

March 15, 2021

The Stillwater Township Board of Education met on March 15, 2021 at 7:00 p.m. remotely via Zoom for a Committee of the Whole 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 March 8, 2021.

Mr. DeGroat led the flag salute. The following Board members were present: Mr. DeGroat, Mrs. LoCascio, Mrs. Svendsen, Mrs. Galante (arrived 7:04 pm), Mrs. Nothstine, Mrs. Williver, Mrs. Kraft, Mr. Franek, and Mrs. Thibault.

Absent: None.

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

Mrs. Galante arrived 7:04 pm.

1. Motion made by Mrs. Svendsen, second by Mrs. Nothstine to approve the Regular Board of Education Meeting minutes from February 22, 2021. A voice vote was taken and unanimously approved.
2. The following resolution was made by Mrs. LoCascio, second by Mrs. Thibault:

RESOLUTION OF THE STILLWATER TOWNSHIP BOARD OF EDUCATION AUTHORIZING THE INCREASE OF IN-PERSON INSTRUCTION WITH CONTINUED HEALTH AND SAFETY REQUIREMENTS DURING THE COVID-19 PANDEMIC

WHEREAS, as a result of the ongoing coronavirus disease 2019 (“COVID-19”) pandemic, the Stillwater Township Elementary School District (the “District”) has operated with limited in-person instruction; and

WHEREAS, the New Jersey Department of Health (the “NJDOH”), the New Jersey Department of Education (the “NJDOE”) and the United States Centers for Disease Control and Prevention (the “CDC”), among other government agencies and public health officials, have issued guidance and recommendations for schools to safely conduct in-person learning during the COVID-19 pandemic; and

WHEREAS, NJDOH, NJDOE and CDC guidance recommends that six feet of physical distance be maintained between all persons when and where possible; but additional safety precautions may be taken where six feet of physical distance cannot be maintained, including the installation of physical barriers between

individuals situated less than six feet apart; and

WHEREAS, the District's top goals and priorities include promoting a healthy and safe learning environment in every school building; and

WHEREAS, prior to opening for limited in-person instruction for the 2020-2021 school year, pursuant to NJDOE guidance, the Stillwater Township Board of Education (the "Board") published its Restart and Recovery Plan to Reopen Schools, which outlined the District's protocols and requirements to ensure every school building in the District could reopen safely; and

WHEREAS, in accordance with NJDOH, NJDOE and CDC guidance and the District's Restart and Recovery Plan to Reopen Schools, the District has provided all students and staff with individualized plastic barriers or installed plastic barriers at student and teacher desks; and

WHEREAS, in accordance with NJDOH, NJDOE and CDC guidance and the District's Restart and Recovery Plan to Reopen Schools, the District requires all students, faculty, staff and visitors to wear masks or face coverings in every school building, with limited exceptions outlined in New Jersey Executive Order No. 175 (Aug. 13, 2020); and

WHEREAS, the District also requires students to wash or sanitize their hands regularly throughout the day and has ensured that ventilation is maintained in every school building, among other health and safety precautions; and

WHEREAS, the Board believes that it is in the best interests of its residents, taxpayers and school children to continue to increase in-person instruction with implementation and maintenance of additional health and safety precautions.

NOW THEREFORE BE IT RESOLVED, that the Stillwater Township Board of Education hereby authorizes the increase of the length of in-person instruction and the increase in the number of students permitted to attend in-person instruction; and

BE IT FURTHER RESOLVED, that the District shall continue to maintain the health and safety requirements outlined above and incorporated herein, including but not limited to: mandatory masks or face coverings for all students, faculty, staff and visitors, with limited exceptions; plastic barriers between individuals; regular hand washing or sanitizing; and regular cleaning and/or disinfecting, among other things; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect in accordance with law.

A roll call vote was taken and unanimously approved.

3. Motion made by Mrs. LoCascio, second by Mrs. Thibault to approve the revised Restart and Recovery Plan for the 2020-2021 school year. A roll call vote was taken and unanimously approved.
4. School Ethics Disclosure Statements- Due April 30, 2021

5. Board President's Meeting Update- Mr. DeGroat updated the board of education regarding the regional Board President/Superintendent meeting. They discussed the new regionalization bill, loss of state funding, & the open Superintendent position at Fredon. The board discussed the possibility of a feasibility study with the region if the State was going to provide the funding. More information is needed in regards to this new bill in order to make a decision how to proceed.

