

May 10, 2021

The Stillwater Township Board of Education met on May 10, 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 7:01 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 & Star Ledger on January 5, 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 May 4, 2021.

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

Absent: Mrs. LoCascio.

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.

### **EXECUTIVE SESSION**

BE IT HEREBY RESOLVED by Mr. DeGroat, second by Mrs. Svendsen at 7:03 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. Thibault and seconded by Mrs. Nothstine at 7:13 p.m. to come out of executive session and return to public session. A voice vote was taken and unanimously approved. The public was invited back to the meeting.

### **BOARD BUSINESS**

1. Motion made by Mrs. Nothstine, second by Mrs. Kraft, to approve the Budget Public Hearing Meeting Minutes and Regular Board of Education Meeting minutes from April 26, 2021. Motion approved by voice vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mr. DeGroat-Aye; Mrs. Williver- Aye; Mrs. Kraft-Aye; Mr. Franek-Aye; Mrs. Galante-Aye; Mrs. Thibault-Abstain.
2. Motion made by Mrs. Nothstine, second by Mr. Franek to approve the Executive Session Meeting minutes from April 26, 2021. Motion approved by voice vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mr. DeGroat-Aye; Mrs. Williver- Aye; Mrs. Kraft-Abstain; Mr. Franek-Aye; Mrs. Galante-Aye; Mrs. Thibault-Abstain.
3. Motion made by Mrs. Thibault, second by Mrs. Nothstine to approve the March 31, 2021 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,745,510.62 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of March 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.

4. Motion made by Mrs. Nothstine, second by Mrs. Thibault to approve change of date for the Regular Board of Education meeting from Monday, June 21, 2021 to Monday, June 28, 2021. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Svendsen, second by Mrs. Williver, to approve the following resolution approving health benefit consultants:

WHEREAS, N.J.S.A. 18A:18A-5(a)(10) authorizes the Board to award a contract for insurance health benefit broker services without public bidding, in accordance with the procedures established for an extraordinary unspecifiable service (hereinafter referred to as "EUS"), pursuant to N.J.S.A. 18A:18A-5(a)(2); and

NOW, THEREFORE, BE IT RESOLVED that Treadstone Risk Management, LLC shall be appointed to provide Health Benefit Broker services and that a contract for such services shall be awarded for the following reasons:

1. The fee structures proposed are most advantageous to the Board, price and other factors considered.
2. Experience and resources necessary to perform the contract have been demonstrated.
3. Reputation and responsibility of the Health Benefit Broker are satisfactory.

A roll call vote was taken and unanimously approved.

6. Motion made by Mrs. Svendsen, second by Mrs. Nothstine, to approve the following resolution approving Property Liability/Casualty, Dental, & Student Accident Insurance Broker & Risk Management Consultant:

WHEREAS, N.J.S.A. 18A:18A-5(a)(10) authorizes the Board to award a contract for Property Liability/Casualty, Dental, & Student Accident Insurance Broker & Risk Management Consultant without public bidding, in accordance with the procedures established for an extraordinary unspecifiable service (hereinafter referred to as "EUS"), pursuant to N.J.S.A. 18A:18A-5(a)(2); and

NOW, THEREFORE, BE IT RESOLVED that The Morville Agency/Arthur J. Gallagher, shall be appointed to provide Property Liability/Casualty, Dental, & Student Accident Insurance Broker & Risk Management Consultant services and that a contract for such services shall be awarded for the following reasons:

1. The fee structures proposed are most advantageous to the Board, price and other factors considered.
2. Experience and resources necessary to perform the contract have been

demonstrated.

3. Reputation and responsibility of the Risk Management Broker are satisfactory.

A roll call vote was taken and unanimously approved.

**BOARD BUSINESS BLOCK MOTIONS: 7-9**

*Motion to approve board business block motions 7-9 was made by Mrs. Thibault, second by Mrs. Nothstine.*

7. Motion to approve the following individuals or firms in their respective positions for the 2021-2022 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., LLC
Medical Insurance Fund	Schools Health Insurance Fund
Medical Insurance Agent of Record	Treadstone Risk Management, LLC
Accounting/Personnel Software Provider	CDK Systems
Payroll Computer Service Provider	R&L Datacenters, Inc.
Risk Management Consultant	The Morville Agency/Gallagher

8. Motion to designate the New Jersey Herald and Sunday Herald as the official newspaper for the 2021-2022 school year and the Star Ledger and The Township Journal as alternate newspapers and for selected advertising.

