

July 22, 2019

The Stillwater Township Board of Education met on July 22, 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 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 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. Williver, Mrs. Thibault, Mrs. Galante, Mrs. McPeek (arrived 7:06 pm) and Mrs. LoCascio.

Absent: Mrs. Nothstine, 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. LoCascio, second by Mrs. Galante to approve the Regular Board of Education Meeting minutes from June 24, 2019. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. LoCascio, second by Mrs. Thibault to approve the Preliminary June 30, 2019 Board Secretary's and Treasurer's Reports which balanced in the amount of \$1,842,549.22 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of June 30, 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. Mrs. Metzgar provided and update on the 2018-2019 QSAC results. Stillwater has been designated as a high performing school district! The following were the results:

<b>NJQSAC Areas</b>	<b>Initial Placement</b>
Instruction and Program	87%
Fiscal Management	100%
Governance	100%
Operations	92%
Personnel	100%

## **SUPERINTENDENT'S REPORT**

Mr. Kochis reported on the following items:

- Thanked the Board, staff, and students for a warm welcome.
- Kindergarten Teacher Interviews
- KEEP Child Care closing
- Thanked Mrs. Metzgar for overseeing the summer construction projects
- Excited to be here and for the start of the new school year!

## **CORRESPONDENCE**

None.

## **PRESIDENT'S COMMENTS**

Mrs. Svendsen welcomed Mr. Kochis to Stillwater. Looking forward to the new school year!

## **PUBLIC PARTICIPATION**

Janet Mahedy- Welcomed Mr. Kochis

## **ACTION ITEMS:**

### **PERSONNEL**

1. Motion made by Mrs. LoCascio, second by Mrs. Galante, upon the recommendation of the Superintendent, to approve attached professional days. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. LoCascio, second by Mrs. Thibault upon the recommendation of the Superintendent, to approve shared service contract agreement for the 2019-2020 school year with Fredon Township School District, for a media specialist/librarian, Bettyann Picone for an annual amount of \$27,921.72. She will be in Stillwater 1.5 days a week (.3FTE). Fredon will be LEA. A roll call vote was taken and unanimously approved.
3. Motion made by Mrs. LoCascio, second by Mrs. Galante upon the recommendation of the Superintendent, to approve shared service contract agreement for the 2019-2020 school year with Fredon Township School District, for a Spanish Teacher, Frank Carchia for an annual amount of \$33,372.88. He will be in Stillwater 2.5 days a week (.5FTE). Fredon will be LEA. A roll call vote was taken and unanimously approved.
4. Motion made by Mrs. LoCascio, second by Mrs. Galante upon the recommendation of the Superintendent, to approve shared service contract agreement for the 2019

summer school program with Hampton, for a paraprofessional (Nicole Mazzacchi-Burdge) for a daily amount of \$59.38/day. Stillwater will be LEA. A roll call vote was taken and unanimously approved.

5. Motion made by Mrs. LoCascio, second by Mrs. Williver to approve maternity leave for Corrine Swakopf beginning on or about September 16, 2019 with the intent to return on or about February 3, 2020. This leave includes 12 weeks covered by FMLA & NJFLA. A voice vote was taken and unanimously approved.

6. Motion made by Mrs. LoCascio, second by Mrs. McPeek to approve the following graduate classes at Centenary University for William Kochis as per contract:

<u>Title of Course</u>	<u>Dates</u>	<u>Cost</u>
Finance	7/1/19-8/15/19	\$2,137.50
Innovation	8/26/19-12/14/19	\$2,137.50
Special Topics & Educational Admin	8/26/19-12/14/19	\$2,137.50

A voice vote was taken and unanimously approved.

## POLICY

1. Motion made by Mrs. LoCascio, second by Mrs. McPeek to approve the first 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. Administration discussed the Preschool Expansion Grant. Discussion included staffing, curriculum, program changes, transportation, and other startup costs. Administration also spoke about the future of the program and funding. This is a competitive grant so we are hoping to be awarded the additional aid.
2. BE IT HEREBY RESOLVED by Mrs. LoCascio, second by Mrs. McPeek, that the Stillwater Township Board of Education approves the submission of the 2019-2020 PEA (Preschool Education Aid) Grant Application to the NJ Department of Education, Division of Early Childhood Education (Grant application and execute a grant contract with the New Jersey Department of Education for two full-day Pre-K classrooms).

NOW, THEREFORE, BE IT RESOLVED that the Board formally approves the application submission for the grant listed above for a total award amount of \$286,902.

BE IT FURTHER RESOLVED that the school administrators are hereby authorized to submit an electronic grant application to the New Jersey Department of Education on behalf of the Stillwater Township Board of Education.

