

August 24, 2020

The Stillwater Township Board of Education met on August 24, 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 7:00 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 & 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 August 19, 2020.

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

Absent: Mrs. Kraft.

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.

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mr. DeGroat, second by Mrs. Thibault at 7:02 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 Personnel Matters 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.

Mrs. Cramer was excused from the meeting at 7:02 pm.

Mrs. Roberts was excused from the meeting at 7:02 pm.

Motion made by Mrs. LoCascio and seconded by Mrs. Svendsen at 7:14 p.m. to come out of executive session and return to public session. A voice vote was taken and unanimously approved.

BOARD BUSINESS

1. Motion made by Mrs. LoCascio, second by Mrs. Galante to approve the Regular Board of Education Meeting from July 27, 2020. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve the July 31, 2020 Board Secretary's and Treasurer's Reports which balanced in the amount of \$1,799,463.92 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of July 31, 2020 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. Thibault, second by Mrs. LoCascio to approve the following 2020-2021 District Goals:

1. Develop and implement a school reopening plan as per State of New Jersey Guidelines to meet the needs of our students.
2. Continue to develop the social-emotional supports for students, staff, and community.
3. Enhance our Response to Intervention (RTI) process to identify and remediate students who are below grade level.

A voice vote was taken and unanimously approved.

4. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve the following 2020-2021 Board Goals:

1. Establish and maintain communications with the Sandyston-Walpack Board of Education in light of the new shared service agreement, in order to identify expectations of both Boards to support their joint Superintendent.
2. Engage in regular Board professional development in the areas of: budgeting, policy, and negotiations.
3. Continue to maintain and support open communication with our community especially in relation to school restart and recovery during the pandemic.

A voice vote was taken and unanimously approved.

5. Establish Board Goals Committee/Action plan process

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

- Danielle LoCascio
- Krista Galante
- Cheryl Williver
- Dennis DeGroat

A voice vote was taken and unanimously approved.

6. **RESOLUTION FOR REOPENING OF SCHOOLS** was made by Mrs. Thibault, second by Mrs. Galante:

WHEREAS, the plan to reopen schools for the 2020-2021 school year includes, to the extent possible and within the confines as dictated by the District's buildings and facilities, the health, safety, and "Leadership and Planning" measures identified as "Anticipated Minimum Standards" (minimum standards) in the Department of Education's *The Road Back, Restart and Recovery Plan for Education*; and

WHEREAS, the District's plan, to the extent possible will implement those minimum standards as outlined in the District's reopening plan; and

WHEREAS, the District's plan, to the extent possible, will adhere to the directives of the Governor and the Department of Education of the State of New Jersey regarding the reopening of schools for 2020-2021; and

NOW, BE IT RESOLVED, that the Board has considered the above and, upon the recommendation of the Superintendent, approves the submission of the District's plan for reopening schools for the 2020-2021 school year to the Department of Education.

A roll call vote was taken and unanimously approved.

SUPERINTENDENT'S REPORT

Mr. Kochis reported on the following items:

- Congratulations to Meghan Radimer named the 2019-2020 Sussex County Teacher of the Year.
- Thanked Administration, Assistants, and our Custodial staff for all the preparation this summer.
- Thanked the Parents and Community members for all their patience and support.
- Standard protocols changes due to Covid-19 will be released later this week to parents.
- Thanked the Lofaro Family for setting up the community donation bin.

CORRESPONDENCE

None.

PRESIDENT'S COMMENTS

None.

PUBLIC PARTICIPATION

None.

ACTION ITEMS:

PERSONNEL

1. Motion made by Mrs. Nothstine, second by Mrs. Thibault to approve Marissa Cramer as Supervisor of Preschool for the 2020-2021 school year. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to appoint René Metzgar as USDA Civil Rights Coordinator for the 2020-2021 school year. A voice vote was taken and unanimously approved.

3. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve Jeanne Smetana as Community and Parent Involvement Specialist for the 2020-2021 school year. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve contract for professional services with Pam Brillante as the Preschool Master teacher for the 2020-2021 school year to be paid at \$125/hour not to exceed \$25,000. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to fund 100% of the salary of Paraprofessional, Heather Vivian, from September 1, 2020- June 30, 2021 through IDEA Basic Funds. 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 appoint Meghan Radimer as the Staff Wellness Coordinator as per the SHIF grant for the 2020-2021 school year, to be paid a stipend of \$750 through the wellness grant. 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 offer the maternity leave teacher replacement contract to Lauren Davis from September 1, 2020 to January 22, 2021 to be hired at BA, Step 0, at a daily rate of \$281.45. A roll call vote was taken and unanimously approved.
8. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to accept with regret the resignation of Darlene Rodriguez, Paraprofessional, effective August 31, 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 offer a contract to the following part-time 27.5 hours/week Para-Professional staff member for employment for the 2020-2021 school year from September 1, 2020-June 30, 2021 to be paid at an hourly rate funded by PEA:

<u>Name</u>	<u>Base Hourly Rate</u>	<u>Adjustments</u>	<u>Total Hourly Rate</u>
DeStefano, Holly	\$ 13.16	\$500=\$0.50/hour	\$ 13.66

A voice vote was taken and unanimously approved.