9. Motion to approve the following locations for posting all legal notices for the 2021-2022 school year:

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 7-9 were unanimously approved.*

**SUPERINTENDENT'S REPORT**

Dr. Kochis reported on the following items:

- Virtual Field Trips
- Garden Day field trips with Mrs. Makarevich
- 6<sup>th</sup> Grade Camp Linwood MacDonald trip
- Jet's Eat Right virtual visit- Friday, May 14<sup>th</sup>
- JCP&L to remove the tree by the road
- Maple Tree investigation by playground & update
- Upcoming Regionalization bill meeting to come with BA's and Mr. Mark Magyar

**CORRESPONDENCE**

- Thank you card for the Board of Education for the Teacher Appreciation treat! From Mrs. Makarevich
- Thank you card for the Board of Education for the Teacher Appreciation treat! From the Stillwater Education Association

**PRESIDENT'S COMMENTS**

Mr. DeGroat expressed he is so grateful places are starting to open up. Hopefully we can get back to "normal" soon!

**PUBLIC PARTICIPATION**

None.

**ACTION ITEMS:**

**PERSONNEL**

1. Motion made by Mrs. Galante, second by Mrs. Svendsen, upon the recommendation of the Superintendent, to approve attached professional days. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Galante, second by Mrs. Thibault, to approve renewal of Frontline Education to provide an Absentee Management System for the 2021-2022 school year in the amount of \$2,195.55. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Galante, second by Mrs. Thibault, upon the recommendation of the Superintendent to re-hire the tenured instructional staff members for employment for the 2021-2022 school year from September 1, 2021 to June 30, 2022, at their 2020-2021 salary and step pending negotiations:

<b><u>Employee Name</u></b>	<b><u>Position</u></b>	<b><u>20/21 Step</u></b>	<b><u>Salary</u></b>
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Bessemer, Denise	Elementary	BA, L3	\$	83,735
Bickhardt, Lorraine	Elementary	MA, L3	\$	87,935
Celentano, Brittany	Elementary	MA, 11	\$	73,620
Collier, Lynda	Elementary	BA, L1	\$	79,395
DiRienzo, Mary	Special Education	BA, 7	\$	63,410
Franck, Katrina	Music (.8 FTE)	BA, 7	\$	50,728
Fryer, Kelly	Elementary	BA, 11	\$	69,420
Garrigan, Jessica	Speech	MA, 10	\$	71,775
Grau, Lisa	Elementary	BA, L3	\$	83,735
Hutcheson, Lisa	Interventionist	MA + 30, L2	\$	86,790
Johnson, Beth	Elementary	MA, L3	\$	87,935
Knapp, Ramona	Elementary	MA, L3	\$	87,935
Maeurer, Keri	Elementary	MA, 12	\$	75,515
Mahedy, Janet	Middle School	MA+15, 13	\$	77,985
Makarevich, Elaine	STEAM/Pinwheel	MA+30, L3	\$	88,985
Newman, Jessica	Special Education	MA+15, 11	\$	74,145
Pagano, Christine	Elementary	BA, 15	\$	77,300
Piazza, Melissa	Art/Yoga	BA, L3	\$	83,735
Pierson, Susan	Preschool	MA+15, L1	\$	84,120
Radimer, Meghan	Physical Ed/Health	BA, 11	\$	69,420
Riva, Maureen	Special Education	BA, 9	\$	65,780
Robinson, Corrine	Elementary	MA, 14	\$	79,455
Steffens, Jessica	Middle School	MA, 11	\$	73,620
Then, Erica	Elementary	BA, 10	\$	67,575

A roll call vote was taken and unanimously approved.

4. Motion made by Mrs. Galante, second by Mrs. Svendsen, upon the recommendation of the Superintendent, to offer the following contracts to the non-tenured instructional staff members for employment for the 2021-2022 school year from September 1, 2021 to June 30, 2022, at their 2020-2021 salary and step, pending negotiations:

<u>Name</u>	<u>Position</u>	<u>Step</u>	<u>Salary</u>
Bird, Michele	Special Education	BA, 7	\$ 63,410
Bradley, Kathleen	Preschool	MA, 1	\$ 61,290
Gryzeski, Jennifer	Preschool	BA+15, 1	\$ 59,190
Huff, Kerri	Special Education	BA, 2	\$ 57,890
Hurley, Colleen	School Nurse	BA+15, 15	\$ 79,400
Scocoza, Sam	Special Education	BA, 4	\$ 59,855
Smetana, Jeanne	Social Worker	MA, 10	\$ 71,775
Strauch, Joanna	School Psychologist (.2FTE)	MA+30, 13	\$ 15,702
Tiberi, Stephen	Physical Ed/Health	MA, 6	\$ 66,425

A roll call vote was taken and unanimously approved.

5. Motion made by Mrs. Galante, second by Mrs. Svendsen, upon the recommendation

of the Superintendent, to offer contracts to the following full-time, 12 month SEA administrative assistants for employment for the 2021-2022 school year, from July 1, 2021- June 30, 2022, pending negotiations:

Deborah Berger-\$45,101.69  
 Lisa Roycroft- \$43,054.45

A roll call vote was taken and unanimously approved.

- Motion made by Mrs. Galante, second by Mrs. Svendsen, upon the recommendation of the Superintendent, to offer contracts to the following full-time Para-Professional staff member for employment for the 2021-2022 school year from September 1, 2021- June 30, 2022, pending negotiations:

<u>Name</u>	<u>Base Hourly Rate</u>	<u>Adjustments</u>	<u>Total Hourly Rate</u>	<u>Total Salary</u>
Pevarnik, Kathleen	\$20.28	Longevity: \$300 HQ: \$100 \$400=\$0.34	\$20.62	\$24,391.24

A roll call vote was taken and unanimously approved.

- Motion made by Mrs. Galante, second by Mrs. Svendsen, upon the recommendation of the Superintendent, to offer contracts to the following part-time 27.5 hours/week Para-Professional staff members for employment for the 2021-2022 school year from September 1, 2021-June 30, 2022 to be paid at an hourly rate, pending negotiations:

<u>Name</u>	<u>Base Hourly Rate</u>	<u>Adjustments</u>	<u>Total Hourly Rate</u>
Coombs, Tracey	\$ 17.43	N/A	\$ 17.43
DeStefano, Holly	\$ 13.16	\$500=\$0.50/hour	\$ 13.66
Kearney, Holly	\$ 13.16	N/A	\$ 13.16
Philhower, Morgan	\$ 13.16	\$ 750 = \$0.75/hour	\$ 13.91
Vivian, Heather	\$ 13.16	\$500=\$0.50/hour	\$ 13.66
Walaszczyk, Ana Cristina	\$ 13.17	N/A	\$ 13.17
Wilson, Shannon	\$ 13.17	N/A	\$ 13.17

A roll call vote was taken and unanimously approved.

- Motion made by Mrs. Galante, second by Mrs. Svendsen, upon the recommendation of the Superintendent, to approve Michael Maggio as the full-time Head Custodian/Maintenance & Grounds Person for the 2021-2022 school year from July 1, 2021-June 30, 2022 an annual salary of \$66,002.47, pending negotiations. A roll call vote was taken and unanimously approved.
- Motion made by Mrs. Galante, second by Mr. Franek, upon the recommendation of the Superintendent, to offer contracts to the following full-time, 12 month custodial staff for employment for the 2021-2022 school year from July 1, 2021 to June 30, 2022, pending negotiations:

Nick Carbonaro- \$59,224.00 plus \$600 longevity- Total: \$59,824  
 Gary Post- \$45,692.05

A roll call vote was taken and unanimously approved.

10. Motion made by Mrs. Galante, second by Mrs. Svendsen, upon the recommendation of the Superintendent, to offer contracts to the following full-time, 12 month administrative assistants for employment for the 2021-2022 school year, from July 1, 2021- June 30, 2022, pending negotiations:

Michelle Gerhardt-\$42,107.04

Megan Reed- \$47,896.17

A roll call vote was taken and unanimously approved.

11. Motion made by Mrs. Galante, second by Mrs. Svendsen, upon the recommendation of the Superintendent, to approve Charles Culver as the Part-Time Technology Coordinator for the 2021-2022 school year, from July 1, 2021-June 30, 2022 at salary of \$21,474.18, pending negotiations. A roll call vote was taken and unanimously approved.

12. Motion made by Mrs. Galante, second by Mr. Franek, upon the recommendation of the Superintendent, to approve the following part-time School Security Officers from July 1, 2021 to June 30, 2022 to be paid \$31.58/hour, pending negotiations:

-David Somma

-Thomas Leahy

A roll call vote was taken and unanimously approved.

**PERSONNEL BLOCK MOTIONS: 13-19**

*Motion to approve Personnel block motions 13-19 was made by Mrs. Galante, second by Mrs. Nothstine.*

13. Motion to appoint Lisa Hutcheson as the Teacher in Charge for the 2021-2022 school year.
14. Motion to set the following substitute rates for the 2021-2022 school year:  
Teacher \$85 per day [If the substitute is in the same position for more than twenty (20) days the rate will be 1/200<sup>th</sup> of step 0 on the salary guide].  
Aide \$78 per day (no sub cert)  
Secretary \$78 per day (no sub cert)  
Custodian \$13.00 per hour  
Nurse \$130 per day if a registered nurse
15. Motion to appoint Marissa Cramer, Principal as Public Agency Compliance Officer, Affirmative Action Officer, Educational Stability Liaison, and Gender Equity Officer for the 2021-2022 school year.
16. Motion to appoint Marissa Cramer, Principal as the Human Resource Officer for the 2021-2022 school year.
17. Motion to appoint Marissa Cramer, Supervisor of Special Education and Basic Skills, as the Coordinator of Section 504 of the Rehabilitation Act of 1973 for the handicapped for the 2021-2022 school year.
18. Motion to appoint Marissa Cramer, Supervisor of Special Education and Basic Skills,

as the Homeless Liaison for the 2021-2022 school year.

19. Motion to appoint Marissa Cramer, Principal/Supervisor of Special Education and Basic Skills, as the Supervisor of Preschool for the 2021-2022 school year.

*A voice vote was taken and Personnel block motions 13-19 were unanimously approved.*

**PERSONNEL BLOCK MOTIONS: 20-26**

*Motion to approve Personnel block motions 20-26 was made by Mrs. Galante, second by Mrs. Svendsen.*

20. Motion to approve René Metzgar, Business Administrator/Board Secretary, as the Civil Rights Coordinator for the Food Service Program for the 2021-2022 school year.
21. Motion to appoint Marissa Cramer, Supervisor of Special Education and Basic Skills as Substance Awareness Coordinator for the 2021-2022 school year.
22. Motion to appoint Cali Roberts, Assistant Principal, as Attendance Officer for the 2021-2022 school year.
23. Motion to appoint Cali Roberts, Assistant Principal, as HIB Coordinator for the 2021-2022 school year.
24. Motion to appoint Jeanne Smetana, Social Worker, as HIB Specialist for the 2021-2022 school year.
25. Motion to appoint Jeanne Smetana, Social Worker, as Community and Parent Involvement Specialist for the 2021-2022 school year.
26. Motion to appoint Colleen Hurley as the PEOSH Contact Person for the 2021-2022 year.

*A voice vote was taken and Personnel block motions 20-26 were unanimously approved.*

**PERSONNEL BLOCK MOTIONS: 27-32**

*Motion to approve Personnel block motions 27-32 was made by Mrs. Galante, second by Mrs. Svendsen.*

27. Motion to appoint William Kochis, Superintendent, as the Policy Coordinator for the 2021-2022 school year.
28. Motion to approve updated Teacher Mentoring Plan. (Plan is located in the main office for review.)
29. Motion to approve the use of the Charlotte Danielson Framework for Teaching Evaluation Model for the 2021-2022 school year.
30. Motion to approve the use of the New Jersey Principal Evaluation for Professional



Learning (NJPEPL) for the Principal and Assistant Principal for the 2021-2022 school year.

