

June 28, 2021

The Stillwater Township Board of Education met on June 28, 2021 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 7:02 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 June 9, 2021. 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 June 23, 2021.

Mr. DeGroat led the flag salute. The following Board members were present: Mr. DeGroat, Mrs. LoCascio, Mrs. Williver, Mrs. Kraft, Mr. Franek, and Mrs. Thibault.

Absent: Mrs. Galante, Mrs. Svendsen, and Mrs. Nothstine.

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.

BOARD BUSINESS

1. Motion made by Mrs. LoCascio, second by Mrs. Thibault, to approve the Committee of the Whole Board of Education Meeting minutes from June 7, 2021. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. LoCascio, second by Mr. Franek, to approve the Executive Session Board of Education Meeting minutes from June 7, 2021. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. LoCascio, second by Mrs. Thibault, to approve the Special Meeting Board of Education Meeting minutes and Executive Session meeting minutes from June 14, 2021. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. LoCascio, second by Mrs. Thibault, to approve the May 31, 2021 Board Secretary's and Treasurer's Reports which balanced in the amount \$2,591,288.19 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of May 31, 2021 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.
5. EOY Board and District Goals Update- Mr. DeGroat & Dr. Kochis provided an update on our 2020-2021 Board and District Goals:

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.

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.

SUPERINTENDENT’S REPORT

Dr. Kochis reported on the following:

- Update on COVID-19 regulations
- End of Year events
- ESY Program
- Already beginning to prepare for September!

CORRESPONDENCE

None.

PRESIDENT’S COMMENTS

None.

PUBLIC PARTICIPATION

None.

ACTION ITEMS:

PERSONNEL

1. Motion made by Mrs. LoCascio, second by Mrs. Thibault, upon the recommendation of the Superintendent, to approve the following Interlocal Shared Services Agreements with the Fredon Township Board of Education from July 1, 2021 to July 31, 2021 for the ESY Summer program. Stillwater will be the LEA:

Name	Subject/FTE	Cost to split 50%
Nicole DiRienzo	Paraprofessional	\$950
Helen Sallitt	Paraprofessional	\$950

A voice vote was taken and unanimously approved.

2. Motion made by Mrs. LoCascio, second by Mrs. Kraft, upon the recommendation of the Superintendent, to approve contract with René Metzgar as School Business Administrator/Board Secretary/Director of Technology, from July 1, 2021-June 30, 2022, in the amount of \$121,139.62. Contract was approved by the county office on June 22, 2021. A roll call vote was taken and unanimously approved.
3. Motion made by Mrs. LoCascio, second by Mrs. Williver, upon the recommendation of the Superintendent, to approve revised summer school contract for Jessica Garrigan from July 6, 2021 to July 29, 2021 to paid at a hourly rate of \$46.92, not to exceed \$2,380, funded by IDEA-B. A roll call vote was taken and unanimously approved.
4. Motion made by Mrs. LoCascio, second by Mrs. Thibault, upon the recommendation of the Superintendent, to approve contract with Marissa Cramer as Principal/Supervisor of Child Study Team, Special Education, BSI from July 1, 2021-June 30, 2022, in the amount of \$103,205.71 (pending negotiations). A roll call vote was taken and unanimously approved.
5. Motion made by Mrs. LoCascio, second by Mrs. Thibault, upon the recommendation of the Superintendent, to approve Cali Roberts as the 10 Month/200 day, Assistant Principal/Regional Curriculum Coordinator at an annual salary of \$85,134.79 plus a \$2,000 after school program stipend for the 2021-2022 school (pending negotiations). A roll call vote was taken and unanimously approved.
6. Motion made by Mrs. LoCascio, second by Mrs. Williver, upon the recommendation of the Superintendent, to approve shared service contract for the 2021-2022 school year for the part-time Regional Curriculum Coordinator (Cali Roberts), at annual cost of \$59,001.04 (subject to change based on negotiations), 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.
7. Motion made by Mrs. LoCascio, second by Mr. Franek, upon the recommendation of the Superintendent to approve internship agreement between Enable Transition, Craig Krahling, and the Stillwater Township Board of Education for custodial services at no cost to the district. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. LoCascio, second by Mr. Franek, upon the recommendation of the Superintendent, to offer the following contracts to the new non-tenured instructional staff members for employment for the 2021-2022 school year from September 1, 2021 to June 30, 2022 (pending negotiations, receipt of official transcripts, and criminal history & background checks):

<u>Name</u>	<u>Position</u>	<u>Step</u>	<u>Salary</u>
Danielle Hoon	Special Education (.8 FTE)	MA, Step 0	\$48,392 (attachment)
Janessa Green	Physical Education Teacher	BA, Step 9	\$65,780 (attachment)
Ashley McGowan	Special Education (.8 FTE)	BA, Step 4	\$47,884 (attachment)

A roll call vote was taken and unanimously approved.