10. Motion made by Mrs. Nothstine, second by Mrs. Svendsen, upon the recommendation of the Superintendent, to offer contracts to the following part-time 15 hours/week Para-Professional staff members for employment for the 2020-2021 school year from September 1, 2020-June 30, 2021 to be paid at an hourly rate, pending criminal history and background checks:

<u>Name</u>	<u>Base Hourly Rate</u>	<u>Adjustments</u>	<u>Total Hourly Rate</u>
Emily Perez	\$13.17	N/A	\$13.17

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 teachers/paraprofessionals/main office secretaries for the 2020-2021 school year:

Susan Ahlgren
 Lauren Davis
 Marissa DiRienzo
 Danielle Hoon
 Eileen Lockburner
 Maureen Newman
 Helen Sallitt
 Lindsay Speirs
 Tara Templeton
 Jadrian Verheeck
 Carrie Weeks
 Michelle Gerhardt

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 substitute paraprofessionals/main office secretaries for the 2020-2021 school year:

Stacy Monahan

A voice vote was taken and unanimously approved.

13. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to approve the following substitute nurses for the 2020-2021 school year:

Carol Lee Spages
 Jadrian Verheeck

A voice vote was taken and unanimously approved.

14. Motion made by Mrs. Nothstine, second by Mrs. Svendsen, upon the recommendation of the Superintendent, to approve the following substitute custodians & hourly rates for the 2020-2021 school year:

Joseph Falotico- \$14.53/hour
 Sean Mahedy- \$13.00/hour
 Joseph VanSkiver- \$16.84/hour

A voice vote was taken and unanimously approved.

15. Motion made by Mrs. Nothstine, second by Mrs. Svendsen, upon the recommendation of the Superintendent, to approve the following Interlocal Shared Services Agreements with the Fredon Township Board of Education from September 1, 2020 to June 30, 2021:

Name	Subject/FTE	Cost to STE
DeAngelis, Danielle	Teacher's Aide -.75 hours/day, 5 days /week = total of 3.75 hrs/wk (.15 FTE of .7 FTE)	\$1,828.17

Scott, Laura	Teacher's Aide –2.50 hours/day, 5 days /week = total of 12.5 hrs/wk (.5 FTE of .7 FTE)	\$5,852.54
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A voice vote was taken and unanimously approved.

16. Motion made by Mrs. Nothstine, second by Mrs. Svendsen to approve the following graduate class at Centenary University for Sam Scocozza, paid as per SEA contract:

<u>Title of Course</u>	<u>Dates</u>	<u>Cost</u>
Curriculum Development & Evaluation	September 2020- December 2020	\$1,877.85

A voice vote was taken and unanimously approved.

17. Motion made by Mrs. Nothstine, second by Mrs. Svendsen upon the recommendation of the Superintendent, to approve leave of absence under The Families First Coronavirus Response Act for Megan Reed from September 8, 2020- November 30, 2020 for the purpose of childcare. Schedule to be mutually agreed upon with the School Business Administrator. Pay will be reflected in accordance to FFCRA as 2/3 the daily rate up to \$200. A voice vote was taken and unanimously approved.

18. Motion made by Mrs. Nothstine, second by Mrs. LoCascio upon the recommendation of the Superintendent, to approve shared service contract agreement from September 8, 2020-November 30, 2020 with Sussex County Educational Services Commission, for the Assistant to the Business Administrator, Jacqueline Klinger for a total amount of \$8,000. She will be in Stillwater 2 days a week and SCESC will be LEA. A roll call vote was taken and unanimously approved.

19. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to accept the resignation of Holly Kearney for the 3 hour per week part-time paraprofessional position, effective August 31, 2020. A voice vote was taken and unanimously approved.

20. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Superintendent, to offer a contract to the following part-time 27.5 hours/week Para-Professional staff member for employment for the 2020-2021 school year from September 1, 2020-June 30, 2021 to be paid at an hourly rate funded by PEA:

<u>Name</u>	<u>Base Hourly Rate</u>	<u>Adjustments</u>	<u>Total Hourly Rate</u>
Kearney, Holly	\$ 13.16	N/A	13.16

A voice vote was taken and unanimously approved.

POLICY

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

Policy# 1250 Visitors
Policy# 3510 Operation and Maintenance of Plant

Policy# 3541.33 Transportation Safety
Policy# 4151.1/4251.1 Personal Illness & Injury/
Health & Hardship
Policy# 5141.2 Illness
Policy# 5141.3 Health Examinations and Immunizations

A voice vote was taken and unanimously approved.

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

Policy# 6713.1 Remote Learning

A voice vote was taken and unanimously approved.

EDUCATION & CURRICULUM

1. Washington D.C. Field Trip Discussion-Mrs. Roberts discussed the survey results. The board would still like to explore all options. This is a very difficult decision to make due to the current pandemic. For the next board meeting, the board would like to know what the alternative plans could be if the students cannot attend the trip due to Covid-19.
2. Motion made by Mrs. Saul, second by Mrs. Svendsen to approve the District/School Professional Development Plan for the Stillwater Township Board of Education for 2020-2021 school year. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Saul, second by Mrs. Svendsen to approve Creative Curriculum as the preschool curriculum for the 2020-2021 school year. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve the Title I District School Parental Involvement & Family Engagement Requirements and the Title I School Parent Compact for the 2020-2021 school year as attached. A voice vote was taken and unanimously approved.

BUILDING & GROUNDS

1. Mrs. Metzgar provided an update on the following Building & Grounds items:
 - 1966 Boiler Project
 - Main Driveway gate install
 - Seal coating project
 - Preschool playground install
2. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve building and use calendar for September 2020, pending direction from the State of NJ. A voice vote was taken and unanimously approved.

TRANSPORTATION

1. Motion made by Mrs. Thibault, second by Mrs. LoCascio to approve the attached bus routes and stops for the 2020-2021 school year. A voice vote was taken and unanimously approved.

BUDGET & FINANCE

1. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve regular checks from July 28, 2020-August 24, 2020 numbered 26644-26716, N0731, N0807, N0814, for a total of \$398,353.50. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve July Student Activity checks numbered 6320-6351 for a total of \$675.29. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve the attached list of purchase orders over \$1,000 for 2020-2021 school year. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve monthly travel as attached. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve transfers from July 1, 2020 to July 31, 2020 as attached. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to accept the SHIF Staff Wellness Grant award in the amount of \$5,000 for the 2020-2021 school year. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to authorize the Business Administrator/Board Secretary to submit the Digital Divide application through EWEG. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to accept a match donation from Benevity Prudential in the amount of \$125 to be used towards the Stillwater School Recycling project. This is a match grant from the Township of Stillwater. A voice vote was taken and unanimously approved.
9. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to accept the 2020-2021 REAP Grant award in the amount of \$24,900. A voice vote was taken and unanimously approved.
10. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to accept the following 2020-2021 tuition student:

<u>Sending District</u>	<u>Student</u>	<u>Tuition Cost</u>	<u>Program</u>
Fredon	011912	\$22,000	BD

A voice vote was taken and unanimously approved.

11. Motion made by Mrs. LoCascio, second by Mrs. Thibault to approve the revised Procurement Procedures for School Food Authorities (Form#326), to identify procurement procedures for the USDA School Nutrition programs as attached. A voice vote was taken and unanimously approved.

12. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to accept the Stillwater Community Member donations organized by the Lofaro Family:

Crayons
Colored pencils
Pencil boxes
Pens
Pencil sharpeners
Erasers
Glue sticks
Paper
Notebooks

A voice vote was taken and unanimously approved.

LEGISLATION

No Report.

COMMUNITY RELATIONS

Mrs. Williver reported on the following items:

- Sussex County Sunflower maze, Sandyston NJ-viewable through September 13th
- September 19, 2020- Rooster's Family Fun Day at the Sussex County Fairgrounds
- September 25th-November 1st- Skyland's Ballpark-Jack-O-Lantern drive through
- October 4th- Pig Roast & Harvest Day- Fairview Lake YMCA Camp
- October 4th- Sussex County Fairgrounds- Where Did Summer Go?-Food Truck Festival
- October 11th- 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!

UNFINISHED BUSINESS

1. Board member required training- Due December 31, 2020.

NEW BUSINESS

1. New Jersey School Boards Virtual Workshop October 20-22, 2020. Registration is now open. Please let Mrs. Metzgar know if you would like to attend. \$199 per person or \$900 for up to 25 team members.

PUBLIC PARTICIPATION

None.

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by 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 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.

Mrs. Cramer was excused from the meeting at 8:17 pm.

Mrs. Roberts was excused from the meeting at 8:17 pm.

Motion made by Mrs. Nothstine and seconded by Mrs. Svendsen at 8:40 p.m. to come out of executive session and return to public session. A voice vote was taken and unanimously approved.

ADJOURN

Motion made by Mrs. Svendsen, second by Mrs. Thibault to adjourn the meeting at 8:41 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary