

May 9, 2022

The Stillwater Township Board of Education met on May 9, 2022 at 7:00 p.m. in the Stillwater School All Purpose Room for a Committee of the Whole 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 & Star Ledger on January 4, 2022. Notices were posted in the Stillwater School, Town Hall, Stillwater Post Office, Middleville Post Office, Swartswood Post Office and the Stillwater School Website.

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

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, and members of the public.

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mrs. LoCascio, second by Mrs. Thibault at 7:02 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 & 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. Cramer and Mrs. Metzgar were excused from executive session at 7:12pm.

Motion made by Mrs. LoCascio and seconded by Mrs. Frey at 7:15 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. Galante, second by Mrs. LoCascio to approve the Budget Public Hearing Meeting Minutes and Regular Board of Education Meeting minutes from April 25, 2022. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Galante, second by Mrs. Kraft to approve the Executive Session Meeting minutes from April 25, 2022. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Galante, second by Mrs. LoCascio to approve the following locations for posting all legal notices for the 2022-2023 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 unanimously approved.

4. Reminder: Superintendent Evaluation & Board Self Evaluation -Due May 17, 2022

COMMITTEE REPORTS

PERSONNEL

1. Motion made by Mrs. LoCascio, second by Mrs. Galante, upon the recommendation of the Superintendent, to approve attached professional days. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. LoCascio, second by Mrs. Frey, upon the recommendation of the Superintendent, to approve the following substitute Teacher/Paraprofessional for the 2021-2022 school year:

-Alexandria Gray (pending criminal history & background check)
A voice vote was taken and unanimously approved.
3. Motion made by Mrs. LoCascio, second by Mrs. Thibault to approve renewal of Frontline Education to provide an Absentee Management System for the 2022-2023 school year in the amount of \$2,261.42. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. LoCascio, second by Mrs. Kraft, to accept with regret the resignation of Joanna Strauch, School Psychologist, effective June 30, 2022. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. LoCascio, second by Mrs. Kraft, upon the recommendation of the Superintendent, abolish the position of 1.0 FTE 12 month Administrative Assistant to the Superintendent, effective August 15, 2022. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. LoCascio, second by Mrs. Frey, upon the recommendation of the Superintendent, create a new 0.8 FTE 12-month Administrative Assistant to the Superintendent, effective August 16, 2022. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. LoCascio, second by Mrs. Thibault, upon the recommendation of the Superintendent to re-hire the following tenured instructional staff members for employment for the 2022-2023 school year from August 31, 2022 to June 30, 2023, salary and step TBD pending negotiations:

<u>Employee Name</u>	<u>Position</u>
Bessemer, Denise	Elementary

Bickhardt, Lorraine	Elementary
Celentano, Brittany	Elementary
Collier, Lynda	Elementary
DiRienzo, Mary	Special Education
Earley, Meghan	Physical Ed/Health
Franck, Katrina	Music (.8 FTE)
Fryer, Kelly	Elementary
Garrigan, Jessica	Speech
Grau, Lisa	Elementary
Johnson, Beth	Elementary
Knapp, Ramona	Elementary
Maeurer, Keri	Elementary
Mahedy, Janet	Middle School
Makarevich, Elaine	STEAM/Pinwheel
Newman, Jessica	Special Education
Pagano, Christine	Elementary
Piazza, Melissa	Art/Yoga
Pierson, Susan	Preschool
Riva, Maureen	Special Education
Robinson, Corrine	Elementary
Steffens, Jessica	Middle School
Then, Erica	Elementary

A roll call vote was taken and unanimously approved.

8. Motion made by Mrs. LoCascio, second by Mrs. Frey, upon the recommendation of the Superintendent to re-hire the following non-tenured instructional staff members for employment for the 2022-2023 school year from August 31, 2022 to June 30, 2023, salary and step TBD pending negotiations:

<u>Name</u>	<u>Position</u>
Bird, Michele	Special Education
Bradley, Kathleen	Preschool
Green, Janessa	Preschool Gross Motor
Gryzeski, Jennifer	Preschool
Hoon, Danielle	Special Education
Hurley, Colleen	School Nurse
LoCicero, Kerri	Special Education
McGowan, Ashley	Special Education (.8FTE)
Scocoza, Sam	Special Education
Smetana, Jeanne	Social Worker
Tiberi, Stephen	Physical Ed/Health

A roll call vote was taken and unanimously approved.