9. Motion made by Mrs. LoCascio, second by Mr. Franek, upon the recommendation of the Superintendent, to approve the following summer school teacher/paraprofessional substitutes to be paid at the summer school rate for teachers/paraprofessionals:

-Margo Donovan
-Heather Vivian

A voice vote was taken and unanimously approved.

10. Motion made by Mrs. LoCascio, second by Mr. Franek, upon the recommendation of the Superintendent, to approve the following substitute teachers/paraprofessionals/main office secretaries for the 2021-2022 school year:

Susan Ahlgren
Marissa DiRienzo
Margo Donovan
Joanne Graupe
Michelle Gerhardt
Eileen Lockburner
Maureen Newman
Jamie Oatley
Kathleen Riva
Ashley Rossi
Helen Sallitt
Tara Templeton
Heather Vivian
Carrie Weeks
William Zschack

A voice vote was taken and unanimously approved.

11. Motion made by Mrs. LoCascio, second by Mrs. Williver, upon the recommendation of the Superintendent, to approve the following substitute paraprofessionals/main office secretaries for the 2021-2022 school year:

Stacy Monahan

A voice vote was taken and unanimously approved.

12. Motion made by Mrs. LoCascio, second by Mr. Franek, upon the recommendation of the Superintendent, to approve the following substitute paraprofessional for the 2021-2022 school year:

Leah Slobodzian

A voice vote was taken and unanimously approved.

13. Motion made by Mrs. LoCascio, second by Mrs. Thibault, upon the recommendation of the Superintendent, to approve the following substitute nurses for the 2021-2022 school year:

Jennifer Mondrone
Jadrian Verheek

A voice vote was taken and unanimously approved.

14. Motion made by Mrs. LoCascio, second by Mrs. Kraft, upon the recommendation of the Superintendent, to approve the following substitute custodians & hourly rates for the 2021-2022 school year:

Joseph Falotico- \$14.85/hour
Glenn Van Horn- \$17.21/hour

A voice vote was taken and unanimously approved.

15. Motion made by Mrs. LoCascio, second by Mr. Franek, upon the recommendation of the Superintendent, to approve the following summer custodians & hourly rates from July 6, 2021 to August 17, 2021, pending criminal history and background checks:

Eric Giannaccaro- \$13.00/hour
Leif Svendsen- \$12.00/hour

Motion made by Mrs. LoCascio, second by Mr. Franek, to amend the above motion to read:

Motion, upon the recommendation of the Superintendent, to approve the following summer custodians & hourly rates from July 6, 2021 to August 17, 2021, pending criminal history and background checks:

Leif Svendsen- \$12.00/hour

A voice vote was taken and unanimously approved.

POLICY

1. Motion made by Mrs. LoCascio, second by Mr. Franek, to approve the final reading of the following new policy:

Policy #3501 Conservation, Sustainability, and Green Initiatives
A voice vote was taken and unanimously approved.

2. Motion made by Mrs. LoCascio, second by Mr. Franek, to approve the first reading of the following new policies:

Policy #3542.2 School Meal Program Arrears
Policy #2224.1 Title IX- Sex-Based Discrimination
Regulation: #2224.1 Title IX- Sex Based Discrimination Procedures and Grievance Process
Exhibit #2224.1 Discrimination/Sexual Harassment Report Form
A voice vote was taken and unanimously approved.

3. Motion made by Mrs. LoCascio, second by Mr. Franek, to approve the first reading of the following revised policy:

Policy #6140 Curriculum Adoption
A voice vote was taken and unanimously approved.

