

May 13, 2019

The Stillwater Township Board of Education met on May 13, 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, Middletown Post Office, Swartwood 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, and Mrs. LoCascio.

Absent: Mrs. McPeck and Mrs. Thibault.

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. Nothstine to approve the Budget Public Hearing Minutes, Regular Board of Education Meeting minutes, and executive session minutes from April 29, 2019. Motion approved voice vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mrs. LoCascio-Aye; Mrs. Saul-Aye; Mrs. Williver-Aye; Mr. DeGroat-Abstain; Mrs. Galante-Abstain.

BOARD BUSINESS BLOCK MOTIONS: 2-4

Motion to approve board business block motions 2-4 was made by Mrs. LoCascio, second by Mrs. Nothstine.

2. Motion to approve the following individuals or firms in their respective positions for the 2019-2020 school year:

Energy Cooperation	ACES
School Physician	Skylands Pediatrics
Insurance Fund	NJ Schools Insurance Group
District Architect	Parette Somjen Architects
Environmental Consultants	Westchester Environmental, LLC
VSWS Operator	Agra Environmental
Board Attorney	Sciarrillo, Cornell, LLC
Board Auditor	Ardito & Co., LLP
Medical Insurance Fund	Schools Health Insurance Fund
Medical Insurance Agent of Record	Liberty Benefit Advisors
Accounting/Personnel Software Provider	CDK Systems
Payroll Computer Service Provider	R&L Datacenters, Inc.
Risk Management Consultant	The Morville Agency

3. Motion to designate the New Jersey Herald and Sunday Herald as the official newspaper for the 2019-2020 school year and the Star Ledger and The Township Journal as alternate newspapers and for selected advertising.
4. Motion to approve the following locations for posting all legal notices for the 2019-2020 school year:

Lakeland Bank
Stillwater Post Office
Stillwater Town Hall
Middleville Post Office
Swartswood Post Office
Stillwater Board of Education Office
Stillwater Elementary School

A voice vote was taken and board business block motions 2-4 were unanimously approved.

SUPERINTENDENT'S REPORT

Mrs. Memmelaar reported on the following items:

- QSAC Update- went very well, scores to come
- Thank you to the BOE and PTA for providing breakfast & lunch for staff appreciation!
- Spring concert is May 15th
- Mr. Kochis came to visit today and met all the student and staff!

CORRESPONDENCE

- Thank you letter to the Board for hosting the Teacher Appreciation breakfast-Stillwater Staff
- Thank you letter to the Board for hosting the Teacher Appreciation breakfast- Vicky Winay
- Thank you letter to the Board for hosting the Teacher Appreciation breakfast- Tracey Coombs, Heather Ostendorff, Kathy Pevarnik
- Thank you letter to the Board for hosting the Teacher Appreciation breakfast-Sue Pierson
- Thank you letter to the Board for hosting the Teacher Appreciation breakfast- Janet Mahedy

PRESIDENT'S COMMENTS

None.

PUBLIC PARTICIPATION

Mrs. Pagano- Thank you again for the breakfast, it was a great way to start the day!

ACTION ITEMS:

PERSONNEL

1. Motion made by Mrs. Nothstine, second by Mrs. LoCascio upon the recommendation of the Interim 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 renewal of Frontline Education to provide an Absentee Management System for the 2019-2020 school year in the amount of \$2,033. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Interim Superintendent, to approve the following substitute paraprofessional for the 2018-2019 school year:

-Cathy Zelewski (Pending Criminal History & Background Check)

A voice vote was taken and unanimously approved.

4. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Interim Superintendent to re-hire the tenured instructional staff members for employment for the 2019-2020 school year from August 28, 2019 to June 30, 2020, at their 2019-2020 salary and step:

<u>Employee Name</u>	<u>Position</u>	<u>19/20 Step</u>	<u>Salary</u>
Beckman, Maureen	Nurse	BA+15, L3	\$ 84,985
Bessemer, Denise	Elementary	BA, L3	\$ 82,885
Bickhardt, Lorraine	Elementary	MA, L3	\$ 87,085
Celentano, Brittany	Elementary	MA,10	\$ 70,885
Collier, Lynda	Elementary	BA, 15	\$ 76,435
DiRienzo, Mary	Special Education	BA, 6	\$ 61,330
Franck, Katrina	Music	BA, 6	\$ 61,330
Fryer, Kelly	Elementary	BA, 10	\$ 66,685
Grau, Lisa	Elementary	BA, L3	\$ 82,885
Hutcheson, Lisa	Reading Specialist	MA + 30, L1	\$ 83,785
Iradi, Fred	Elementary	MA + 30, L3	\$ 88,135
Johnson, Beth	Elementary	MA, L3	\$ 87,085
Knapp, Ramona	Elementary	MA, L3	\$ 87,085
Maeurer, Keri	Elementary	MA, 11	\$ 72,735
Mahedy, Janet	Middle School	MA, 12	\$ 74,635
Makarevich, Elaine	STEAM/Pinwheel	MA, L3	\$ 87,085
Newman, Jessica	Special Education	MA+15, 10	\$ 71,410
Pagano, Christine	Elementary	BA, 14	\$ 74,385
Piazza, Melissa	Art	BA, L3	\$ 82,885
Pierson, Susan	Preschool	MA+15, 15	\$ 81,160
Radimer, Meghan	Physical Ed/Health	BA, 10	\$ 66,685

Reed, Justin	Physical Ed/Health	MA, 12	\$ 74,635
Riva, Maureen	Special Education	BA, 8	\$ 63,700
Steffens, Jessica	Middle School	MA, 10	\$ 70,885
Swakopf, Corrine	Elementary	MA, 13	\$ 76,585
Then, Erica	Elementary	BA, 9	\$ 64,885

A roll call vote was taken and unanimously approved.

5. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Interim Superintendent, to offer contracts to the following full-time Para-Professional staff member for employment for the 2019-2020 school year from August 29, 2019-June 30, 2020.

<u>Name</u>	<u>Base Hourly Rate</u>	<u>Adjustments</u>	<u>Total Hourly Rate</u>
Pevarnik, Kathleen	\$19.77	Longevity: \$300 HQ: \$100 \$400=\$0.34	\$20.11

A roll call vote was taken and unanimously approved.

6. Motion made by Mrs. Nothstine, second by Mrs. Svendsen, upon the recommendation of the Interim Superintendent, to offer contracts to the following part-time 27.5 hours/week Para-Professional staff members for employment for the 2019-2020 school year from August 29, 2019-June 30, 2020 to be paid at an hourly rate:

<u>Name</u>	<u>Base Hourly Rate</u>	<u>Adjustments</u>	<u>Total Hourly Rate</u>
Coombs, Tracey	\$16.99	N/A	\$16.99
Demetroules, Claire	\$13.73	N/A	\$13.73
Gryzeski, Jennifer	\$12.84	Teacher Cert: \$1,000=\$1.00/hr	\$13.84
Ostendorff, Heather	\$13.73	BA Degree: \$750=\$0.75	\$14.48
Walaszczyk, Ana Cristina	\$12.84	N/A	\$12.84
Wilson, Shannon	\$12.84	N/A	\$12.84

A roll call vote was taken and unanimously approved.

7. Motion made by Mrs. Nothstine, second by Mrs. Svendsen, upon the recommendation of the Interim Superintendent, to approve Michael Maggio as the full-time Head Custodian/Maintenance & Grounds Person for the 2019-2020 school year from July 1, 2019-to June 30, 2020 an annual salary of \$64,329.89. A roll call vote was taken and unanimously approved.
8. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Interim Superintendent, to offer contracts to the following full-time, 12 month custodial staff for employment for the 2019-2020 school year from July 1, 2019 to June 30, 2020:

Nick Carbonaro- \$57,723.20 plus \$600 longevity

Gary Post- \$44,534.16

A roll call vote was taken and unanimously approved.

9. Motion made by Mrs. Nothstine, second by Mrs. Svendsen, upon the recommendation of the Interim Superintendent, to approve contract for the 2019-2020 school year from July 1, 2019 to June 30, 2020 with Joseph VanSkiver as a part time, 12 month, 25 hours/week custodian, for an annual salary of \$19,694.74 (\$16.41/hr). A roll call vote was taken and unanimously approved.

10. Motion made by Mrs. Nothstine, second by Mrs. Svendsen, upon the recommendation of the Interim Superintendent, to offer contracts to the following full-time, 12 month administrative assistants for employment for the 2019-2020 school year, from July 1, 2019- June 30, 2020:

Michelle Gerkhardt-\$41,040

Megan Reed- \$46,682.43

A roll call vote was taken and unanimously approved.

11. Motion made by Mrs. Nothstine, second by Mrs. Svendsen, upon the recommendation of the Interim Superintendent, to approve Charles Culver as the Part-Time Technology Coordinator for the 2019-2020 school year at salary of \$20,930. A roll call vote was taken and unanimously approved.

12. Motion made by Mrs. Nothstine, second by Mrs. Svendsen, upon the recommendation of the Interim Superintendent, to offer contracts to the following full-time, 12 month SEA administrative assistants for employment for the 2019-2020 school year, from July 1, 2019- June 30, 2020:

Deborah Berger-\$43,958.76

Lisa Roycroft- \$41,963.40

A roll call vote was taken and unanimously approved.

PERSONNEL BLOCK MOTIONS: 13-18

Motion to approve Personnel block motions 13-18 was made by Mrs. Nothstine, second by Mrs. Galante.

13. Motion to appoint Justin Reed as the Teacher in Charge for the 2019-2020 school year.
14. Motion to set the following substitute rates for the 2019-2020 school year:
Teacher \$85 per day [If the substitute is in the same position for more than twenty (20) days the rate will be 1/200th of step 0 on the salary guide].
- | | |
|-----------|-------------------------------------|
| Aide | \$70 per day (no sub cert) |
| Secretary | \$70 per day (no sub cert) |
| Custodian | \$12.00 per hour |
| Nurse | \$120 per day if a registered nurse |
15. Motion to appoint the Principal as Public Agency Compliance Officer, Affirmative Action Officer, and Gender Equity Officer for the 2019-2020 school year.
16. Motion to appoint the Principal as the Educational Stability Liaison for the 2019-2020 school year.

17. Motion to appoint the Supervisor of Special Education and Basic Skills, as the Coordinator of Section 504 of the Rehabilitation Act of 1973 for the handicapped for the 2019-2020 school year.
18. Motion to appoint the Supervisor of Special Education and Basic Skills as the Homeless Liaison for the 2019-2020 school year.

A voice vote was taken and Personnel block motions 13-18 were unanimously approved.

PERSONNEL BLOCK MOTIONS: 19-24

Motion to approve Personnel block motions 19-24 was made by Mrs. Nothstine, second by Mrs. LoCascio.

19. Motion to appoint the Supervisor of Special Education and Basic Skills as Substance Awareness Coordinator for the 2019-2020 school year.
20. Motion to appoint the Assistant Principal as Attendance Officer for the 2019-2020 school year.
21. Motion to appoint the Assistant Principal as HIB Coordinator for the 2019-2020 school year.
22. Motion to appoint the Social Worker as HIB Specialist for the 2019-2020 school year.
23. Motion to appoint Maureen Beckman as the PEOSH Contact Person for the 2019-2020 year.
24. Motion to appoint the Superintendent as the Policy Coordinator for the 2019-2020 school year.

A voice vote was taken and Personnel block motions 19-24 were unanimously approved.

PERSONNEL BLOCK MOTIONS: 25-28

Motion to approve Personnel block motions 25-28 was made by Mrs. Nothstine, second by Mrs. LoCascio.

25. Motion to approve updated Teacher Mentoring Plan. (Plan is located in the main office for review.)
26. Motion to approve the use of the Charlotte Danielson Framework for Teaching Evaluation Model for the 2019-2020 school year.
27. Motion to recognize the Stillwater Education Association as the official bargaining unit of the teaching faculty, custodians, paraprofessionals, and qualifying secretaries for the 2019-2020 school year.

28. Motion to recognize the Stillwater PTA as a volunteer organization for Stillwater School for the 2019-2020 school year.

A voice vote was taken and Personnel block motions 25-28 were unanimously approved.