COMMITTEE REPORTS

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. LoCascio, to approve the following substitute paraprofessional for the 2020-2021 school year at the previously approved rate of pay:

Leah Slobodzian pending criminal history & background check
A voice vote was taken and unanimously approved.

3. Motion made by Mrs. Galante, second by Mrs. Svendsen, upon the recommendation of the Superintendent, to retroactively approve Meghan Radimer for Physical Education/Health classes, not to exceed 5 hours per week at a rate of \$40/hour beginning March 8, 2021. (Previous start date was March 15th). A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Galante, second by Mrs. Williver, upon the recommendation of the Superintendent, to approve Michaela Snyder to complete four observation hours through Centenary University with Maureen Riva. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Galante, second by Mrs. LoCascio, upon the recommendation of the Superintendent to approve a new employment contract with William (Bill) Zschack as a Full Time Teacher from March 19, 2021 to June 30, 2021 to be hired at BA, Step 1 for an annual salary of \$57,090 to be prorated to time worked. A roll call vote was taken and unanimously approved.
6. Motion made by Mrs. Galante, second by Mrs. Svendsen, upon the recommendation of the Superintendent, to approve the following staff members to be paid \$34/hour not to exceed ten hours for curriculum writing:

Katrina Franck
Melissa Piazza

A voice vote was taken and unanimously approved.

7. Motion made by Mrs. Galante, second by Mrs. Svendsen to approve the following graduate classes at The College of New Jersey for Maureen Riva:

<u>Title of Course</u>	<u>Dates</u>	<u>Cost</u>	<u>BOE Reimbursement</u>
Second Language Acquisition Theory	5/17/21-6/5/21	\$1,803	Yes
Sociolinguistics	6/14/21-7/2/21	\$1,803	Yes

A voice vote was taken and unanimously approved.

- Motion made by Mrs. Galante, second by Mrs. Thibault, upon the recommendation of the Superintendent, to approve the following substitute teacher for the 2020-2021 school year:

Holly DeStefano

A voice vote was taken and unanimously approved.

POLICY

None.

EDUCATION & CURRICULUM

- Sustainable Jersey For Schools/Green Team Update- Mrs. Cramer provided a status update on our recertification for this year.

BUILDING & GROUNDS

- Building & Grounds Update- Mrs. Metzgar provided an update on the following items:
 -1966 Boiler Project
 -Discussion of future projects- gymnasium ventilation & lighting upgrades, library upgrades, and ionizers in classrooms.
- Motion made by Mrs. Williver, second by Mr. Franek to approve Lou's Glass to replace/repair four Board Office windows in the amount of \$4,500. A voice vote was taken and unanimously approved.
- Motion made by Mrs. Williver, second by Mrs. LoCascio to approve Lou's Glass to replace the Child Study Team outside doors and the lower level 1956 section outside boiler room door in the amount of \$9,800.
 Other quotes: Sasse Glass- \$10,700
 American Architectural Windows and Doors- No Response
 A voice vote was taken and unanimously approved.

TRANSPORTATION

- Motion made by Mr. Franek, second by Mrs. LoCascio to approve renewal of transportation contracts with Stocker Bus Company for the 2020-2021 school year for the following summer school routes in the following amounts as listed:

Route	Prev. Yrs Cost	Aide	# of Days	CPI 1.70%	Inc/Dec	Total renewal Cost Provision
(8) ST 30	\$144.80	N/A	16	\$ 2.46	2.00	\$147.26
(8) ST 31	\$144.80	N/A	16	\$ 2.46	2.00	\$147.26

TOTAL ANNUAL COST **\$4,712.32**

A roll call vote was taken and unanimously approved.

BUDGET & FINANCE

1. Review of 2021-2022 Tentative Budget- Mr. Kochis & Mrs. Metzgar presented the 2021-2022 tentative school budget. Detailed information was provided regarding projected revenues and expenditures. Information was also provided on state aid, tax levy and impact, school programs, building projects, and the future of funding for the district.

2. Motion made by Mrs. Thibault, second by Mrs. LoCascio to introduce the preliminary 2021-2022 School Budget and authorize the School Business Administrator to submit the preliminary budget to the Sussex County Office of Education for compliance and approval for advertisement as follows:

<u>Expenditures</u>		<u>Revenues</u>	
Charter School	<u>\$82,717</u>		
General Current Expense	<u>\$ 5,930,445</u>	<u>General Fund</u>	
Capital Outlay	<u>\$ 151,040</u>	..Budgeted Fund Balance	\$ 348,084
Special Revenue Fund	<u>\$993,743</u>	..Local Tax Levy	\$4,610,694
		..Capital Reserve	\$ 146,500
Repayment of Debt	<u>\$ 0.00</u>	..Capital Reserve Int.	\$ 500
		..Maintenance Reserve	\$69,000
		..Maintenance Res. Int.	\$100
		..Misc Revenue	\$2,000
		..Tuition	\$ 30,800
		..State Aid	\$ 955,524
		...SEMI	\$ 1,000
		Total General Fund:	\$6,164,202
Total Expenditures	<u><u>\$7,157,945</u></u>	<u>Special Revenue Fund</u>	
		..Federal & State Aid	\$ 993,743
		<u>Debt Service</u>	\$0.00
		Total Revenue	<u><u>\$7,157,945</u></u>

As per NJAC 6A:23A-7.3, the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The maximum amount of travel and expense reimbursement for the 2020-2021 budget was \$10,000. As of March 1, 2021 the amount spent to date is \$242.09. The 2021-2022 tentative budget includes a maximum travel appropriation of \$10,000. The School Business Administrator shall track and record these costs

to insure that the maximum amount is not exceeded. Included in the 2021-2022 proposed budget is a maximum regular business travel amount of \$1,500 per employee.

Further be it resolved, that included in line 600, Budgeted Withdrawal from Capital Reserve is \$146,500 for other capital projects. The total costs of these projects is \$146,500, which represents expenditures for the single stall restroom project, the design phase of the gymnasium ventilation and lighting upgrades, and the design phase for library upgrades, that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

Further be it resolved, that included in line 630, Budgeted Withdrawal from Maintenance Reserve is \$69,000 for masonry repairs to the outside of the building.

This proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

A roll call vote was taken and unanimously approved.

3. BE IT HEREBY RESOLVED by Mrs. Thibault, second by Mrs. Svendsen, that the Stillwater Township Board of Education approves the submission of the 2021-2022 PEA (Preschool Education Aid) Grant Application to the NJ Department of Education, Division of Early Childhood Education (Grant application and execute a grant contract with the New Jersey Department of Education for four full-day Pre-K classrooms).

NOW, THEREFORE, BE IT RESOLVED that the Board formally approves the application submission for the grant listed above for a total revised award up to \$876,720, based on per pupil costs.

BE IT FURTHER RESOLVED that the school administrators are hereby authorized to submit an electronic grant application to the New Jersey Department of Education on behalf of the Stillwater Township Board of Education.

BE IT FURTHER RESOLVED that Superintendent and Business Administrator are hereby authorized to sign the grant agreement on behalf of the Stillwater Township Board of Education and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

A roll call vote was taken and unanimously approved.

4. Motion made by Mrs. Thibault, second by Mrs. Svendsen, to approve the 2020-2021 IDEA-PS grant amendment. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Thibault, second by Mrs. Svendsen to approve the purchase of 25 new desktop computers and monitors for a total cost of \$19,736.90. NASPO/WSCA State Contract. A voice vote was taken and unanimously approved.

COMMUNITY RELATIONS

Mrs. Williver reported on the following items:

- NJ Forest Fire Service Restrictions
- Stillwater School Newsletter
- Military Family Virtual Program
- Nacho Average 5K
- Kindness Collection for Benny's Bodega
- KRHS Players Easter Egg Hunt
- Stillwater Clean Up Day
- Covid-19 Vaccination Appointments
- Sports and Club sign ups

Mrs. Thibault also gave a shout out to Mrs. Meghan Radimer for being on the cover of the NJEA magazine! Congratulations!

LEGISLATIVE

Mrs. Kraft provided an update on the following items:

- COVID-19 Relief Bill
- Regionalization Bill
- Mental Health Task Force

PUBLIC PARTICIPATION

-None

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mrs. Nothstine, second by Mrs. Svendsen at 8:58 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 SEA Contract Negotiations 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. Kraft, Mrs. Thibault, Mrs. Cramer and Mrs. Roberts were excused from executive session at 8:58 pm.

Motion made by Mrs. LoCascio and seconded by Mrs. Svendsen at 9:24 p.m. to come out of executive session and return to public session. A voice vote was taken and unanimously approved.

Mr. Franek announced there was a Commissioners meeting last Wednesday. They spoke about trying to get some of the American Rescue Plan funds to be given to schools to assist

with the major reductions of state aid in the county. Recommended calling or writing to our local politicians.

ADJOURNMENT

Motion made by Mrs. Nothstine, second by Mrs. LoCascio to adjourn the meeting at 9:27 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary