

September 14, 2020

The Stillwater Township Board of Education met on September 14, 2020, at 7:00 p.m. remotely via Zoom for a Regular Board of Education Meeting.

The meeting was called to order by Dennis DeGroat at 7:04 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. Notice of remote meeting access due to current emergency regarding COVID-19 was also provided to the public on September 10, 2020.

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

Absent: Karen Thibault.

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. Motion made by Mrs. Saul, second by Mrs. Nothstine to approve the Regular Board of Education Meeting minutes from August 24, 2020 and Executive Session Minutes #1 & #2. Motion approved by voice vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mrs. Galante-Aye; Mrs. Saul-Aye; Mrs. LoCascio-Aye; Mr. DeGroat-Aye; Mrs. Williver- Aye; Mrs. Kraft-Abstain.
2. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve the Special Meeting Board of Education Meeting minutes from August 31, 2020. A voice vote was taken and unanimously approved.
3. Mrs. Roberts provided the Board of Education Members with HIB Training. Presentation is attached to the minutes.

## **COMMITTEE REPORTS**

### **PERSONNEL**

1. Motion made by Mrs. Nothstine, second by Mrs. Svendsen, 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 RTI Workshop with Kelly Harmon on October 12, 2020 at a total cost of \$2,500 to be split with the KRHS region. Stillwater's portion will be paid to Kittatinny H.S. in the amount of \$500 through Title 2 funds. A voice vote was taken and unanimously approved.

3. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve professional development training on Readers/Writers Workshop at a total cost of \$28,900 to be split and paid half to Sandyston-Walpack BOE. Stillwater's portion of \$14,450 will be paid \$3,000 out of the Title II grant and the balance paid through general fund monies. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve 150 hour field supervision principal internship for Sam Scocozza for the Fall 2020 semester at no cost to the district through Centenary University. Mrs. Roberts will be the mentor for the program, but Mr. Scocozza may work with all Stillwater administrators. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Nothstine, second by Mrs. Galante, upon the recommendation of the Superintendent, to approve Katrina Franck to hold before school band lessons to be paid \$45.29/hour, for the 2020-2021 school year. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve the following stipend positions for the 2020-2021 school year:

Public Relations	Jessica Garrigan	\$850
Yearbook	Meghan Radimer	\$850
Yearbook	Maureen Riva	\$850
Night Forman	Nick Carbonaro	\$850

A voice vote was taken and unanimously approved.

7. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve the following evening family programs for the 2020-2021 school year. The stipend for each teacher is \$820.

Literacy Connections	Ramona Knapp	Beth Johnson	Grade 1
Family Math	Ramona Knapp	Beth Johnson	Grade 3

\*Programs will be virtual due to COVID-19.

A voice vote was taken and unanimously approved.

## **POLICY**

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

Policy# 3541.33 Transportation Safety  
 Motion approved by roll call vote: Mrs. Svendsen-No; Mrs. Nothstine-Aye; Mrs. Galante-Aye; Mrs. Saul-Aye; Mrs. LoCascio-No; Mr. DeGroat-Aye; Mrs. Williver-Aye; Mrs. Kraft-Aye.

2. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve the final reading of the following new policy:

Policy# 6713.1 Remote Learning  
A voice vote was taken and unanimously approved.

## **EDUCATION & CURRICULUM**

1. Mr. Kochis provided a Remote Learning Update. Completed 2 early dismissals and 5 full days of school. A few students have returned to the hybrid model. Roughly, 30% of students are still full remote. Instruction is going well; however, teachers are finding it difficult to work with remote students, while still having students in class. There is also a lack of substitute teachers available. The reopening committee plans to meet next week to recap on the first few weeks of school to see if adjustments need to be made.
2. Mrs. Roberts reported on the following: SSDS Reporting Period 2 January 1, 2020- June 30, 2020- There were 2 incidents total. Various programs were held during this time period such as Sadecky's Puppets- "Rise Above".
3. Ms. Roberts reported our 2019-2020 HIB Self-Assessment. We scored 77 out of 78 points.