BE IT FURTHER RESOLVED that Superintendent and Business

Administrators are hereby authorized to sign the grant agreement on behalf of the Stillwater Township Board of Education and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement. A roll call vote was taken and unanimously approved.

- Motion made by Mrs. LoCascio, second by Mrs. Thibault to approve the 2017-2018 Self-Assessment HIB Grade from the NJ Department of Education. A voice vote was taken and unanimously approved.

**BUILDING & GROUNDS**

- Mrs. Metzgar provided an update on the following building & grounds items:
  - Summer Cleaning progress
  - 1966 Emergency Roof Project
  - 1941/1956 Project
  - Window Film Project
  - Lower Level Restroom Renovation
- Mrs. Metzgar reviewed the updated mold insurance policy. The board discussed in length the options. Although the \$250,000 deductible at this time is not favorable, the majority of the board felt the district needed to be covered.

Motion made by Mrs. Galante, second by Mrs. LoCascio to purchase mold insurance from Beazley for the 2019-2020 school year in the amount of \$6,912. Motion approved roll call vote: Mrs. Svendsen-Aye; Mrs. LoCascio-Aye; Mrs. McPeek- Aye; Mrs. Williver- Aye; Mrs. Thibault-No; Mrs. Galante-No.

- Motion made by Mrs. Galante, second by Mrs. LoCascio to approve building and use calendar for August 2019. A voice vote was taken and unanimously approved.
- Motion made by Mrs. Galante, second by Mrs. LoCascio to approve Agra Environmental and Laboratory Services to provide licensed operator management services for the level VSWS operation of the potable drinking water systems in the amount of \$155/month, and \$75/hour for additional services if needed for the 2019-2020 school year. A voice vote was taken and unanimously approved.

**TRANSPORTATION**

- Motion made by Mrs. Williver, second by Mrs. LoCascio to approve school activity transportation contract with Easton Coach Company for the Washington D.C. trip for the 6th grade students from November 4, 2019 to November 6, 2019 in the following amount as listed:

Identification Number	Destination	Departure Time/ Return Time	Basis of the Bid Per Bus	Basis of the Bid Cost per Bus	Basis of the Adjustm ent	Basis of the Adjustment Cost	Aide Cost
DC-2019	Washington, DC	5:45am/6:30 pm	Two 47 Passenger Coach Buses	\$4,485	N/A	N/A	N/A

**TOTAL COST            \$8,970, parking & permit fees included**

Other quotes obtained: Martz Group: \$9,928 not including parking & permit fees

Lakeland Bus Company: \$9,300

A roll call vote was taken and unanimously approved.

2. Motion made by Mrs. Williver, second by Mrs. LoCascio to approve transportation bid of school activities contract with Stocker Bus Company for the 2019-2020 school year in the following amounts as listed:

<b>Trip ID Number</b>	<b>Destination</b>	<b>Departure/Return Time</b>	<b>Basis of the Bid</b>	<b>Cost per bus</b>
FT19-20-1	Ideal Farms, Lafayette, NJ	9:00 am/ 2:00 pm	54 Passenger school bus	\$295
FT19-20-2	Sussex Fairgrounds, Augusta, NJ	9:00 am/ 12:30 pm	54 Passenger school bus	\$215
FT19-20-3	Turtle Back Zoo, West Orange, NJ	8:45 am/ 2:30 pm	54 Passenger school bus	\$400
FT19-20-4	Crayola Factory, Easton, PA	8:45 am/ 2:30 pm	54 Passenger school bus	\$410
FT19-20-5	Rizzo's Wildlife World, Flanders, NJ	9:00 am/ 1:45 pm	54 Passenger school bus	\$335
FT19-20-6	Jockey Hollow, Morristown, NJ	8:40 am/ 2:30 pm	54 Passenger school bus	\$400
FT19-20-7	Quiet Valley, Stroudsburg, PA	8:40 am/ 2:30 pm	54 Passenger school bus	\$410
FT19-20-8	Kittatinny Regional HS, Newton, NJ	12:30 pm/ 2:15 pm	54 Passenger school bus	\$145
FT19-20-9	Kittatinny Regional HS, Newton, NJ	11:20 am/ 2:10 pm	54 Passenger school bus	\$225
FT19-20-10	KRHS, Newton, NJ /Dairy Queen	8:45 am/ 1:30 pm	54 Passenger school bus	\$280
FT19-20-11	High Point Regional High School, Sussex, NJ	8:45 am/ 2:30 pm	54 Passenger school bus	\$335
FT19-20-12	Lafayette Township School, Lafayette, NJ	8:30 am/ 2:00 pm	54 Passenger school bus	\$325
FT19-20-13	Fredon School, Newton, NJ	8:30 am/ 11:00 am	54 Passenger school bus	\$165
FT19-20-14	Sandyston-Walpack School, Layton, NJ	8:30 am/ 11:00 am	54 Passenger school bus	\$165
FT19-20-15	McKeown School, Newton, NJ	12:00 pm/ 2:00 pm	54 Passenger school bus	\$165
FT19-20-16	Kittatinny Regional HS, Newton, NJ	8:45 am/ 1:00 pm	54 Passenger school bus	\$250
FT19-20-17	Fairview Lake YMCA, Stillwater, NJ	2:35 pm/ N/A - parent pick up	54 Passenger school bus	\$75
FT19-20-18	Sussex Tech, Sparta, NJ	8:25 am/ 2:30 pm	54 Passenger school bus	\$335
FT19-20-19	Sparta HS, Sparta, NJ	8:25 am/ 2:30 pm	54 Passenger school bus	\$335
FT19-20-20	Sparta HS, Sparta, NJ	8:45 am/ 11:00 am	54 Passenger school bus	\$165
FT19-20-21	Sussex Tech, Sparta, NJ	8:45 am/ 11:00 am	54 Passenger school bus	\$165
FT19-20-22	Kittatinny Regional HS, Newton, NJ	9:25 am/ 11:50 am	54 Passenger school bus	\$175
FT19-20-23	Hills House, Hackettstown, NJ	8:45 am/ 12:45 pm	54 Passenger school bus	\$245