POLICY

1. Public Notice on Internet Safety Policy 6142.10 to satisfy E-Rate funding requirements for the 2019-2020 school year.

EDUCATION & CURRICULUM

1. Motion made by Mrs. Saul, second by Mrs. Svendsen to approve contract with J&B Therapy to provide services as needed for the 2019-2020 school year:

<u>Service</u>	<u>Rate</u>
Occupational Therapy	\$85.00/hour
Physical Therapy and/or Speech Therapy	\$88.00/hour
Educational Support Services (LDTC)	\$92.00/hour
Psychologist Services	\$92.00/hour
Evaluations*	\$405.00/evaluation
Behavioral Support Services as provided by BCBA/Behavioral Supervisor	\$92.00/hour (3 hour/week minimum)
Behavioral Plans & Functional Behavior Assessments	\$92./hour
Behavioral Support Services as provided by a Behaviorist	\$92.00/hour
Reading Specialist	\$80.00/hour
Home Instruction	\$65.00/hour
Social Work Services	\$80.00/hour
*ABA Paraprofessional Services	\$35.00/hour
*Paraprofessional Services	\$28.00/hour
Teacher of the Deaf Services	\$135.00/hour

*Includes, but is not limited to, evaluations for Occupational Therapy, Physical Therapy, Speech Therapy, Educational Assessments, and Psychological Evaluations.

A roll call vote was taken and unanimously approved.

2. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve contract with Joanne Welles to provide Physical Therapy services for the 2019-2020 school year at a rate of \$98.00/hour. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve contract with Diane Hornung to provide LDTC testing services for the 2019-2020 school year at a rate of \$350/test with report, and/or \$50/IEP meeting. Contracted at least 1 day per month as part of the CST Department. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve agreement with Sussex County Educational Services Commission for ancillary educational services as needed for the 2019-2020 school year. A voice vote was taken and unanimously approved.

5. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve the yearly School Physician Contract for the 2019-2020 school year with Skyland's Pediatrics in the amount of \$1,800. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Saul, second by Mrs. LoCascio upon the recommendation of the Interim Superintendent, the Board affirms the Interim Superintendent's decision regarding 2018-2019 Harassment, Intimidation, or Bullying Case #2-19. A roll call vote was taken and unanimously approved.
7. Motion made by Mrs. Saul, second by Mrs. Svendsen upon the recommendation of the Interim Superintendent, the Board affirms the Interim Superintendent's decision regarding 2018-2019 Harassment, Intimidation, or Bullying Case #3-19. A roll call vote was taken and unanimously approved.
8. Motion made by Mrs. Saul, second by Mrs. Nothstine to approve the revised School Nursing Services Plan for Stillwater Township School for the 2018-2019 school year. A voice vote was taken and unanimously approved.

EDUCATION & CURRICULUM BLOCK MOTIONS: 9-12

Motion to approve Educational & Curriculum block motions 9-12 was made by Mrs. Saul, second by Mrs. Nothstine.

9. Motion to approve per NJAC 6A:32-7.3 the compilation of state mandated and permitted pupil records for the purpose of promoting the educational welfare of the pupil including general student information, record of attendance, description of pupil progress, history and status of pupil health, and any other records required by the State Board of Education.
10. Motion to approve the guidance and counseling program. (A copy of this program is available in the CST office.)
11. Motion to approve the English Language Learner program for the 2019-2020 school year. (Copy is available in the main office for review.)
12. Motion to approve the English Language Learner Entry and Exit Identification Process for the 2019-2020 school year. (Copy is available in the main office for review.)

A voice vote was taken and Educational & Curriculum block motions 9-12 were unanimously approved.

BUILDING & GROUNDS

1. Mrs. Metzgar reported on the following Building & Grounds items:
 - 1966 Emergency Roof Repair
 - Garden/Greenhouse project

2. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve building and use calendar for June 2019. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Galante, second by Mrs. Svendsen to approve the renewal of student accident insurance with Bollinger Specialty Group for the 2019-2020 school year for a total cost of \$4,883. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve RFP Solutions to install the Emergency Blue Light Strobe/Lockdown System for the 2019-2020 school year at a cost of \$8,900. CCESC Contract number RFP#FY16-01.
Other Quote: Open Systems Integrators \$9,375
A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve the maintenance contract with Morris County Elevator from July 1, 2019-June 30, 2020, at a yearly cost of \$2,520. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve Lou's Glass to complete the installation of window security film for all lower level windows for the 2019-2020 school year at a cost of \$20,310.
Other Quotes:
APG Energy & Security Solutions: \$30,465.
Window Film Depot: No Response
A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve R. Poust Trade Services to complete the installation of an additional water expansion tank at a cost of \$15,201.68. To be completed when school is out of session.
Other Quotes:
Pepe Pump: Not interested
A voice vote was taken and unanimously approved.

BUILDING & GROUNDS BLOCK MOTIONS: 8-12

Motion to approve Building & Grounds block motions 8-12 was made by Mrs. Galante, second by Mrs. LoCascio.

8. Motion to adopt the IPM Plan for the 2019-2020 school year. (A copy of this plan is available for review in the business office.)
9. Motion to adopt the Chemical Hygiene Plan for the 2019-2020 school year. (A copy of this plan is available for review in the business office.)
10. Motion to adopt the School Emergency Operations Plan for the 2019-2020 school year. (A copy of this plan is available for review in the main office.)
11. Motion to adopt the Safety and Security Plan for the 2019-2020 school year. (A copy of this plan is available for review in the main office.)

- A voice vote was taken and Building & Grounds block motions 8-12 were unanimously approved.*

Motion to approve Building & Grounds block motions 13-16 was made by Mrs. Galante, second by Mrs. LoCascio.

- A voice vote was taken and Building & Grounds block motions 13-16 were unanimously approved.*

1. Motion made by Mrs. Williver, second by Mrs. LoCascio to approve Stocker Bus to provide transportation to Camp Nejeda for the 6th Grade recognition party to be held on June 6th, with a rain date of June 7th. No cost to the district. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Williver, second by Mrs. Nothstine to approve renewal of transportation contracts with Stocker Bus Company for the 2019-2020 school year for the following summer school routes in the following amounts as listed:

TOTAL ANNUAL COST **\$4,633.60**
A roll call vote was taken and unanimously approved.

3. Motion made by Mrs. Williver, second by Mrs. Nothstine to approve transportation with Stocker Bus for the following field trip:

Date	Location	Grade	Cost
May 24, 2019	Rizzo's Wildlife World	Grade 3	\$317.21

A voice vote was taken and unanimously approved.

TRANSPORTATION BLOCK MOTIONS: 4-5

Motion to approve Transportation block motions 4-5 was made by Mrs. Williver, second by Mrs. Svendsen.

4. Motion to approve the return bus fee of \$50.00 for the 2019-2020 school year, for any student returned to the school if no one is at the bus stop.
5. Motion to approve the Resolution for participation in Joint Transportation Agreement for special education with the Sussex County Regional Cooperative for the 2019-2020 school year. (attachment)

A roll call vote was taken and Transportation block motions 4-5 were unanimously approved.

BUDGET & FINANCE

1. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve May regular checks numbered 25688 through 25729, N0430, void checks#25659 & 25716 for a total of \$250,097.89. Cafeteria Check number 2602, in the amount of \$3,693.57, for a grand total of \$253,791.46. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve April student activity check numbers 6278-6280, for a total of \$590.13. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. LoCascio, second by Mrs. Svendsen 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. Nothstine to approve transfers from April 1, 2019 to April 30, 2019 as attached. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve the attached requisition for taxes for the Stillwater Township for the 2019-2020 school year. A voice vote was taken and unanimously approved.

7. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to accept the grant award in the amount of \$3,155 from CenturyLink Clarke M. Williams Foundation for the Makerspace. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the submission of grant application for the 2019 Safety Grant Program through the New Jersey Schools Insurance Group's ERIC WEST Subfund for the purposes described in the application, in the amount of \$2,000 for the period July 1, 2019 through June 30, 2020. A voice vote was taken and unanimously approved.
9. Motion made by Mrs. LoCascio, second by Mrs. Svendsen to approve the following tuition rates for the 2019-2020 school year:

Regular Education: Kindergarten: \$16,800
 Grades 1-5: \$19,000
 Grade 6: \$19,500

Preschool Disabilities Full Day: \$17,500
 Behavioral Disabilities: \$22,000
 Learning/Language Disabilities: \$22,000

Stillwater Preschool (paid for by parent): \$6,000
 Stillwater Preschool (paid for by parent): \$4,000-Discounted rate for financial aid support.

Extended School Year Program (Regional) \$800
 Extended School Year Program (OOD) \$850
 Parent Paid OOD Summer School-Reg. Ed \$250

A voice vote was taken and unanimously approved.

BUDGET & FINANCE BLOCK MOTIONS: 10-15

Motion to approve Budget & Finance block motions 10-15 was made by Mrs. LoCascio, second by Mrs. Svendsen.

10. Motion to designate the Lakeland Bank as depository for the following Accounts for the 2019-2020 school year:

Regular Checking - Signed by President, Business Administrator and Superintendent/or Treasurer of school monies

Payroll Account - Signed by Business Administrator or Treasurer of School Monies

Payroll Agency Account - Signed by Business Administrator or Treasurer of School Monies

HRA Account- Signed by Business Administrator or Superintendent

Cafeteria Account - Signed by President, Business Administrator and Superintendent /or Treasurer of School Monies

State Unemployment Trust Account-Business Administrator or Superintendent or Treasurer of School Monies

Petty Cash Account – Signed by Business Administrator or Superintendent.
Maximum check amount is \$40.00.

Capital Account - Signed by President, Business Administrator and Superintendent/or Treasurer of School Monies

In the event the Business Administrator is not available, the Superintendent may sign the Payroll and Payroll Agency Accounts.

In the event the President is not available, the Vice President may sign in his/her place.

11. Motion to designate the Lakeland Bank as depositor for the Student Activity Account - Signed by the two of the following; Superintendent, Business Administrator/Board Secretary, Assistant Principal, and one 5/6 grade teacher.
12. Motion to designate Valley National as depositor for a Capital Investment Account – signed by the Business Administrator/Board Secretary.
13. Motion to appoint the Business Administrator/Board Secretary as Investment Officer, and to designate the following banks as depositories for the investment of school funds:

Valley National Bank
TD Bank
PNC Bank
First National Bank of Hope
Lakeland Bank
Beneficial Bank
New Jersey Cash Management Fund

14. Motion to appoint the Superintendent as claims auditor for the 2019-2020 school year to approve checks and emergency account transfers during the month that cannot wait for the board meeting. Such checks will appear on the bills list and transfers will be confirmed by the board at the next regular meeting.
15. Motion to approve the chart of accounts for the budgetary process and authorizes the Superintendent and the Business Administrator to implement the 2019-2020 budget and to commit funds within budgetary limitations pursuant to the policies and regulations of the State Board and Stillwater Board of Education.

A voice vote was taken and Budget & Finance block motions 10-15 were unanimously approved.

BUDGET & FINANCE BLOCK MOTIONS: 16-21

Motion to approve Budget & Finance block motions 16-21 was made by Mrs. LoCascio, second by Mrs. Svendsen.

16. Motion to authorize the Business Administrator to make regular payments of such standard bills as Health & Dental Benefits, Utilities, Board's Share of Social Security, Pensions, Unemployment Tax, Salaries, Tuition, Transportation and Cafeteria expense bills, for the 2019-2020 school year.
17. Motion to authorize the Superintendent, for the 2019-2020 school year, to declare items as surplus and properly dispose of them.
18. Motion to appoint Business Administrator/Board Secretary for the 2019-2020 school year, as Public Agency Compliance Officer for purchasing and liaison official with the authority to recommend the appropriate corrections to the district's contracting procedures as required by the NJ Division of Contract Compliance and Equal Opportunity Office.
19. Motion to approve René Metzgar and Marissa Cramer as accountability officers for federal grants for the 2019-2020 school year.
20. Motion to assign the authority, responsibility and accountability for the purchasing activity of the board of education to the Business Administrator/Board Secretary and to set the bid threshold for the 2019-2020 school year at \$40,000 as allowed by law and to approve competitive quotations for amounts less than \$6,000.
21. Motion to adopt the 2019-2020 Purchasing Manual for the Stillwater Township Board of Education. (A copy of this manual is available for review in the business office.)

A voice vote was taken and Budget & Finance block motions 16-21 were unanimously approved.

BUDGET & FINANCE BLOCK MOTIONS: 22-26

Motion to approve Budget & Finance block motions 22-26 was made by Mrs. LoCascio, second by Mrs. Nothstine.

22. Motion to adopt the Standard Operating Procedures and Internal Controls Manual for the Stillwater Township Board of Education. (A copy of this manual is available for review in the business office.)
23. Motion to authorize the School Business Administrator/Board Secretary as custodian of Board of Education Records for OPRA compliance, for the 2019-2020 school year.
24. Motion to authorize payroll deductions for Tax Sheltered annuities, disability income protection plans, and other depositories authorized by the staff with Equitable, AIG Valic, Sircusa, Prudential, Aflac, Wage Works, Visions Credit Union for the 2019-2020 school year.

25. Motion to approve purchasing through Hunterdon County Cooperative, Morris County Cooperative, Educational Services Commission of NJ, Camden County Educational Services Commission, approved NJ State contract vendors, WSCA State contracts, and approved National Joint Powers Alliance/Sourcewell Contract vendors for the 2019-2020 school year. (attachment)
26. Motion to approve travel limitation for regular business travel up to \$1,500 per person for administration, custodial, maintenance, and secretaries for the 2019-2020 school year.

A voice vote was taken and Budget & Finance block motions 22-26 were unanimously approved.

LEGISLATION

None.

COMMUNITY RELATIONS

None.

UNFINISHED BUSINESS

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

NEW BUSINESS

1. 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.
2. Save the date! Sussex County School Boards Meeting will be held on Wednesday, May 29, 2019 at the Mohawk House. Registration starts at 6 pm, program 6:45-9:00pm. Topic: Spring Meeting.
3. Mrs. Williver offered to organize flowers from Stillwater Board of Education to the Faye Family.

PUBLIC PARTICIPATION

None.

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mrs. LoCascio, second by Mrs. Nothstine at 7:40 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.

Motion made by Mrs. LoCascio and seconded by Mrs. Galante at 7:43 p.m. to come out of executive session and return to public session. A voice vote was taken and unanimously approved.

MOTIONS FOLLOWING EXECUTIVE SESSION

29. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Interim Superintendent, to offer the following contracts to the non-tenured instructional staff members for employment for the 2019-2020 school year from August 28, 2019 to June 30, 2020, at their 2019-2020 salary and step:

<u>Name</u>	<u>Position</u>	<u>Step</u>	<u>Salary</u>
Bird, Michele	Special Education	BA, 6	\$ 61,330
Ciccolella, Laura	Elementary/Middle	MA, 6	\$ 65,530
Garrigan, Jessica	Speech	MA, 9	\$ 69,085
Graupe, Joanne	Special Education	MA, 4	\$ 51,430 (.81 FTE)
Santomartino, Rebecca	Special Education	MA, 6	\$ 65,530
Scocozza, Sam	Special Education	BA, 3	\$ 57,775

A roll call vote was taken and unanimously approved.

30. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, as recommended by the Interim Superintendent, to approve contract with René Metzgar as School Business Administrator/Board Secretary/Director of Technology, from July 1, 2019-June 30, 2020, in the amount of \$108,531.92. SBA contract was approved by the county office on May 3, 2019. A roll call vote was taken and unanimously approved.
31. Motion made by Mrs. Nothstine, second by Mrs. Svendsen, as recommended by the Interim Superintendent, to approve contract with Marissa Cramer as Principal/Supervisor of Child Study Team, Special Education, BSI from July 1, 2019-June 30, 2020, in the amount of \$100,885.35. A roll call vote was taken and unanimously approved.
32. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Interim Superintendent, to approve Cali Roberts as the 10 Month/200 day, Assistant Principal/Regional Curriculum Coordinator at an annual salary of \$82,977.38 plus a \$2,000 after school program stipend for the 2019-2020 school year. A roll call vote was taken and unanimously approved.
33. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve shared service contract for the part-time Regional Curriculum Coordinator (Cali Roberts),

at annual cost of \$58,308.80, split equally between Sandyston-Walpack, Fredon, Hampton, Stillwater, and Kittatinny Regional High School. The Stillwater Township Board of Education will serve as the LEA. A roll call vote was taken and unanimously approved.

34. Motion made by Mrs. Nothstine, second by Mrs. Svendsen, upon the recommendation of the Interim Superintendent, to approve the following part-time School Security Officers from July 1, 2019 to June 30, 2020 to be paid \$30.78/hour:

-David Somma

-Thomas Leahy

A roll call vote was taken and unanimously approved.

ADJOURN

Motion made by Mrs. Nothstine and second by Mrs. Galante to adjourn the meeting at 7:48 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar

Business Administrator/Board Secretary