31. Motion to recognize the Stillwater Education Association as the official bargaining unit of the teaching faculty, custodians, paraprofessionals, and qualifying secretaries for the 2021-2022 school year.
32. Motion to recognize the Stillwater PTA as a volunteer organization for Stillwater School for the 2021-2022 school year.

*A voice vote was taken and Personnel block motions 27-32 were unanimously approved.*

**POLICY**

1. Public Notice on Internet Safety Policy 6142.10 to satisfy E-Rate funding requirements for the 2021-2022 school year.
2. Motion made by Mrs. Nothstine, second by Mrs. Svendsen to approve the first reading of the following new policy:

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

**EDUCATION & CURRICULUM**

1. Motion made by Mrs. Svendsen, second by Mrs. Williver, to approve the ESY and Summer School program to be held from July 6, 2021-July 29, 2021 (16 days). A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Svendsen, second by Mrs. Williver, to approve the Stillwater School Green Team for the 2020-2021 school year, to be paid a stipend through the SJS Grant, as listed:
  - Elaine Makarevich- Team Coordinator- \$375
  - Maureen Riva- Team Member- \$275
  - Meghan Radimer-Team Member - \$275
  - Christine Pagano- Team Member-\$275
  - Ramona Knapp- Team Member- \$275
  - Janet Mahedy- Team Member- \$275
  - William Kochis- Admin Team Member- no pay
  - René Metzgar- Admin Team Member-no pay
  - Marissa Cramer- Admin Team Member-no pay
 A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Svendsen, second by Mrs. Nothstine, to approve contract with J&B Therapy to provide services as needed for the 2021-2022 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
Administrative Fee	1%

\*Includes, but is not limited to, evaluations for Occupational Therapy, Physical Therapy, Speech Therapy, Educational Assessments, and Psychological Evaluations. A voice vote was taken and unanimously approved.

4. Motion made by Mrs. Svendsen, second by Mrs. Nothstine, to approve contract with Joanne Welles to provide Physical Therapy services for the 2021-2022 school year at a rate of \$100/hour. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Svendsen, second by Mrs. Williver, to approve agreement with Sussex County Educational Services Commission for ancillary educational services as needed for the 2021-2022 school year. A voice vote was taken and unanimously approved.

**EDUCATION & CURRICULUM BLOCK MOTIONS: 6-10**

*Motion to approve Education & Curriculum block motions 6-10 was made by Mrs. Svendsen, second by Mrs. Nothstine.*

6. 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.
7. Motion to approve the guidance and counseling program for the 2021-2022 school year. (A copy of this program is available in the CST office.)
8. Motion to approve the English Language Learner program for the 2021-2022 school year. (Copy is available in the main office for review.)
9. Motion to approve the English Language Learner Entry and Exit Identification Process for the 2021-2022 school year. (Copy is available in the main office for review.)
10. Motion to readopt all current written curriculums for the 2021-2022 school year.

*A voice vote was taken and Education & Curriculum block motions 6-10 were unanimously approved.*

### **BUILDING & GROUNDS**

1. Mrs. Metzgar provided an update on the following Buildings and Grounds items:
  - 1966 Section Boiler Project
  - Plumbing/Septic Update
2. Historical Society Fall Festival Discussion- Administration informed the board that the Historical Society would like to use our restrooms for the Fall Festival. They submitted their COVID-19 plan.

Motion was made by Mrs. Williver, second by Mrs. Thibault, to approve building use of restrooms for the fall festival. A voice vote was taken and unanimously approved.

3. Motion made by Mrs. Williver, second by Mr. Franek, to approve building and use calendar for June 2021, pending direction from the State of NJ. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Williver, second by Mrs. Svendsen, to approve Keller Welding, LLC for the second driveway bollard and gate fabrication, installation of gate and galvanizing in the amount of \$6,565.99. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Williver, second by Mrs. Svendsen, to approve Pettit Corp to install two driveway safety bollards and patch concrete sidewalk in the amount of \$4,000. Motion approved by voice vote: Mrs. Svendsen-Aye; Mrs. Nothstine-Aye; Mr. DeGroat-Abstain; Mrs. Williver- Aye; Mrs. Kraft-Aye; Mr. Franek-Aye; Mrs. Galante-Aye; Mrs. Thibault-Aye.
6. Motion made by Mrs. Williver, second by Mrs. Svendsen to approve purchase and installation of a new dishwasher model: SMA-180-VL Tall for the kitchen from Culinary Depot in the amount of \$15,160.44 to be paid by the Jets Eat Right Grant and cafeteria funds.

Other quotes:

E&A Supply- \$15,756.28  
Edward Don Company-\$15,797.32  
BFA Food Service Equipment-\$15,924

A voice vote was taken and unanimously approved.

### **BUILDING & GROUNDS BLOCK MOTIONS: 7-11**

*Motion to approve Building & Grounds block motions 7-11 was made by Mrs. Williver, second by Mrs. Svendsen.*

7. Motion to adopt the IPM Plan for the 2021-2022 school year. (A copy of this plan is available for review in the business office.)

8. Motion to adopt the Chemical Hygiene Plan for the 2021-2022 school year. (A copy of this plan is available for review in the business office.)
9. Motion to adopt the School Emergency Operations Plan for the 2021-2022 school year. (A copy of this plan is available for review in the main office.)
10. Motion to adopt the Safety and Security Plan for the 2021-2022 school year. (A copy of this plan is available for review in the main office.)
11. Motion to charge a custodial fee of \$35.00 per hour to organizations using the building when it is normally scheduled to be closed for the 2021-2022 school year.

*A voice vote was taken and Building & Grounds block motions 7-11 were unanimously approved.*

**BUILDING & GROUNDS BLOCK MOTIONS: 12-16**

*Motion to approve Building & Grounds block motions 12-16 was made by Mrs. Williver, second by Mrs. Thibault.*

12. Motion to charge a security fee of \$31.58/hour, pending contract negotiations, to organizations who request security officers for their events for the 2021-2022 school year.
13. Motion to appoint René Metzgar and Cali Roberts as Safety Coordinators 2021-2022 school year.
14. Motion to appoint Cali Roberts as the School Safety Specialist for the 2021-2022 school year and the School Security Officers, Thomas Leahy and David Somma, as alternates when Ms. Roberts is out of the building.
15. Motion to appoint Michael Maggio as Right to Know Officer, Integrated Pest Management Coordinator, Indoor Air Quality Designee, Chemical Hygiene Officer and AHERA Contact Person for the 2021-2022 school year.
16. Motion to approve the Biosecurity Management Plan for the 2021-2022 school year. (Copies of this plan are available for review in the board office.)

*A voice vote was taken and Building & Grounds block motions 12-16 were unanimously approved.*

17. Motion made by Mrs. Williver, second by Mrs. Svendsen, to approve Parette Somjen Architects to assist in masonry project drawings and obtaining quotations for the outside steps and concrete band in the amount of \$3,500. A voice vote was taken and unanimously approved.

**TRANSPORTATION**

1. Motion made by Mr. Franek, second by Mrs. Svendsen, to approve Stocker Bus to provide transportation to Camp Nejeda for the 6<sup>th</sup> Grade recognition party to be held on May 27<sup>th</sup>, with a rain date of May 28<sup>th</sup>. No cost to the district. A voice vote was taken and unanimously approved.

2. Motion made by Mr. Franek, second by Mrs. Svendsen, to approve the return bus fee of \$50.00 for the 2021-2022 school year, for any student returned to the school if no one is at the bus stop. A voice vote was taken and unanimously approved.
3. Motion made by Mr. Franek, second by Mrs. Svendsen, to approve Stocker Bus to provide a bus for Kindergarten Orientation on May 25, 2021 for a cost of \$75.00. A voice vote was taken and unanimously approved.

## **BUDGET & FINANCE**

1. Motion made by Mrs. Thibault, second by Mr. Franek, to approve regular checks from April 27, 2021-May 10, 2021 numbered 27135-27170, N0430, & N0503 for a total of \$290,513.48. Cafeteria check 2641 in the amount of \$220.00. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Thibault, second by Mrs. Svendsen, to approve April student activity check numbered 6354, for a total of \$105.00. Void check number 6330 from prior month in the amount of \$21.78. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Thibault, second by Mrs. Svendsen, to approve the attached list of purchase orders over \$1,000 for 2020-2021 school year. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Thibault, second by Mr. Franek, to approve monthly travel as attached. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Thibault, second by Mrs. Svendsen, to approve transfers from March 1, 2021 to March 31, 2021 as attached. A roll call vote was taken and unanimously approved.
6. Motion made by Mrs. Thibault, second by Mrs. Nothstine, to approve the attached requisition for taxes for the Stillwater Township for the 2021-2022 school year. A roll call vote was taken and unanimously approved.
7. Motion made by Mrs. Thibault, second by Mrs. Svendsen, to approve the following tuition rates for the 2021-2022 school year:

Regular Education: Kindergarten:	\$21,500
Grades 1-5:	\$21,500
Grade 6:	\$21,500

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

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.

8. Motion made by Mrs. Thibault, second by Mrs. Svendsen, to approve the Business Administrator/Board Secretary to submit the 2020-2021 Extraordinary Aid application. A voice vote was taken and unanimously approved.
9. Motion made by Mrs. Thibault, second by Mr. Franek, to retroactively accept the following 2020-2021 tuition student beginning May 5, 2021:

<u>Sending District</u>	<u>Student</u>	<u>Tuition Cost</u>	<u>Program</u>
Lincoln Park	02112012	\$20,500 (to be prorated)	Grade 3

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. Thibault, second by Mr. Franek.*

10. Motion to designate the Lakeland Bank as depository for the following Accounts for the 2021-2022 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
  - Maintenance Reserve 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 6th 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 2021-2022 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 2021-2022 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. Thibault, second by Mrs. Williver.*

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 2021-2022 school year.
17. Motion to authorize the Superintendent, for the 2021-2022 school year, to declare items as surplus and properly dispose of them.
18. Motion to appoint René Metzgar, Business Administrator/Board Secretary for the 2021-2022 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 2021-2022 school year.

20. Motion to assign the authority, responsibility and accountability for the purchasing activity as a Qualified Purchasing Agent of the board of education to René Metzgar, Business Administrator/Board Secretary and to set the bid threshold for the 2021-2022 school year at \$44,000 as allowed by law and to approve competitive quotations for amounts less than \$6,600.
21. Motion to adopt the 2021-2022 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. Thibault, second by Mrs. Svendsen.*

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 2021-2022 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, Lincoln Investment, Prudential, Aflac, Wage Works, Visions Credit Union for the 2021-2022 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, NJ Edge, and approved National Joint Powers Alliance/Sourcewell Contract vendors for the 2021-2022 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 2021-2022 school year.

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

### **LEGISLATION**

None.

### **COMMUNITY RELATIONS**



Mrs. Williver reported on the following items:

- Reminder to check the Stillwater School Weekly Newsletter
- KRHS Players- Free performance- in the new outside amphitheater. May 20-22<sup>nd</sup>
- June 10<sup>th</sup>- Music night outdoor performance at KRHS.

### **UNFINISHED BUSINESS**

1. Board member required training- Due December 31, 2021.
2. Superintendent Evaluation & Board Self Evaluation -Due May 26, 2021

### **NEW BUSINESS**

1. In-Person Board of Education Meeting Discussion- Board members discussed the possibility returning to in person meetings.

### **PUBLIC PARTICIPATION**

Paul Barta- 902 Owassa Road, Newton, NJ 07860- Notified the board that the township is doing in-person meetings with the option to remote in for the public. Advised that we could reach out to them to see how they are set up.

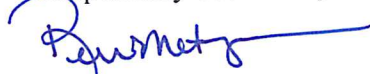
### **EXECUTIVE SESSION**

None.

### **ADJOURN**

Motion made by Mrs. Thibault, second by Mrs. Svendsen to adjourn the meeting at 8:23 p.m.  
A voice vote was taken and unanimously approved.

Respectfully Submitted,



Rene Metzgar  
Business Administrator/Board Secretary