

March 18, 2019

The Stillwater Township Board of Education met on March 18, 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 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 March 1, 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: Mrs. Svendsen, Mrs. Nothstine, Mrs. Williver, Mrs. McPeck, Mrs. LoCascio, Mr. DeGroat, Mrs. Saul, and Mrs. Thibault.

Absent: Krista Galante.

Also present were Sue Kappler, Interim 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

Mr. DeGroat thanked Mrs. Kappler for being an interim at Stillwater this year. This will be her last week and she will be greatly missed!

1. Motion made by Mrs. Svendsen, second by Mrs. LoCascio to approve the Regular Board of Education Meeting minutes & executive session minutes from February 25, 2019. Motion approved voice vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mrs. LoCascio-Aye; Mrs. Saul-Aye; Mr. DeGroat-Abstain; Mrs. McPeck-Aye; Mrs. Williver- Aye; Mrs. Thibault-Aye.
2. Motion made by Mrs. LoCascio, second by Mrs. Saul to approve the January 31, 2019 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,040,649.09 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of January 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.

PUBLIC PARTICIPATION

Marsha Bradley-Hillcrest Road, Newton, NJ- Coordinator of the Stillwater CERT Program. Wanted to make residents aware of the program and see if anyone would be interested in joining.

COMMITTEE REPORTS

PERSONNEL

1. Motion made by Mrs. Nothstine, second by Mrs. LoCascio 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 Beth Johnson & Ramona Knapp to extend the Lego Club two additional weeks for an additional stipend of \$82.00 each. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve graduate class at Rutgers University titled, "The Social and Emotional Development of Gifted Children," at a cost of \$2,154 for Elaine Makarevich. Reimbursement paid as per SEA Agreement. This course runs from March 11, 2019-May 6, 2019. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to accept with regret the resignation of Erin Richards, effective August 28, 2019. A voice vote was taken and unanimously approved.

POLICY

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

Policy#5142.2 Physical Restraint
A voice vote was taken and unanimously approved.

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

Exhibit#2131 Superintendent Evaluation
A voice vote was taken and unanimously approved.

EDUCATION & CURRICULUM

1. Motion made by Mrs. Saul, second by Mrs. Nothstine to approve the revised preschool enrollment procedures/toilet training requirements for the full day preschool program to begin 2019-2020 school year. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Saul, second by Mrs. Svendsen to adopt the revised Music Curriculum for the 2018-2019 school year. A voice vote was taken and unanimously approved.

3. Motion made by Mrs. Saul, second by Mrs. LoCascio to adopt the revised Visual Arts Curriculum for the 2018-2019 school year. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Saul, second by Mrs. LoCascio to authorize the Affirmative Action Team to conduct the Needs Assessment and develop a Comprehensive Equity Plan. A voice vote was taken and unanimously approved.

BUILDING & GROUNDS

1. Mrs. Metzgar provided an update on the following Building & Grounds items:
 - Water System Update
 - Lower Level Restroom Project
 - 1941/1956 Roof Project
2. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve Patwood Roofing to replace the remaining gutters in the amount of \$7,200 plus \$7.00/LF to remove and replace any rotted fascia. A voice vote was taken and unanimously approved.

TRANSPORTATION

1. Motion made by Mrs. Williver, second by Mrs. LoCascio to approve transportation with Stocker Bus for the following field trips:

Date	Location	Grade	Cost
April 2, 2019	Lafayette School	Pinwheel-Grade 3	\$310.00
May 31, 2019- Rescheduled from November snow date	NJ Symphony Orchestra, Sparta, NJ	Grade 4	\$160.84

A voice vote was taken and unanimously approved.

BUDGET & FINANCE

Mrs. LoCascio

1. Mrs. Metzgar presented the 2019-2020 tentative budget. She explained the budget process, distributed an updated budget calendar, and reviewed the recent state aid formula changes. Mrs. Metzgar also reviewed the revenues, expenditures, including various capital projects and enrollment numbers. The tentative budget proposed a 2% tax levy increase, and a review of the estimated tax impact was discussed.

2. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to introduce the preliminary 2019-2020 School Budget and authorize the School Business Administrator to submit the preliminary budget to the Sussex County Office of Education for compliance and approval for advertisement as follows:

<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	<u>\$6,236,200</u>	<u>General Fund</u>	
Capital Outlay	<u>\$328,290</u>	..Budgeted Fund Balance	\$ 334,087
		..Local Tax Levy	\$4,285,334
Special Revenue Fund	<u>\$131,224</u>	..Capital Reserve	\$ 276,000
Repayment of Debt	<u>\$ 0.00</u>	..Capital Reserve Int.	\$500
		..Misc Revenue	\$2,000
		..Tuition	\$121,800
		..State Aid	\$1,544,769
		...SEMI	\$ 0
		Total General Fund:	\$6,564,490
Total Expenditures	<u>\$6,695,714</u>	<u>Special Revenue Fund</u>	
		..Federal & State Aid	\$ 131,224
		Total Revenue	<u>\$ 6,695,714</u>

As per NJAC 6A:23A-7.3, the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The maximum amount of travel and expense reimbursement for the 2018-2019 budget was \$15,000. As of March 1, 2019 the amount spent to date is \$2,008.17. The 2019-2020 tentative budget includes a maximum travel appropriation of \$10,000. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded. Included in the 2019-2020 proposed budget is a maximum regular business travel amount of \$1,500 per employee.

A roll call vote was taken and unanimously approved.

3. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to retroactively accept tuition student #020513 for the Behavioral Disabilities Program beginning February 25, 2019 to June 30, 2019 from the Sandyston-Walpack Board of Education. Tuition to be prorated based off annual amount of \$20,000 plus any additional services/aide. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve transfers from January 1, 2019 to January 31, 2019 as attached. A voice vote was taken and unanimously approved.

COMMUNITY RELATIONS

-TREP\$ Marketplace- April 10th

LEGISLATIVE

-No update-primary discussion has been on State Aid numbers and the budget.

PUBLIC PARTICIPATION

-Vera Rumsey-Fairview Lake Road- Introduced herself and Terry Beshada. They will be running for town council and wanted to check out a school board meeting. They thanked the board for everything they do for the school. The meeting was a real eye opener for them and great to see all the good things that Stillwater School is doing for our children.

EXECUTIVE SESSION

None.

ADJOURNMENT

Motion made by Mrs. LoCascio and second by Mrs. Svendsen to adjourn the meeting at 8:18 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary