

August 19, 2019

The Stillwater Township Board of Education met on August 19, 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. Svendsen, Mrs. Williver, Mrs. Thibault, Mrs. Saul, and Mrs. LoCascio.

Absent: Mrs. Nothstine, Mrs. Galante and Mrs. McPeek.

Also present were William Kochis, Superintendent, René Metzgar, Business Administrator/Board Secretary, and members of the public.

BOARD BUSINESS

1. Motion made by Mrs. LoCascio, second by Mrs. Saul to approve the Regular Board of Education Meeting minutes from July 22, 2019. Motion approved voice vote: Mrs. Svendsen-Aye; Mrs. LoCascio-Aye; Mrs. Thibault-Aye; Mrs. Saul-Aye; Mrs. Williver- Aye; Mr. DeGroat-Abstain.
2. Motion made by Mrs. LoCascio, second by Mrs. Saul to approve the Executive session meeting minutes from June 24, 2019.
Motion did not have a quorum of those present, so was tabled to the September Board of Education meeting.
3. Motion made by Mrs. Svendsen, second by Mrs. Saul to approve the July 31, 2019 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,176,478.89 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of June 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.
4. Resolution made by Mrs. Svendsen, second by Mrs. Saul for the following board members and administration, as per contract, to attend the NJSBA Workshop on October 21-24, 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 of education has determined that the workshop,

training and informational programs sponsored by New Jersey School Boards Association and set forth below are directly related to and within the scope of board members' and employees' duties; and

WHEREAS, The board of education has determined that the workshop, training and informational programs sponsored by New Jersey School Boards Association and set forth below are directly related to and within the scope of the traveler's current responsibilities and the board's professional development plan; and

WHEREAS, The board of education has determined that participation in the New Jersey School Boards Association workshop, training and informational programs requires school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district; and

WHEREAS, The board of education has determined that the school district travel expenditures to New Jersey School Boards Association programs 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 of education finds that a mileage reimbursement rate equal to that of the mileage reimbursement rate of [\$.35] per mile is a reasonable rate; and

WHEREAS, The board of education has determined that participation in the New Jersey School Boards Association workshop training and informational programs is in compliance with the district policy on travel; therefore be it

RESOLVED, That the Stillwater board of education hereby approves the attendance of the listed number of school board members and district employees at the listed New Jersey School Boards Association workshop, training and informational programs, 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 following New Jersey School Boards Association workshop, training programs and informational events:

Dennis DeGroat
René Metzgar
William Kochis
Cheryl Williver

Pursuant to OMB Circulars & A-5 travel regulations:

Max. First & last day meals & incidentals \$49.50
Max. daily meals & incidentals \$ 66.00
Lodging: not to exceed \$96.00 + Occupancy fees per person/night

Registration: \$375 per person
A roll call vote was taken and unanimously approved.

5. Election Ballot drawings have been completed by the county. The order of the board member names that will appear on the November ballot for the 3-year term are as follows:

1. Karen Thibault
2. Joanne Saul
3. Jennifer Kraft

SUPERINTENDENT'S REPORT

Mr. Kochis reported on the following items:

- K.E.E.P Closing- Introducing Sussex County YMCA for Before/After Care
- Safety & Security Upgrades
- Building Projects moving along
- Can't wait for students and staff to return!

CORRESPONDENCE

None.

PRESIDENT'S COMMENTS

Mr. DeGroat commented on the Lakeland Bank closing in Stillwater as of December.

PUBLIC PARTICIPATION

None.

ACTION ITEMS:

PERSONNEL

1. Motion made by Mrs. Svendsen, 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. Svendsen, second by Mrs. Thibault, upon the recommendation of the Superintendent, to approve graduate class at Rutgers University titled, "Clinical Placement and Practicum-Gifted Education," at a cost of \$2,154 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.
3. Motion made by Mrs. Svendsen, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve Darlene Rodriguez as a part-time 27.5 hours/week paraprofessional for the 2019-2020 school year, at an hourly rate of

\$12.83, pending criminal history and background check. A voice vote was taken and unanimously approved.

4. Motion made by Mrs. Svendsen, second by Mrs. Thibault, to approve Maureen Riva, Justin Reed, Meghan Radimer, Brittany Celentano, and Michele Bird to alternate as Morning Open Gym duty teachers to be paid \$34/hr from September 3, 2019-June 30, 2020. Stipends paid through Title IV. A voice vote was taken and unanimously approved.

5. Motion made by Mrs. Svendsen, 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:

Kerri Huff BA, Step 1, \$56,175 (Kindergarten Teacher)
A voice vote was taken and unanimously approved.

6. Motion made by Mrs. Svendsen, second by Mrs. Thibault, upon the recommendation of the Superintendent, to offer the maternity leave teacher replacement contract to Lauren Davis from September 11, 2019 to January 31, 2020 to be hired at BA, Step 0, at a daily rate of \$276.88, no benefits, pending criminal history and background check. A voice vote was taken and unanimously approved.

7. Motion made by Mrs. Svendsen, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve Kathleen Pevarnik as a bus aide for the 2019-2020 school year for stipend of \$3,090. To be pro-rated as needed. A voice vote was taken and unanimously approved.

8. Motion made by Mrs. Svendsen, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve the following substitute teachers/paraprofessionals/main office secretaries for the 2019-2020 school year:

Susan Ahlgren
Marissa DiRienzo
Cassidy Dube
Lindsay Gibbs
Eileen Lockburner
Maura Meehan
Maureen Newman
Helen Sallitt
Tara Templeton
Jadrian Verheek
Heather Vivian
Carrie Weeks

A voice vote was taken and unanimously approved.

9. Motion made by Mrs. Svendsen, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve the following substitute paraprofessional for the 2019-2020 school year:

Gianna Grace
A voice vote was taken and unanimously approved.

10. Motion made by Mrs. Svendsen, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve the following substitute nurses for the 2019-2020 school year:

Patricia Mangino
Carol Lee Spages
Jadrian Verheeck

A voice vote was taken and unanimously approved.

11. Motion made by Mrs. Svendsen, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve the following substitute custodians for the 2019-2020 school year:

Joe Falotico
Joseph VanSkiver
Michael O'Shea
Sean Mahedy
Gianna Grace

A voice vote was taken and unanimously approved.

POLICY

1. Motion made by Mrs. Svendsen, second by Mrs. Saul to approve the second and final reading of the following revised policy and regulation:

Policy#5141.21 Administering Medication
Regulation#5141.21R Administering Medication

A voice vote was taken and unanimously approved.

EDUCATION & CURRICULUM

1. Motion made by Mrs. Saul, second by Mrs. Thibault to approve the District Professional Development Plan for the Stillwater Township Board of Education. (A copy of this program is available in the main office for review). A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve the Title 1 District-School Parental Involvement and Family Engagement Requirements for the 2019-2020 school year, as attached. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Saul, second by Mrs. Thibault to approve the Sussex County YMCA to offer before and after care for the students of the Stillwater Township Elementary School. A voice vote was taken and unanimously approved.

BUILDING & GROUNDS

1. Mrs. Metzgar reported on the following Building & Grounds items:
 - Summer Custodial Cleaning
 - 1966 Emergency Roof Repairs

- 1941/1956 Roof Replacement Project
- Window Film Project
- Water Expansion Tank

2. Motion made by Mrs. Thibault, second by Mrs. Saul to approve building and use calendar for September 2019. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Thibault, second by Mrs. Svendsen to declare sale of surplus and dispose of the following items:

- 1995 Air Compressor Model#4B229
- Clark Floor Burnisher

A voice vote was taken and unanimously approved.

TRANSPORTATION

1. Motion made by Mrs. Williver, second by Mrs. LoCascio to approve the bus routes and stops for the 2019-2020 school year. (Copies are made available in the main office for review.) A voice vote was taken and unanimously approved.

BUDGET & FINANCE

1. Mrs. Metzgar provided a financial update regarding the following items:
 - 2018-2019 anticipated surplus prior to audit
 - Extraordinary Aid
 - Out of State Homeless Reimbursement
 - Capital Reserve
 - Cafeteria Fund
2. Motion made by Mrs. LoCascio, second by Mrs. Thibault to approve July regular checks numbered 25896-25977, N0731, N0802, N0815, for a total of \$346,519.26. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. LoCascio, second by Mrs. Thibault to approve the attached list of purchase orders over \$1,000 for 2019-2020 school year. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve monthly travel as attached. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. LoCascio, second by Mrs. Thibault to approve transfers from July 1, 2019 to July 31, 2019 as attached. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to accept the REAP grant award in the amount of \$24,493 for the period July 1, 2019-September 30, 2020. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to retroactively accept the following 2019 summer tuition student:

<u>Sending District</u>	<u>Student</u>	<u>Tuition Cost</u>	<u>Grade Level</u>
Hampton	071514	\$800	K-6 SpEd

A voice vote was taken and unanimously approved.

8. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to accept the following 2019-2020 tuition students:

<u>Sending District</u>	<u>Student</u>	<u>Tuition Cost</u>	<u>Program</u>
Belvidere	121310	\$22,000	BD
Fredon	011912	\$22,000	BD
Sandyston	050513	\$22,000	BD
Green	063011	\$22,000	BD
Newton	103111	\$19,000	Grade 2
Paid by Parent	032016	\$6,000	Preschool
Paid by Parent	031715	\$6,000	Preschool
Paid by Parent	122614	\$6,000	Preschool
Paid by Parent	021215	\$6,000	Preschool
Paid by Parent	031416	\$6,000	Preschool
Paid by Parent	073015	\$6,000	Preschool
Paid by Parent	052716	\$6,000	Preschool
Paid by Parent	062315	\$4,000	Preschool
Paid by Parent	040315	\$6,000	Preschool
Paid by Parent	121714	\$6,000	Preschool
Paid by Parent	081514	\$6,000	Preschool
Paid by Parent	100714	\$6,000	Preschool

A voice vote was taken and unanimously approved.

LEGISLATION

No Report.

COMMUNITY RELATIONS

Mrs. LoCascio notified the board that Connect for Community donated backpacks full of supplies to some of the students of Stillwater School in need. We will also be requesting hygiene packs and lice kits that can be given to students in need.

September 7th- PTA Back to School BBQ

UNFINISHED BUSINESS

1. Board member required training- Due December 31, 2019.

NEW BUSINESS

1. NJ School Boards Workshop- October 21-24, 2019. Please let Mrs. Metzgar know if you plan on attending.

PUBLIC PARTICIPATION

None.

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mr. DeGroat, second by Mrs. Thibault at 8:34 p.m. 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/Attorney Client Privilege 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.

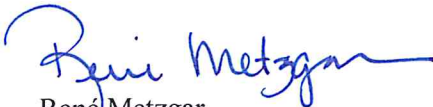
Motion made by Mrs. LoCascio and seconded by Mrs. Thibault at 8:56 p.m. to come out of executive session and return to public session. A voice vote was taken and unanimously approved.

Mrs. Williver asked for clarification regarding capital projects, the tax levy and the impact on the November election. Mrs. Metzgar explained there is no vote on the November ballot since the tax levy increase was not over 2%. She also clarified what the board's options are for capital projects and the possible reasons if the board was to have a question on the November ballot.

ADJOURN

Motion made by Mrs. LoCascio and second by Mrs. Thibault to adjourn the meeting at 8:59 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



Rene Metzgar
Business Administrator/Board Secretary