## **BUILDING & GROUNDS**

1. Mrs. Metzgar provided a Buildings & Grounds update on the following items:
  - 1966 Wing Boiler Project
  - Soda Ash Injection System
  - Preschool Playground Install
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.
3. 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 2020-2021 school year. A voice vote was taken and unanimously approved.

## TRANSPORTATION

- Motion made by Mrs. Williver, second by Mrs. Svendsen to approve renewal of school activities transportation contract with Stocker Bus Company for the 2020-2021 school year in the following amounts as listed:

Route	Prev. Yrs Cost	Aide	# of Days	CPI 1.70%	Inc/Dec	Total renewal Cost
FT19-20	\$6,015	0	180	\$ 102.17	0	\$6,117.17

TOTAL ANNUAL COST **\$6,117.17\***

\*Stillwater will only be charged for attended trips.

ID Number	Destination	Departure/Return	Basis of Bus	Renewal Cost	NJSA 18A:39-3	Total
FT19-20-1	Ideal Farms, Lafayette, NJ	9:00 am/ 2:00 pm	54 Passenger school bus	\$295	\$5.01	\$300.01
FT19-20-2	Sussex Fairgrounds, Augusta, NJ	9:00 am/ 12:30 pm	54 Passenger school bus	\$215	\$3.65	\$218.65
FT19-20-3	Turtle Back Zoo, West Orange, NJ	8:45 am/ 2:30 pm	54 Passenger school bus	\$400	\$6.80	\$406.80
FT19-20-4	Crayola Factory, Easton, PA	8:45 am/ 2:30 pm	54 Passenger school bus	\$410	\$6.97	\$416.97
FT19-20-5	Rizzo's Wildlife World, Flanders, NJ	9:00 am/ 1:45 pm	54 Passenger school bus	\$335	\$5.69	\$340.69
FT19-20-6	Jockey Hollow, Morristown, NJ	8:40 am/ 2:30 pm	54 Passenger school bus	\$400	\$6.80	\$406.80
FT19-20-7	Quiet Valley, Stroudsburg, PA	8:40 am/ 2:30 pm	54 Passenger school bus	\$410	\$6.97	\$416.97
FT19-20-8	Kittatinny Regional HS, Newton, NJ	12:30 pm/ 2:15 pm	54 Passenger school bus	\$145	\$2.46	\$147.46
FT19-20-9	Kittatinny Regional HS, Newton, NJ	11:20 am/ 2:10 pm	54 Passenger school bus	\$225	\$3.82	\$228.82
FT19-20-10	KRHS, Newton, NJ (includes stop at Dairy Queen, Newton, NJ)	8:45 am/ 1:30 pm	54 Passenger school bus, additional stop at Dairy Queen	\$280	\$4.76	\$284.76
FT19-20-11	High Point Regional High School, Sussex, NJ	8:45 am/ 2:30 pm	54 Passenger school bus	\$335	\$5.69	\$340.69
FT19-20-12	Lafayette Township School, Lafayette, NJ	8:30 am/ 2:00 pm	54 Passenger school bus	\$325	\$5.52	\$330.52
FT19-20-13	Fredon School, Newton, NJ	8:30 am/ 11:00 am	54 Passenger school bus	\$165	\$2.80	\$167.80
FT19-20-14	Sandyston-Walpack School, Layton, NJ	8:30 am/ 11:00 am	54 Passenger school bus	\$165	\$2.80	\$167.80
FT19-20-15	McKeown School, Newton, NJ	12:00 pm/ 2:00 pm	54 Passenger school bus	\$165	\$2.80	\$167.80

FT19-20-16	Kittatinny Regional HS, Newton, NJ	8:45 am/ 1:00 pm	54 Passenger school bus destination	\$250	\$4.25	\$254.25
FT19-20-17	Fairview Lake YMCA, Stillwater, NJ	2:35 pm/ N/A - parent pick up	54 Passenger school bus, one way only	\$75	\$1.27	\$76.27
FT19-20-18	Sussex Tech, Sparta, NJ	8:25 am/ 2:30 pm	54 Passenger school bus	\$335	\$5.69	\$340.69
FT19-20-19	Sparta HS, Sparta, NJ	8:25 am/ 2:30 pm	54 Passenger school bus	\$335	\$5.69	\$340.69
FT19-20-20	Sparta HS, Sparta, NJ	8:45 am/ 11:00 am	54 Passenger school bus	\$165	\$2.80	\$167.80
FT19-20-21	Sussex Tech, Sparta, NJ	8:45 am/ 11:00 am	54 Passenger school bus	\$165	\$2.80	\$167.80
FT19-20-22	Kittatinny Regional HS, Newton, NJ	9:25 am/ 11:50 am	54 Passenger school bus	\$175	\$2.97	\$177.97
FT19-20-23	Hills House, Hackettstown, NJ	8:45 am/ 12:45 pm	54 Passenger school bus	\$245	\$4.16	\$249.16

Mrs. LoCascio expressed her concern regarding the lack of frequent disinfection from the contractor, so this would add additional exposure.

The board discussed what the guidelines are for attending field trips at this time. Mr. Kochis explained that we are currently not planning to attend any field trips due to COVID-19. Mrs. Metzgar spoke in regards to renewing the contract at the current CPI rate, rather than rebid. We will only be charged if we attend the trips. In the event we are safe to travel, the board would approve any field trip prior to attendance.

Motion approved by roll call vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mrs. Galante-Aye; Mrs. Saul-Aye; Mrs. LoCascio-Aye; Mr. DeGroat-Aye; Mrs. Williver-Aye; Mrs. Kraft-Abstain.

## **BUDGET & FINANCE**

1. Mrs. Metzgar provided a School Breakfast & Lunch program update- SSO application. The United States Department of Agriculture is offering districts to extend the Seamless Summer Program allowing free meals to all students up to 18 years of age regardless of their Free/Reduced status. Stillwater was part of this program from March to June. Free meals would include breakfast and lunch. Snacks, additional entrées, and beverages would be charged appropriately.

This program would run from October 1, 2020 (start date pending approval from State), and end December 31, 2020 or sooner if funds run out.

It is still encouraged for families to fill out the F/R applications to have no lapse in benefits. This would be able to help our entire Stillwater population, regardless of their income status.

Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve the Business Administrator to submit a waiver for the National School Lunch and Breakfast program SFSP/SSO application due to Covid-19. A voice vote was taken and unanimously approved.

2. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to accept the Digital Divide Grant Funds in the amount of \$13,623 for the project period of 7/16/2020-10/31/2020. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve the 2019-2020 PEA Funds Carry Over in the amount of \$35,142.10 to be used in the 2020-2021 school year as attached. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the procedures for using legal council in accordance with 6A:23A-5.2, as attached. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to accept the donation of student masks made by Tricia Sedivy. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. LoCascio, second by Mrs. Kraft to approve correction of line item transfers from July 31, 2020 for PEA funds made on August 1, 2020. No transfers were needed due to 2019-2020 carry over funds. A voice vote was taken and unanimously approved.

## **COMMUNITY RELATIONS**

Mrs. Williver reported on the following items:

- September 19, 2020- Rooster's Family Fun Day at the Sussex County Fairgrounds
- September 25th-November 1<sup>st</sup>- Skyland's Ballpark-Jack-O-Lantern drive through
- October 4<sup>th</sup>- Pig Roast & Harvest Day- Fairview Lake YMCA Camp
- October 4<sup>th</sup>- Sussex County Fairgrounds- Where Did Summer Go?-Food Truck Festival
- October 11<sup>th</sup>- Newton's Annual Fall Festival & Car Show.
- October 29, 2020- Sussex County Chamber of Commerce Expo 2020
- Sussex County Library System- classes and events for all ages!

-PTA Tricky Tray is now September 26<sup>th</sup> at the Stillwater Community Center.

## **LEGISLATIVE**

Mrs. Kraft reported on the following items:

- Legislation to postpone QSAC visits for the 2020-2021 school year.
- Depression Screen regulation for students
- Legislation regarding potential State Cooperative Purchasing for Covid related goods & services.

**PUBLIC PARTICIPATION**

None.

**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

Motion made by Mrs. LoCascio, second by Mrs. Svendsen to adjourn the meeting at 8:00 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,

René Metzgar  
Business Administrator/Board Secretary