovery/Wildlife World	Grade 3
Land of Make Believe	Pre-K
NJ Symphony Orchestra	Music, Grade 4
Washington D.C.	Grade 6
Move up Day, KRHS	Grade 6
Fairview Lake	SEEK/ASE Program
Kittatinny High School	Solar Sprints
Anti-Bullying Summit- Sparta HS	Grade 6
Sussex County Fairgrounds	Grade 4
Ideal Farms	Kindergarten
Sussex County Fairgrounds	Kindergarten
Quiet Valley Living Historical Farm, Stroudsburg, PA	Grade 5
Crayola Factory-Easton, PA	Grade 2
Stillwater Historical Society-Walking Trip	Grade 2
Kittatinny High School	Chorus & Band
Kittatinny High School-Jr. High Play	Grades 5/6
LifeTown, Livingston, NJ	Special Education
Newton Post Office & A&G Pizza	Special Education
Newton Home Depot and Applebee's	Special Education

Newton Dollar Tree and Villa Capri	Special Education
Antler Ridge Wildlife Sanctuary	Special Education
Fredon School	Pinwheel
Kittatinny High School	Pinwheel
Sandyston-Walpack School	Pinwheel
McKeown School	Pinwheel

A voice vote was taken and unanimously approved.

3. Motion made by Mrs. Williver, 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
October 18, 2019	Turtle Back Zoo	Grade 1	\$400.00
October 25, 2019	Sparta HS, Summit	Grade 6	\$335.00
October 16, 2019	Ideal Farms	Kindergarten	\$295.00
October 25, 2019	Quiet Valley Farm	Grade 5	\$410.00
November 15, 2019	NJ Symphony Orchestra-Vernon HS	Grade 4	\$245.00
October 8, 2019	Fairview Lake YMCA	SEEK/ASE-Grade 6	\$75.00
October 15, 2019	Fairview Lake YMCA	SEEK/ASE-Grade 6	\$75.00
October 22, 2019	Fairview Lake YMCA	SEEK/ASE-Grade 6	\$75.00
October 29, 2019	Fairview Lake YMCA	SEEK/ASE-Grade 6	\$75.00

A voice vote was taken and unanimously approved.

4. Motion made by Mrs. Williver, second by Mrs. LoCascio to approve additional new bus stops for the 2019-2020 school year as attached. A voice vote was taken and unanimously approved.

BUDGET & FINANCE

- Mrs. Metzgar provided the board with an update on the 2018-2019 school audit. No audit findings or recommendations. Mrs. Metzgar thanked Mrs. Reed for all her assistance in the board office.
- Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve August regular checks numbered 25978-26049, N0830, N0906, for a total of \$560,094.09. A voice vote was taken and unanimously approved.
- Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve August student activity checks numbered 6287-6291 for a total of \$2,313.70. A voice vote was taken and unanimously approved.
- 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.
- Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve monthly travel as attached. A voice vote was taken and unanimously approved.

6. Motion made by Mrs. LoCascio, second by Mrs. Thibault to approve transfers from August 1, 2019 to August 31, 2019 as attached. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. LoCascio, second by Mrs. Thibault to accept the SHIF Staff Wellness Grant in the amount of \$3,500 for the 2019-2020 school year. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to accept the following donations for a total of \$280 for Mrs. Knapp & Ms. Johnson's first grade scholastic monthly books:

Linda Mole	\$10
Diana Roney	\$10
Joanne Graupe	\$10
Ellen VanSkiver	\$20
Ruth Najemian	\$10
Pat Yardley	\$10
Sue Sager	\$30
Lorraine Bickhardt	\$10
Nancy/Ben Gilbert	\$20
Debbie/Mike Quattrochi	\$10
Lisa Roycroft	\$10
Keri Mauerer	\$10
Eileen Lockburner	\$20
Jane Varley	\$50
Diane Murray	\$20
Rebecca Santomartino	\$10
Beth Johnson	\$10
Ramona Knapp	\$10

A voice vote was taken and unanimously approved.

LEGISLATION

No update.

COMMUNITY RELATIONS

-Thank you to the PTA.

-Mrs. Thibault mentioned that the Rec Basketball will offering a PK-2 clinic.

UNFINISHED BUSINESS

1. Board member required training- Due December 31, 2019.
2. Reminder: NJ School Boards Workshop- October 21-24, 2019.

NEW BUSINESS

1. Save the date! Sussex County School Boards Meeting will be held on September 26, 2019 at the Lafayette House. Registration starts at 6 pm, program 6:45-9:00pm. Topic: Equity and Equality.

PUBLIC PARTICIPATION

None.

ADJOURN

Motion made by Mrs. LoCascio and seconded by Mrs. Nothstine to adjourn the meeting at 8:56 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary