

September 9, 2019

The Stillwater Township Board of Education met on June 9, 2019, at 7:00 p.m. in the Stillwater School Library for a Committee of the Whole Board of Education Meeting.

The meeting was called to order by 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 & Township Journal on January 8, 2019 and to 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.

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

Absent: Mr. DeGroat 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, Cali Roberts, Assistant Principal/Regional Curriculum Coordinator, and members of the public.

## **BOARD BUSINESS**

1. Goal Setting- Kathleen Helewa, New Jersey School Boards Association- the Board developed board goals and district goals for the 2019-2020 school year. These will be approved at the next meeting, then action plans will be developed.
2. Mrs. Roberts provided the Board of Education Members with HIB Training. Presentation is attached to the minutes.
3. Mrs. Svendsen provided an update on the Shared Service Committee Meeting that was held in September. Items discussed were the advertisement of the shared service mission statement, KRHS open board seats, state funding, and the county wide school pilot program.
4. Motion made by Mrs. Thibault, second by Mrs. Nothstine to approve the Regular Board of Education Meeting minutes & Executive session meeting minutes from August 19, 2019. Motion approved voice vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Abstain; Mrs. LoCascio-Aye; Mrs. Saul-Aye; Mrs. Williver- Aye; Mrs. Galante-Aye; Mrs. Thibault-Aye.
5. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve the Executive session meeting minutes from June 24, 2019. Motion approved voice vote: Mrs. Svendsen-Abstain; Mrs. Nothstine-Aye; Mrs. LoCascio-Aye; Mrs. Saul-Aye; Mrs. Williver- Abstain; Mrs. Galante-Aye; Mrs. Thibault-Abstain.

## COMMITTEE REPORTS

### PERSONNEL

1. 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.
2. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve Marissa Cramer & Cali Roberts to attend NJPSA Convention in Long Branch, NJ October 17-18, 2019;

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 the New Jersey Principals and Supervisors Association and set forth below are directly related to and within the scope of listed administrators current responsibilities and/or applicable professional development plans; and

WHEREAS, The Board has determined that the participation in the NJPSA 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 administrators skills and knowledge related to district operations: and

WHEREAS, The Board has determined that the school district travel expenditures to NJPSA 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 NJPSA 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 NJPSA 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 NJPSA training programs, seminars, conventions and conferences:

Marissa Cramer  
Cali Roberts

Registration & Hotel \$320/person  
Meals & Incidental Expenses \$91.50/Person  
Mileage- \$.35/mile not to exceed \$68.00/Person  
October 17-18, 2019

A roll call vote was taken and unanimously approved.

3. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to allow the maximum employee contribution to their FSA account for medical to be increased to \$1,500 per year. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to appoint Joanna Strauch as the Community and Parent Involvement Specialist (CPIS) for the preschool program for the 2019-2020 school year. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to appoint Marissa Cramer as Supervisor of Preschool for the 2019-2020 school year. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Nothstine, second by Mrs. Thibault to approve the following library volunteers for the 2019-2020 school year:  
-Samantha Cuff  
-Stacy Harvey  
A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve the following after school program for the 2019-2020 school year. The stipend for each teacher is \$597.

Trep\$                      Lorraine Bickhardt              Janet Mahedy                      Grade 6  
A voice vote was taken and unanimously approved.

7. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve the following after school programs for the 2019-2020 school year. The stipend for each teacher is \$410

Garden Club (Fall)                      Elaine Makarevich                      Grade 6  
Garden Club (Spring)                      Elaine Makarevich                      Grade 5  
A voice vote was taken and unanimously approved.

8. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to accept the resignation of Jennifer Gryzeski, part-time paraprofessional, effective September 23, 2019. 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 offer the following contract to the non-tenured instructional staff member for employment for the 2019-2020 school year beginning October 1, 2019:

Jennifer Gryzeski BA+15, Step 0, \$57,475 (Preschool Teacher) (attachment)  
Annual salary to be prorated to start date  
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 the following part-time paraprofessionals for 3 hours per day from October 1, 2019 to June 30, 2020, pending criminal history and background check:

Name	Base Hourly Rate	Adjustments	Total Hourly Rate
Holly Kearney	\$12.83	N/A	\$12.83
Holly DeStefano	\$12.83	Associates Degree: \$500=\$0.50/hour (pending receipt of transcripts	\$13.33

A roll call vote was taken and unanimously approved.

### **POLICY**

No Report.

### **EDUCATION & CURRICULUM**

1. Ms. Roberts reported our 2018-2019 HIB Self-Assessment. We scored 75 out of 78 points.
2. Mrs. Roberts reported on the following: SSDS Reporting Period 2 January 1, 2019- June 30, 2019- There were 7 incidents total. Various programs were held during this time period such as the Kindness Carnival, 100th day collection and pep rally, Kindness Concert with Regina Sayles, Buddy Days, and Caught Being Kind Contest.
3. Motion made by Mrs. Saul, second by Mrs. Nothstine to approve the expansion of the preschool program beginning October 1, 2019 to full length of day in accordance to the Preschool Education Aid One-Year Operational Plan. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Saul, second by Mrs. Thibault to approve contract for professional services with Pam Brillante as the Preschool Master teacher for the 2019-2020 school year to be paid at \$125/hour not to exceed \$30,000. A voice vote was taken and unanimously approved.

5. Motion made by Mrs. Saul, second by Mrs. Nothstine to approve the revised costs for graduate class at Rutgers University titled, "Clinical Placement and Practicum-Gifted Education," at a cost of \$2,217 for Elaine Makarevich. Reimbursement paid as per SEA Agreement. This course runs from September 3, 2019-December 13, 2019. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Saul, second by Mrs. Nothstine to approve the Aquatics and Water Safety Program from September 23-27, 2019 in the amount of \$200 to be paid to KRHS to cover the costs of an additional lifeguard. A voice vote was taken and unanimously approved.

**BUILDING & GROUNDS**

1. Mrs. Metzgar gave an update on the following building & grounds projects:
  - 1966 Roof Repair
  - 1941/1956 Roof Replacement
  - Lockdown Button
  - Drainage issue near garden area
2. Integrated Pest Management Plan- Mrs. Metzgar  
 The plan calls for the use of non-toxic means of addressing pest infestations. Mr. Maggio has been trained in these procedures and is the coordinator of the program. The extermination service that we use must conform to these practices. If there is a situation that requires the use of toxic chemicals, the public must be informed and signs displayed 72 hours before and after the application. Annually we send a letter to parents about the program with a copy of the policy. A copy of the policy is also available on our website.

**TRANSPORTATION**

1. Motion made by Mrs. Williver, second by Mrs. Nothstine to approve the following new bus stops for the 2019-2020 school year:
  - ST5 – 944 Maple Ave
  - ST 5- 932 Millbrook Road
 A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Williver, second by Mrs. Thibault to approve transportation with Stocker Bus for the following field trip:

Date	Location	Grade	Cost
September 23-27, 2019	KRHS-Aquatics Safety	Grade 4	\$175/trip

A voice vote was taken and unanimously approved.

**BUDGET & FINANCE**

1. Motion made by Mrs. LoCascio, second by Mrs. Thibault to accept \$286,902 for the 2019-2020 Preschool Education Aid. A voice vote was taken and unanimously approved.

2. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve the procedures for using legal counsel in accordance with 6A:23A-5.2, as attached. A voice vote was taken and unanimously approved.

### **COMMUNITY RELATIONS**

-PTA Picnic was this past Saturday. Great turnout and a lot of fun!

### **LEGISLATIVE**

No Report.

### **PUBLIC PARTICIPATION**

None.

### **EXECUTIVE SESSION**

None.

### **ADJOURNMENT**

Motion made by Mrs. Nothstine and seconded by Mrs. LoCascio to adjourn the meeting at 8:40 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar  
Business Administrator/Board Secretary