**TOTAL \$6,015.00**

A roll call vote was taken and unanimously approved.

**BUDGET & FINANCE**

1. Mrs. Metzgar informed the Board that the State of NJ will be conducting a Pension & Benefits Census State Audit Review. Requested items were uploaded, and the State will be on site one day this summer.

2. Motion made by Mrs. LoCascio, second by Mrs. Thibault to approve June regular checks numbered 25816-25861, N0625, N0626, N0627, N0628, N0629, N0630 for a total of \$166,960.15, cafeteria check numbered 2605 in the amount of \$3,570.34. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. LoCascio, second by Mrs. Galante to approve July regular checks numbered 25862-25895, N0701, N0715, for a total of \$229,017.47, void cafeteria check #2606. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. LoCascio, second by Mrs. Thibault to approve June student activity checks numbered 6286 for a total of \$68.00. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. LoCascio, second by Mrs. Galante to approve the attached list of purchase orders over \$1,000 for 2018-2019 school year. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. LoCascio, second by Mrs. Galante to approve the attached list of purchase orders over \$1,000 for 2019-2020 school year. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. LoCascio, second by Mrs. Thibault to approve monthly travel as attached. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. LoCascio, second by Mrs. Thibault to approve transfers from June 1, 2019 to June 30, 2019 as attached. A voice vote was taken and unanimously approved.
9. Motion made by Mrs. LoCascio, second by Mrs. Galante to rescind the following motion that was approved on June 3, 2019:

*Motion made by Mrs. Nothstine, second by Mrs. Svendsen to approve renewal contract with Delta Dental for July 1, 2019-June 30, 2020 at the following rates:*

*One Party- \$53.46*

*Two Party-\$102.64*

*Three Party-\$171.82*

*A voice vote was taken and unanimously approved.*

A voice vote was taken and unanimously approved.

10. Motion made by Mrs. LoCascio, second by Mrs. Thibault to approve renewal contract with Delta Dental for July 1, 2019-June 30, 2020 at the following rates:

One Party- \$50.41

Two Party-\$96.79

Three Party-\$162.02

A voice vote was taken and unanimously approved.

## LEGISLATION

Mrs. McPeek provided an update on the following legislation:

- Removal of Superintendent salary caps.
- Extended statute of limitations for sexual abuse cases.
- Child abuse training is now mandatory for teaching candidates

Mrs. Metzgar reported on the following:

- OMB mileage reimbursement rate changes
- Minimum wage changes

## COMMUNITY RELATIONS

- Stillwater recreation has summer camp at Swartswood in August.

## UNFINISHED BUSINESS

1. Board member required training- Due December 31, 2019.
2. School Board Member Petitions are due to the County Clerk's office no later than 4:00 PM on July 29, 2019. Petition packets are available in the board office, online through the county clerk's website, or through NJSBA.

## NEW BUSINESS

None.

## PUBLIC PARTICIPATION

None.

## EXECUTIVE SESSION

None.

## ADJOURN

Motion made by Mrs. LoCascio and second by Mrs. McPeek to adjourn the meeting at 8:36 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



Rene Metzgar  
Business Administrator/Board Secretary