EDUCATION & CURRICULUM

1. Motion made by Mrs. LoCascio, second by Mr. Franek, as recommended by the Superintendent, to declare items as surplus and dispose/recycle them due to the age and condition:
 - Various Kindergarten VHS tapes
 - Grade 5/6 Science Textbooks: Quantity 520 (multiple volumes), Titled, "Prentice Hall, Science Explorer," Copyright 2009, by Pearson Education
 - Various choir sheet music
 - Outdated health materials/kits/videosA voice vote was taken and unanimously approved.
2. Be It Hereby Resolved by Mrs. LoCascio, second by Mr. Franek, that upon the recommendation of the Superintendent, the Board affirms the Superintendent's decision regarding 2020-2021 Harassment, Intimidation or Bullying Case #1-2021. Motion approved by roll call vote: Mr. DeGroat-Aye; Mrs. Williver- Aye; Mrs. Thibault-Abstain; Mrs. Kraft-Aye; Mr. Franek-Aye; Mrs. LoCascio-Aye.
3. Be It Hereby Resolved by Mrs. LoCascio, second by Mr. Franek, that upon the recommendation of the Superintendent, the Board affirms the Superintendent's decision regarding 2020-2021 Harassment, Intimidation or Bullying Case #2-2021. Motion approved by roll call vote: Mr. DeGroat-Aye; Mrs. Williver- Aye; Mrs. Thibault-Abstain; Mrs. Kraft-Aye; Mr. Franek-Aye; Mrs. LoCascio-Aye.
4. Motion made by Mrs. LoCascio, second by Mrs. Thibault, to adopt the attached curricula and textbooks for the 2021-2022 school year. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. LoCascio, second by Mr. Franek, to approve the yearly School Physician Contract for the 2021-2022 school year with Skyland's Pediatrics in the amount of \$1,800. A voice vote was taken and unanimously approved.

BUILDING & GROUNDS

1. Mrs. Metzgar provided an update on the following Buildings and Grounds items:
 - Septic Repairs
 - 1966 Section Boiler Project/Oil tank update
 - Playground Borders
 - Dishwasher install
 - JCPL Tree removal
 - Lü Interactive System
 - Ionizers for univents
 - Single Stall Restroom Project/flood
2. NJSP School Camera Aggregation Project- Dr. Kochis provided an update regarding this project. He noted that the NJSP has provided us written notice that they will follow our MOA that is already in place for the access to the camera system and recordings.

Motion made by Mrs. Thibault, second by Mrs. LoCascio, to approve the NJSP School Camera Aggregation Project. A roll call vote was taken and unanimously approved.

3. Motion made by Mrs. Williver, second by Mr. Franek, to approve building and use calendar for July 2021. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Williver, second by Mrs. LoCascio, to approve the maintenance contract with Morris County Elevator from July 1, 2021-June 30, 2022, at a yearly cost of \$2,664.00. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Williver, second by Mrs. LoCascio, to approve the telecommunication system maintenance agreement with RFP Solutions for the 2021-2022 school year at a cost of \$2,710.80. (State contract T-1316 # 80809). A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Williver, second by Mrs. LoCascio, to approve the Emergency strobe maintenance agreement with RFP Solutions for the 2021-2022 school year at a cost of \$442.80. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Williver, second by Mrs. LoCascio, to approve Drill Construction to complete outside masonry repairs to the front steps, 1941 front steps, 1941 side steps, and 1988 section masonry band in the amount of \$43,000 to be paid from Maintenance Reserve.

Other Quotes as listed:

Alimi Builders: \$66,000

Zitone Construction: \$78,000

Ferraro Construction Corp: \$108,175

A roll call vote was taken and unanimously approved.

8. Motion made by Mrs. Williver, second by Mrs. LoCascio, to accept the following time and material quotes for the 2021-2022 school year:
Heating/Cooling/Boiler Repairs: R. Poust Trade Services \$125/hour
Plumbing/Water UV System/Soda Ash: R. Poust Trade Services \$125/hr
Electric: Meyer Electric \$110/hour
A voice vote was taken and unanimously approved.

TRANSPORTATION

1. Motion made by Mr. Franek, second by Mrs. LoCascio, to approve the attached listing of summer school bus routes & stops for the 2021 summer school. A voice vote was taken and unanimously approved.

BUDGET & FINANCE

1. Finance/Food Service Procurement Review Update- Mrs. Metzgar provided an update for the food service program:
 - Procurement Review- No correct action plan needed, we are in compliance.
 - Profit/Loss update on the food service program
 - Free Meals to students for the 2021-2022 School year

2. Motion made by Mrs. Thibault, second by Mrs. LoCascio, to approve regular checks from May 11, 2021-June 28, 2021 numbered 27171-27262, N0505, N0514, N0528, N0601, N0615, N0616, for a total of \$1,111,302.10. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Thibault, second by Mr. Franek, to approve May student activity check numbered 6357, for a total of \$426.20. Void check numbers 6355 & 6356. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Thibault, second by Mrs. LoCascio, to approve the attached list of purchase orders over \$1,000 for 2020-2021 school year. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Thibault, second by Mrs. LoCascio, to approve transfers from May 1, 2021 to May 31, 2021 as attached. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Thibault, second by Mrs. LoCascio, to approve monthly travel as attached. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Thibault, second by Mrs. LoCascio, to approve the transfer of \$10,000 from the General Fund to the Cafeteria account to fund monthly cafeteria expenditures and equipment repairs. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. Thibault, second by Mrs. LoCascio, to approve Megan Reed to renew her Notary Public for the State of NJ license, for a fee of \$30.00 plus any additional fees, not to exceed \$75.00, to be paid for by the Board of Education. A voice vote was taken and unanimously approved.
9. Motion made by Mrs. Thibault, second by Mr. Franek, to approve copier maintenance agreement with T.A. Mountford for the 2021-2022 school year at a cost of \$8,075 state contract #A53090. A voice vote was taken and unanimously approved.
10. Motion made by Mrs. Thibault, second by Mrs. LoCascio, to approve renewal contract with Delta Dental for July 1, 2021-June 30, 2022 at the following rates:
 One Party- \$52.60
 Two Party-\$100.99
 Three Party-\$169.06
 A voice vote was taken and unanimously approved.
11. Motion made by Mrs. Thibault, second by Mrs. LoCascio, to approve the 2021-2022 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.
12. Motion made by Mrs. Thibault, second by Mrs. LoCascio, to accept the grant award in the amount of \$1,050 from the American Dairy Association North East for the Fuel Up to Play 60 grant. \$525 to be used for a new cold milk storage for the cafeteria and

\$525 to be used for a walking club. A voice vote was taken and unanimously approved.

13. Motion made by Mrs. Thibault, second by Mrs. Kraft, to accept the following 2021 summer tuition students:

<u>Sending District</u>	<u>Student</u>	<u>Tuition Cost</u>	<u>Grade Level</u>
Fredon	040617	\$800	PSD
Fredon	082217	\$800	PSD
Fredon	051715	\$800	K-6 SpEd
Fredon	011912	\$800	K-6 SpEd
Fredon	070312	\$800	K-6 SpEd
Fredon	122110	\$800	K-6 SpEd
Fredon	052214	\$800	K-6 SpEd
Fredon	010414	\$800	K-6 SpEd

A voice vote was taken and unanimously approved.

14. Motion made by Mrs. Thibault, second by Mrs. LoCascio, to authorize the submission of the IDEA Part B and IDEA Preschool Grant application for FY2022, and accept the grant award of these funds upon subsequent approval of the FY2022 application as listed:

IDEA Part B- \$73,994
IDEA Preschool-\$5,663

A voice vote was taken and unanimously approved.

15. Motion made by Mrs. Thibault, second by Mrs. LoCascio, to authorize the submission of the ESEA Grant applications for FY2022, and accepts the grant award of these funds upon subsequent approval of the FY2022 application as listed:

Title I, Part A- \$74,014
Title II, Part A- \$11,232
Title IV- \$10,000

A voice vote was taken and unanimously approved.

16. Motion made by Mrs. Thibault, second by Mr. Franek, to approve submission of the “expression of interest” for the School Food Waste Pilot program through the Sustainable Jersey for Schools. A voice vote was taken and unanimously approved.

17. Motion made by Mrs. Thibault, second by Mrs. Williver, to approve submission of the 2021 Little Seeds Pollinator Pals Grant in the amount of \$500 to support/expand the pollinator garden. A voice vote was taken and unanimously approved.

18. Motion made by Mrs. Thibault, second by Mr. Franek, 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. Thibault, second by Mrs. LoCascio, to approve resolution transfer of current year surplus to capital 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 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.

20. Motion made by Mrs. Thibault, second by Mrs. LoCascio, to approve resolution transfer of current year surplus to maintenance 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 Maintenance Reserve account at year end, and

WHEREAS, the Board of Education has determined that (an amount not to exceed) \$100,000 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

None.

COMMUNITY RELATIONS

-Please check out the Stillwater School newsletter!

UNFINISHED BUSINESS

1. Board member required training- Due December 31, 2021.
2. School Board Petitions due to the County Clerk's Office by July 26, 2021 by 4:00 pm.

NEW BUSINESS

1. NJSBA Virtual Conference- October 26-October 28, 2021. Please let Mrs. Metzgar know if you would like to attend.

PUBLIC PARTICIPATION

None.

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mr. Franek, second by Mrs. Williver at 8:16 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 Superintendent Evaluation 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. Metzgar, Mrs. Cramer, and Mrs. Roberts were excused from the meeting at 8:16 pm.

Motion made by Mrs. LoCascio and seconded by Mrs. Williver at 8:25 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. LoCascio, second by Mr. Franek to adjourn the meeting at 8:27 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary