

March 25, 2019

The Stillwater Township Board of Education met on March 25, 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: Mrs. Svendsen, Mrs. Nothstine, Mrs. Williver, Mr. DeGroat, Mrs. Saul, Mrs. Galante, Mrs. LoCascio and Mrs. Thibault.

Absent: Mrs. McPeck.

Also present were Anna Memmelaar, 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

1. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the Committee of the Whole Board of Education Meeting minutes from March 18, 2019. Motion approved voice vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mrs. LoCascio-Aye; Mrs. Saul-Aye; Mr. DeGroat-Aye; Mrs. Williver- Aye; Mrs. Thibault-Aye; Mrs. Galante-Abstain.
2. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve the February 28, 2019 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,099,490.80 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of February 28, 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.

SUPERINTENDENT'S REPORT

Mrs. Memmelaar thanked Mrs. Kappler for filling in for all the Interim Administration positions this year. She will be greatly missed!

CORRESPONDENCE

None.

PRESIDENT'S COMMENTS

Mr. DeGroat brought in his potted plant that third grade gave the board members for board appreciation month to show the grassy hair growing. Thanked the students again for such a wonderful gift. The plant really shows us all growing together.

PUBLIC PARTICIPATION

None.

ACTION ITEMS:

PERSONNEL

1. Motion made by Mrs. Nothstine, second by Mrs. Svendsen to approve attached professional days. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Nothstine, second by Mrs. Svendsen to approve Cali Roberts, Meghan Radimer, and Justin Reed to receive a stipend of \$75.00 per person for attending the 6th Grade Activity night at Kittatinny Regional High School on April 5, 2019. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve René Metzgar to attend NJASBO Convention in Atlantic City, NJ, June 5-7, 2019, as per contract.

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 has determined that the training programs, seminars, conventions and conferences sponsored by New Jersey Association of School Business Administrators and set forth below are directly related to and within the scope of listed administrator's current responsibilities and/or applicable professional development plans; and

WHEREAS, The Board has determined that the participation in the NJASBO training programs, and seminars, conventions and conferences requires school district travel expenditures and that this travel is critical to the administrative and /or instructional needs of the district and/or furthers the efficient operation of the district, and /or will help improve administrator's skills and knowledge related to district operations: and

WHEREAS, The Board has determined that the school district travel expenditures to NJASBO training programs, seminars, conventions and conferences 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 finds that a mileage reimbursement rate equal to that of the OMB mileage reimbursement rate of [\$.31] per mile is a reasonable rate, plus parking and tolls; and

WHEREAS, The Board has determined that participation in the NJASBO training programs, seminars, conventions and conferences is in compliance with the district policy on travel; therefore be it

RESOLVED, That the board of education hereby approves the attendance of the listed district employees the listed NJASBO training programs, seminars, conventions and conferences 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 NJASBO training programs, seminars, conventions and conferences:

René Metzgar	
Borgata, Atlantic City, NJ, June 5-7, 2019	\$218 plus taxes & fees
Registration	\$275
<u>Meals & Incidental Expenses</u>	
Breakfast	\$16
Lunch	\$17
Dinner	\$28
<u>Incidentals</u>	<u>\$5</u>
TOTAL	\$66

1st and last day

M&IE Rate 75% \$49.50/day

A roll call vote was taken and unanimously approved.

POLICY

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

Exhibit#2131 Superintendent Evaluation

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#6164 Response to Intervention

A voice vote was taken and unanimously approved.

EDUCATION & CURRICULUM

1. Mrs. Cramer presented the NJ School Performance Report including:
 - Academic and Achievement
 - Student Growth
 - Chronic Absenteeism Rate
2. Motion made by Mrs. Saul, second by Mrs. Nothstine to approve the submission of the Comprehensive Equity Plan for the school years 2019-2020 through 2021-2022. A roll call vote was taken and unanimously approved.

BUILDING & GROUNDS

1. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve building and use calendar for April 2019. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Galante, second by Mrs. LoCascio to authorize the Business Administrator/Board Secretary to submit the LRFP amendment request form to the Office of School Facilities. (This is to include the Security Film Installation on all ground level windows, the emergency blue light installation, driveway/playground safety bollards, additional water expansion tank and the 1966 boiler project). A roll call vote was taken and unanimously approved.

TRANSPORTATION

None.

BUDGET & FINANCE

1. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve March regular checks numbered 25557-25620, N0222, N0228, N0229, N0311, N0313, N0314, N0315, void check 25580 for a total of \$748,068.76, cafeteria checks numbered 2599-2600 in the amount of \$9,474.65. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve February student activity check numbered 6274 for a total of \$125.70. 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 2018-2019 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 February 1, 2019 to February 28, 2019 as attached. A voice vote was taken and unanimously approved.

LEGISLATION

The legislation of NJ legalizing recreational marijuana has been postponed.

COMMUNITY RELATIONS

-TREP\$ Marketplace is April 10th.

UNFINISHED BUSINESS

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

NEW BUSINESS

None.

PUBLIC PARTICIPATION

None.

EXECUTIVE SESSION

None.

ADJOURN

Motion made by Mrs. LoCascio and second by Mrs. Nothstine to adjourn the meeting at 7:29 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary