

June 24, 2019

The Stillwater Township Board of Education met on June 24, 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. Nothstine, Mr. DeGroat, Mrs. Saul, Mrs. Galante, Mrs. McPeck (arrived 7:15 pm) and Mrs. LoCascio.

Absent: Mrs. Svendsen, Mrs. Williver, 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 Committee of the Whole Board of Education Meeting minutes from June 3, 2019. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve the May 31, 2019 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,158,495.50 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of May 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.
3. Mrs. Memmelaar & Mr. DeGroat reported on the Board and District Goals for the 2018-2019 school year. All goals were completed successfully. New goals will be established in September.

### **SUPERINTENDENT'S REPORT**

Mrs. Memmelaar reported on the following items:

- End of school year activities & events
  - Field Day
  - Recognition Ceremony- Thank you to all the Staff, 5<sup>th</sup> Grade Students, and Maschio's.
  - Awards Assembly
- Mrs. Memmelaar thanked the Board of Education and staff members for a wonderful year. She enjoyed being back and wishes Stillwater well in the future.

## **CORRESPONDENCE**

- Thank you letter for workshop attendance- Mrs. Hutcheson & Mrs. Maeurer
- Thank you letter for the Teacher Appreciation Breakfast- Mrs. Makarevich

Mrs. McPeck arrived at 7:15 pm

## **PRESIDENT'S COMMENTS**

- Mr. DeGroat thanked Mrs. Memmelaar for being our Interim Superintendent for the year. It was great to have her back!
- Wishes everyone a safe and happy summer!

## **PUBLIC PARTICIPATION**

Janet Mahedy- Stated it was a pleasure to have Anna back this past year. She brings a sense of professionalism to the job. She will be greatly missed!

## **ACTION ITEMS:**

### **PERSONNEL**

1. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Interim Superintendent, to retroactively approve attached professional days. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to accept with regret the resignation of William Jeskey as a summer custodian for summer of 2019. 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 Katrina Franck to hold before school band lessons to be paid \$43.81/hour, for the 2019-2020 school year. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve the following job descriptions as attached:  
  
School Social Worker  
School Psychologist  
A voice vote was taken and unanimously approved.

5. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve the New Superintendent's Academy mentoring program for William Kochis for a total cost of \$4,250 to be paid by the district, as per contract. Breakdown is listed below:

\$1,750 Academy Fees  
\$2,500 Mentoring fee paid upon completion of program  
A roll call vote was taken and unanimously approved.

6. Motion made by Mrs. Nothstine, second by Mrs. LoCascio upon the recommendation of the Interim Superintendent, to approve Daniel Yardley as a substitute technology coordinator if needed at a rate of \$61.20/hour for the 2019-2020 school year. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Nothstine, second by Mrs. LoCascio upon the recommendation of the Interim Superintendent, to approve Kathleen Kane as Treasurer of School Monies from July 1, 2019 to June 30, 2020 for a stipend of \$3,202.35. A roll call vote was taken and unanimously approved.
8. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve movement on guide for the following staff member for the 2019-2020 with new salary and step:

Staff Member	Previous Step & Salary for 2019-2020	New Step & Salary for 2019-2020
Elaine Makarevich	MA, L3 \$87,085	MA+15, L3 \$87,610

A voice vote was taken and unanimously approved.

9. Motion made by Mrs. Nothstine, second by Mrs. LoCascio upon the recommendation of the Interim Superintendent, to approve the following staff members for the custodial building use stipend of \$35.00/hour, as worked, for the 2019-2020 school year when organizations are using the building and it is scheduled to be closed:

Nick Carbonaro  
Gary Post  
Michael Maggio

A voice vote was taken and unanimously approved.

10. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, as recommended by the Interim Superintendent, to approve the following summer custodian and rates from July 1, 2019 to August 9, 2019:

Gianna Grace- \$11.00/hour

A voice vote was taken and unanimously approved.

11. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to appoint the School Psychologist, as the Case Manager of Section 504 of the Rehabilitation Act of 1973 for the handicapped for the 2019-2020 school year. A voice vote was taken and unanimously approved.



12. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, upon the recommendation of the Interim Superintendent, to approve the following personnel for the summer program from July 1, 2019-July 25, 2019, salary to be paid through the IDEA-BASIC Grant:

Kathy Pevarnik- Bus Aide- \$280.

A voice vote was taken and unanimously approved.

13. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, as recommended by the Interim Superintendent, to approve the following summer school substitutes for the 2019 summer program to be paid at the daily paraprofessional or teacher rate:

Eileen Lockburner

Maura Meehan

Nicole Mazzacchi

A voice vote was taken and unanimously approved.

14. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve the following substitute custodians for the 2019-2020 school year:

Joseph Falotico \$14.16/hour

Sean Mahedy- \$12.00/hour

A voice vote was taken and unanimously approved.

15. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve shared service contract agreement with the Stillwater Township Board of Education, Fredon Township Board of Education, Hampton Township Board of Education, Sandyston-Walpack Board of Education, and Kittatinny Regional Board of Education for school security officers as needed for the 2019-2020 school year. Stillwater & Kittatinny will be the LEAs. A roll call vote was taken and unanimously approved.

16. Motion made by Mrs. Nothstine, second by Mrs. LoCascio to approve shared service contract agreement between the Stillwater Township Board of Education, Fredon Township Board of Education, Hampton Township Board of Education, Sandyston-Walpack Board of Education, and Kittatinny Regional Board of Education, for nursing services for the purpose to administer medication when no nurse is available for the 2019-2020 school year. There will be no cost to any district for this service. A roll call vote was taken and unanimously approved.

## **POLICY**

None.

## **EDUCATION & CURRICULUM**

None.

## **BUILDING & GROUNDS**

1. Mrs. Metzgar reported on the following Building & Grounds items:
  - 1966 Emergency Roof Repair
  - 1941/1956 Roof Project
  - Lower Level Restroom Project
2. Mrs. Metzgar reported on the mold insurance coverage. One vendor came in higher than anticipated. Waiting to see if we can obtain a quote from another vendor as of July 1. The board agreed we should have mold insurance.

Motion made by Mrs. Galante, second by Mrs. Nothstine to authorize the Business Administrator to obtain mold insurance coverage for the 2019-2020 school year. A voice vote was taken and unanimously approved.

3. Motion made by Mrs. Galante, second by Mrs. Nothstine to approve building and use calendar for July 2019. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve garbage disposal 12-month contract with Waste Management in the amount of \$703.80 per month for the 2019-2020 school year. A roll call vote was taken and unanimously approved.

## **TRANSPORTATION**

1. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve the attached listing of summer school bus routes & stops for the 2019 summer school. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Saul, second by Mrs. LoCascio to approve renewal of transportation contracts with Stocker Bus Company for the 2019-2020 school year for the following routes and amounts as listed:

<u>Route</u>	<u>Prev. yrs Cost</u>	<u>Aide</u>	<u># OF Days</u>	<u>CPI 1.45%</u>	<u>Inc/Dec Provision</u>	<u>Total Renewal Cost</u>
1	\$ 146,074.44	N/A	180	\$2,118.06	2.00	\$ 148,192.50
2	\$ 40,167.92	N/A	180	\$ 582.43	2.00	\$ 40,750.35
3	\$ 36,485.74	N/A	180	\$ 529.04	2.00	\$ 37,014.78
<b>TOTAL ANNUAL COST</b>						<b>\$225,957.63</b>

Just a note: Route 1 includes ST5,ST6,ST8,ST9  
Route 2 includes ST25  
Route 3 includes ST7

A roll call vote was taken and unanimously approved.

## **PERSONNEL**

The board returned to the addendum for an additional personnel motion.

17. Motion made by Mrs. Nothstine, second by Mrs. LoCascio, as recommended by the Interim Superintendent, to approve the following summer custodian and rates from July 1, 2019 to August 9, 2019:

Erin Hurley- \$10.00/hour

A voice vote was taken and unanimously approved.

## **BUDGET & FINANCE**

1. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve June regular checks numbered 25730-25815, N0514, N0515, N0516, N0531, N0610, N0611, N0613, N0614, N0619, void check 25815 for a total of \$961,633.22, cafeteria checks numbered 2603-2604 in the amount of \$18,986.57. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve May student activity checks numbered 6281-6285 for a total of \$3,236.90. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. LoCascio, second by Mrs. Galante 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. Galante to approve monthly travel as attached. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. LoCascio, second by Mrs. Galante to approve transfers from May 1, 2019 to May 31, 2019 as attached. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. LoCascio, second by Mrs. Galante to approve contract with E2E Exchange as our E-Rate Consultants at \$1,550 for category 1 funding for the 2019-2020 school year. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. LoCascio, second by Mrs. Galante to approve the school breakfast & lunch prices as required by the PLE Worksheet, for the 2019-2020 school year, as attached. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. LoCascio, second by Mrs. Galante to approve copier maintenance agreement with T.A. Mountford for the 2019-2020 school year at a cost of \$8,075 state contract #A53090. A voice vote was taken and unanimously approved.
9. Motion made by Mrs. LoCascio, second by Mrs. Galante to approve the 2019-2020 membership participation fee for Morris County Cooperative Pricing Council ("Township of Randolph") in the amount of \$1,100. A voice vote was taken and unanimously approved.



10. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve contract with Duff & Phelps for \$1,275.00 for Property Record Management as of June 30, 2019. A roll call vote was taken and unanimously approved.
11. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to accept the donation of \$50.00 from The Gely Family for the Second Grade Book Club. A voice vote was taken and unanimously approved.
12. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to approve the sponsorship of the Garden & Greenhouse sign from Gravity Design Works, Inc valued at \$1,500. A voice vote was taken and unanimously approved.
13. Motion made by Mrs. LoCascio, second by Mrs. Galante to accept the following 2019 summer tuition students:

<b><u>Sending District</u></b>	<b><u>Student</u></b>	<b><u>Tuition Cost</u></b>	<b><u>Grade Level</u></b>
Fredon	070415	\$800	PSD
Fredon	051116	\$800	PSD
Fredon	072515	\$800	PSD
Fredon	061613	\$800	K-6 SpEd
Fredon	011912	\$800	K-6 SpEd
Fredon	070312	\$800	K-6 SpEd
Fredon	122110	\$800	K-6 SpEd
Fredon	022810	\$800	K-6 SpEd
Fredon	103108	\$800	K-6 SpEd
Fredon	041608	\$800	K-6 SpEd
Hampton	040616	\$800	PSD
Hampton	012516	\$800	PSD
Hampton	062115	\$800	PSD
Hampton	020216	\$800	PSD
Paid by Parent	010214	\$250	K-6
Paid by Parent	052214	\$250	K-6

A voice vote was taken and unanimously approved.

14. Motion made by Mrs. LoCascio, second by Mrs. Galante to authorize the submission of the IDEA Part B and IDEA Preschool Grant application for FY2020, and accept the grant award of these funds upon subsequent approval of the FY2020 application. A voice vote was taken and unanimously approved.
15. Motion made by Mrs. LoCascio, second by Mrs. Galante to accept the FY 2020 IDEA Grant Funds in the following amounts:

IDEA Part B- \$70,064

IDEA Preschool-\$5,596

A voice vote was taken and unanimously approved.

16. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to authorize the submission of the ESEA Grant applications for FY2020, and accepts the grant award of these funds upon subsequent approval of the FY2020 application. A voice vote was taken and unanimously approved.

17. Motion made by Mrs. LoCascio, second by Mrs. Nothstine to accept the FY 2020 Public ESEA Grant Funds in the following amounts:

Title I, Part A- \$23,424

Title II, Part A- \$6,595

Title IV- \$10,000

A voice vote was taken and unanimously approved.

18. Motion made by Mrs. LoCascio, second by Mrs. Galante to approve resolution for Report of Awarded Contracts:

Pursuant to PL 2015, Chapter 47 the Stillwater Township Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200 as per attached list. A roll call vote was taken and unanimously approved.

19. Motion made by Mrs. LoCascio, second by Mrs. Galante to approve resolution transfer of current year surplus to reserve:

**WHEREAS**, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve /or Maintenance Reserve/or Emergency Reserve account at year end, and

**WHEREAS**, the Board of Education has determined that (an amount not to exceed) \$500,000 is available for such purpose of transfer;

**NOW THEREFORE BE IT RESOLVED** by the Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.  
A roll call vote was taken and unanimously approved.

## **LEGISLATION**

No Report



## **COMMUNITY RELATIONS**

No Report

## **UNFINISHED BUSINESS**

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

## **NEW BUSINESS**

Discussion regarding the summer board meeting attendance. Mrs. Metzgar will send out an email to make sure we will have a quorum for July.

## **PUBLIC PARTICIPATION**

None.

## **EXECUTIVE SESSION**

BE IT HEREBY RESOLVED by Mrs. LoCascio, second by Mrs. Nothstine at 7:50 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 discussing 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.

Motion made by Mrs. LoCascio and seconded by Mrs. Nothstine at 7:58 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. Nothstine and second by Mrs. Galante to adjourn the meeting at 7:58 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar  
Business Administrator/Board Secretary