9. Motion made by Mrs. LoCascio, second by Mrs. Thibault, upon the recommendation of the Superintendent, to re-hire the following full-time, 12 month administrative assistants for employment for the 2022-2023 school year, from July 1, 2022- June 30, 2023, salary TBD pending negotiations:

Deborah Berger
Lisa Roycroft
Megan Reed

A roll call vote was taken and unanimously approved.

10. Motion made by Mrs. LoCascio, second by Mr. Franek, upon the recommendation of the Superintendent, to re-hire the following full-time, 12 month administrative assistant for employment for the 2022-2023 school year, from July 1, 2022- August 15, 2022, salary TBD pending negotiations:

Michelle Gerhardt

A roll call vote was taken and unanimously approved.

11. Motion made by Mrs. LoCascio, second by Mrs. Kraft, upon the recommendation of the Superintendent, to re-hire the following full-time Para-Professional staff members for employment for the 2022-2023 school year from August 31, 2022-June 30, 2023, pending negotiations:

<u>Name</u>
Coombs, Tracey
DeStefano, Holly
Pevarnik, Kathleen
Walaszczyk, Ana Cristina

A roll call vote was taken and unanimously approved.

12. Motion made by Mrs. LoCascio, second by Mr. Franek, 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 2022-2023 school year from August 31, 2022-June 30, 2023 hourly rate TBD, pending negotiations:

<u>Name</u>
Herbison, Stephanie
Hromnak, Mary Beth
Monahan, Stacy
Vivian, Heather
Wilson, Shannon

A roll call vote was taken and unanimously approved.

13. Motion made by Mrs. LoCascio, second by Mrs. Kraft, upon the recommendation of the Superintendent, to re-hire the following part-time 15 hours/week Preschool Para-Professional staff member for employment for the 2022-2023 school year from August 31, 2022-June 30, 2023, hourly rate TBD, pending negotiations:

<u>Name</u>
Castner, Denise

A roll call vote was taken and unanimously approved.

14. Motion made by Mrs. LoCascio, second by Mrs. Frey, upon the recommendation of the Superintendent, to approve Michael Maggio as the full-time Head Custodian/Maintenance & Grounds Person for the 2022-2023 school year from July 1, 2022-June 30, 2023 an annual salary to be determined, pending negotiations. A roll call vote was taken and unanimously approved.

15. Motion made by Mrs. LoCascio, second by Mr. Franek, upon the recommendation of the Superintendent, to re-hire the following full-time, 12 month custodial staff for employment for the 2022-2023 school year from July 1, 2022 to June 30, 2023, salary to be determined pending negotiations:

Nick Carbonaro
Gary Post

A roll call vote was taken and unanimously approved.

16. Motion made by Mrs. LoCascio, second by Mrs. Thibault, upon the recommendation of the Superintendent, to offer contracts to the following part-time, 12 month, 25 hours/week, custodial staff for employment for the 2022-2023 school year from July 1, 2022 to June 30, 2023, salary to be determined pending negotiations:

Glenn Van Horn

A roll call vote was taken and unanimously approved.

17. Motion made by Mrs. LoCascio, second by Mrs. Kraft, upon the recommendation of the Superintendent, to approve Charles Culver as the Part-Time Technology Coordinator for the 2022-2023 school year, from July 1, 2022-June 30, 2023 salary to be determined pending negotiations. A voice vote was taken and unanimously approved.

18. Motion made by Mrs. LoCascio, second by Mrs. Kraft, upon the recommendation of the Superintendent, to approve the following part-time School Security Officers from July 1, 2022 to June 30, 2023 hourly rate, pending negotiations:

-David Somma
-Thomas Leahy

A roll call vote was taken and unanimously approved.

19. Motion made by Mrs. LoCascio, second by Mrs. Frey, upon the recommendation of the Superintendent, to approve advancement on guide for Janet Mahedy from MA+15 to MA+30 for the 2022-2023 school year. A voice vote was taken and unanimously approved.

20. **BE IT RESOLVED**, made by Mrs. LoCascio, second by Mrs. Frey that the Stillwater Board of Education does hereby approve the Memorandum of Agreement and attached salary guides between it and the Stillwater Education Association covering the period from July 1, 2021 through June 30, 2024; and

BE IT FURTHER RESOLVED, that the Board President is authorized and directed to execute the final Collective Bargaining Agreement, consistent with the

terms of the Memorandum of Agreement and in a form satisfactory to Board Counsel. A roll call vote was taken and unanimously approved.

PERSONNEL BLOCK MOTIONS: 21-24

Motion to approve Personnel block motions 21-24 was made by Mrs. LoCascio, second by Mrs. Kraft.

21. Motion to appoint Brittany Celentano as the Teacher in Charge for the 2022-2023 school year.
22. Motion to set the following substitute rates for the 2022-2023 school year:
Teacher \$90 per day, [Once substitute works 20 full days in the same school year, rate increases to \$100/day). [If the substitute is in the same position for more than twenty (20) days the rate will be 1/200th of step 0 on the salary guide].

Aide	\$78 per day (no sub cert)
Secretary	\$78 per day (no sub cert)
Custodian	\$13.00 per hour
Nurse	\$150 per day if a registered nurse
23. Motion to appoint Marissa Cramer, Principal as Public Agency Compliance Officer, Affirmative Action Officer, Educational Stability Liaison, Human Resource Officer, Supervisor of Preschool, and Gender Equity Officer for the 2022-2023 school year.
24. Motion to appoint Marissa Cramer, Supervisor of Special Education and Basic Skills, as the Homeless Liaison, Substance Awareness Coordinator, Coordinator of Section 504 of the Rehabilitation Act of 1973 for the handicapped for the 2022-2023 school year.

A voice vote was taken and Personnel block motions 21-24 were unanimously approved.

PERSONNEL BLOCK MOTIONS: 25-28

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

25. Motion to approve René Metzgar, Business Administrator/Board Secretary, as the Civil Rights Coordinator for the Food Service Program for the 2022-2023 school year.
26. Motion to appoint Cali Roberts, Assistant Principal, as Attendance Officer, HIB Coordinator for the 2022-2023 school year.
27. Motion to appoint Jeanne Smetana, Social Worker, as HIB Specialist, and the Community and Parent Involvement Specialist for the 2022-2023 school year.
28. Motion to appoint Colleen Hurley as the PEOSH Contact Person for the 2022-2023 year.

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

PERSONNEL BLOCK MOTIONS: 29-33

Motion to approve Personnel block motions 29-33 was made by Mrs. LoCascio, second by Mrs. Kraft.

29. Motion to approve updated Teacher Mentoring Plan. (Plan is located in the main office for review.)
30. Motion to approve the use of the Charlotte Danielson Framework for Teaching Evaluation Model for the 2022-2023 school year.
31. Motion to approve the use of the New Jersey Principal Evaluation for Professional Learning (NJPEPL) for the Principal and Assistant Principal for the 2022-2023 school year.
32. Motion to recognize the Stillwater Education Association as the official bargaining unit of the teaching faculty, custodians, paraprofessionals, and qualifying secretaries for the 2022-2023 school year.
33. Motion to recognize the Stillwater PTA as a volunteer organization for Stillwater School for the 2022-2023 school year.

A voice vote was taken and Personnel block motions 29-33 were unanimously approved.

POLICY

1. Public Notice on Internet Safety Policy 6142.10 to satisfy E-Rate funding requirements for the 2022-2023 school year.

POLICY BLOCK MOTIONS: 2-3

Motion to approve Policy block motions 2-3 was made by Mrs. Frey, second by Mrs. Galante.

2. Motion to appoint William Kochis, Superintendent, as the Policy Coordinator for the 2022-2023 school year.
3. Motion to appoint the New Jersey School Boards Association to provide Board of Education Policy update services for the 2022-2023 school year, at no additional cost to the district. (Included in annual board fees).

A voice vote was taken and Policy block motions 2-3 were unanimously approved.

EDUCATION & CURRICULUM

1. Motion made by Mrs. Kraft, second by Mrs. LoCascio, to award the following professional services contract to J&B Therapy for as needed student services, beginning July 1, 2022 and concluding June 30, 2023; and, in accordance with 18A:18A-2 governing Professional Services, these services are authorized by law, regulated by law requires knowledge of an advanced type in a field of learning acquired

by a prolonged formal course of specialized instruction and study:

<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	\$92.00/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.

2. Motion made by Mrs. Kraft, second by Mrs. LoCascio to approve agreement with Sussex County Educational Services Commission for ancillary educational services as needed for the 2022-2023 school year. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Kraft, second by Mrs. LoCascio to approve contract with 4M Consulting, LLC to provide Library-Media Specialist services at a rate of \$100/hour, not to exceed \$5,000 for the 2022-2023 school year. A roll call vote was taken and unanimously approved.
4. Motion made by Mrs. Kraft, second by Mrs. Frey to approve the Youth Advocate Program to provide mental health services in the school building at no cost to the district between the hours of 8 am and 4 pm daily for the 2022-2023 school year. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Kraft, second by Mrs. LoCascio to approve Tri County Behavioral Care to provide on-site counseling services at no cost to the district for the 2022-2023 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. Kraft, second by Mrs. Galante.

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 2022-2023 school year. (A copy of this program is available in the CST office.)
8. Motion to approve the English Language Learner program for the 2022-2023 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 2022-2023 school year. (Copy is available in the main office for review.)
10. Motion to readopt all current written curriculums for the 2022-2023 school year.

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

BUILDING & GROUNDS

1. Motion made by Mrs. Williver, second by Mr. Franek to approve the revised Building Use Calendar for May 2022. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Williver, second by Mrs. LoCascio to approve Hear Construction, Inc. to complete masonry repairs phase 2 in the amount of \$32,500 to be paid from Maintenance Reserve for the 2022-2023 school year.
Other Quotes as listed:
Drill Construction Co., Inc.: \$33,600
Michael J. Malpere Co., Inc.: \$47,000
A roll call vote was taken and unanimously approved.

BUILDING & GROUNDS BLOCK MOTIONS: 3-8

Motion to approve Building & Grounds block motions 3-8 was made by Mrs. Williver, second by Mr. Franek.

3. Motion to adopt the IPM Plan for the 2022-2023 school year. (A copy of this plan is available for review in the business office.)
4. Motion to adopt the Chemical Hygiene Plan for the 2022-2023 school year. (A copy of this plan is available for review in the business office.)
5. Motion to approve the Biosecurity Management Plan for the 2022-2023 school year. (Copies of this plan are available for review in the board office.)
6. Motion to adopt the School Emergency Operations Plan for the 2022-2023 school year. (A copy of this plan is available for review in the main office.)
7. Motion to adopt the Safety and Security Plan for the 2022-2023 school year. (A copy of this plan is available for review in the main office.)

8. 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 2022-2023 school year.

A voice vote was taken and Buildings & Grounds block motions 3-8 were unanimously approved.

BUILDING & GROUNDS BLOCK MOTIONS: 9-12

Motion to approve Building & Grounds block motions 9-12 was made by Mrs. Williver, second by Mrs. Galante.

9. Motion to charge a security fee of \$33.41/hour, to organizations who request security officers for their events for the 2022-2023 school year.
10. Motion to appoint René Metzgar and Cali Roberts as Safety Coordinators 2022-2023 school year.
11. Motion to appoint Cali Roberts as the School Safety Specialist for the 2022-2023 school year and the School Security Officers, Thomas Leahy and David Somma, as alternates when Ms. Roberts is out of the building.
12. 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 2022-2023 school year.

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

TRANSPORTATION

1. Motion made by Mrs. Voris, second by Mrs. Kraft, to approve the return bus fee of \$75.00 for the 2022-2023 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.
2. Motion made by Mrs. Voris, second by Mr. Franek, to approve Stocker Bus to provide a bus for Preschool Evacuation/Safety practice on May 10, 2022 for a cost of \$75.00. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Voris, second by Mrs. LoCascio, to approve Stocker Bus to provide a bus for Kindergarten Orientation on May 27, 2022 for a cost of \$75.00. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Voris, second by Mrs. Kraft to approve the following field trips for the 2021-2022 school year:

Location	Grade
Space Farms	Preschool

A voice vote was taken and unanimously approved.

5. Motion made by Mrs. Voris, second by Mrs. Frey, to approve transportation with Stocker Bus for the following field trips for the 2021-2022 school year:

Date	Location	Grade	Cost
June 2 ,2022 Rain date: June 3, 2022	Space Farms	Preschool	\$375/bus x2 busses Total: \$750.00

A voice vote was taken and unanimously approved.

6. Motion made by Mrs. Voris, second by Mrs. Kraft to approve the Resolution for participation in Joint Transportation Agreement for special education with the Sussex County Regional Cooperative for the 2022-2023 school year as needed. A roll call vote was taken and unanimously approved.
7. Motion made by Mrs. Voris, second by Mrs. LoCascio, to approve the Resolution for participation in Joint Transportation Agreement for Public/Private School with the Sussex County Regional Cooperative for the 2022-2023 school year as needed. A roll call vote was taken and unanimously approved.
8. Motion made by Mrs. Voris, second by Mr. Franek, to approve the Resolution for participation in Joint Transportation Agreement for Field Trips with the Sussex County Regional Cooperative for the 2022-2023 school year as needed. A roll call vote was taken and unanimously approved.
9. Motion made by Mrs. Voris, second by Mr. Franek, to approve the following revised field trip for the 2021-2022 school year:

Location	Grade
N.J. State Fairgrounds/Lodestar Park	Kindergarten

A voice vote was taken and unanimously approved.

10. Motion made by Mrs. Voris, second by Mrs. LoCascio, to approve the revised transportation with Stocker Bus for the following field trip for the 2021-2022 school year:

Date	Location	Grade	Cost
May 20, 2022	N.J. State Fairgrounds/ Lodestar Park	Kindergarten	\$222.34 (No additional cost for additional stop/time)

A voice vote was taken and unanimously approved.

BUDGET & FINANCE

1. Motion made by Mrs. Thibault, second by Mr. Franek, to approve the attached requisition for taxes for the Stillwater Township for the 2022-2023 school year. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Thibault, second by Mrs. LoCascio, to accept the grant award in the amount of \$2,000 from the Sustainable Jersey for Schools Grant funded by NJEA. A voice vote was taken and unanimously approved.

3. Motion made by Mrs. Thibault, second by Mrs. LoCascio, to approve the following tuition rates for the 2022-2023 school year:

Regular Education: Kindergarten: \$21,000
 Grades 1-5: \$21,000
 Grade 6: \$21,000

Preschool Disabilities Full Day: \$22,000
 Behavioral Disabilities: \$25,000
 Learning/Language Disabilities: \$25,000

Extended School Year Program (Regional) \$850
 Extended School Year Program (OOD) \$900
 Parent Paid OOD Summer School-Reg. Ed \$250

A roll call vote was taken and unanimously approved.

4. Motion made by Mrs. Thibault, second by Mrs. Frey, to approve the Business Administrator/Board Secretary to submit the 2021-2022 Extraordinary Aid application. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Thibault, second by Mr. Franek, to retroactively approve the submission of the application for a free NFL Flag-In-Schools football kit, valued at \$410, through the Fuel Up to Play 60. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Thibault, second by Mrs. Kraft, to accept the first payment in the amount of \$7,645.80 from the Student Council fundraiser, Read-a-thon. A voice vote was taken and unanimously approved.

BUDGET & FINANCE BLOCK MOTIONS: 7-9

Motion to approve Budget & Finance block motions 7-9 was made by Mrs. Thibault, second by Mrs. LoCascio.

7. Motion to award the following professional services contracts beginning July 1, 2022 and concluding June 30, 2023; and, in accordance with 18A:18A-2 governing Professional Services, these services are authorized by law, regulated by law requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study:

Service	Vendor	Cost
Asset Appraisal Firm	Kroll, LLC	\$1,375
School Physician	Skylands Pediatrics	\$1,800
District Architect	Parette Somjen Architects	\$46-\$170/hour rates Fees are approved at a total cost per project.
VSWS Operator	Agra Environmental	\$2,280
Water Testing	Agra Environmental	Varies per test as required by DEP, Costs

		not to exceed \$10,000
Board Attorney	Sciarrillo, Cornell, Merlino, LLC	\$170/hour Not to exceed \$40,000
Board Auditor	Ardito & Co., LLC	\$13,935
Accounting/Personnel Software Provider	CDK Systems	\$8,840
Payroll Computer Service Provider	R&L Datacenters, Inc.	Not to exceed \$20,000
Physical Therapy	Joanne Welles	\$100/hour, Not to exceed \$20,000
Preschool Master Teacher	Pam Brillante	\$125/hour, not to exceed \$5,000

8. Motion to award the following Extraordinary Unspecifiable Services (EUS) contracts that require expertise, extensive training, and proven reputation for the 2022-2023 School Year:

Service	Vendor	Cost
Environmental Consultants	Westchester Environmental, LLC	Per test/report. Not to exceed \$10,000.
Medical Insurance Agent of Record	Treadstone Risk Management, LLC	No Cost to District
Risk Management Consultant	The Morville Agency/Gallagher	No Cost to District

9. Motion to approve the following individuals or firms in their respective positions for the 2022-2023 school year:

Energy Cooperation	ACES
Insurance Fund	NJ Schools Insurance Group
Medical Insurance Fund	Schools Health Insurance Fund

A voice vote was taken and budget & Finance block motions 7-9 were unanimously approved.

BUDGET & FINANCE BLOCK MOTIONS: 10-15

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

10. Motion to designate the Lakeland Bank as depository for the following Accounts for the 2022-2023 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 2022-2023 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 2022-2023 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. LoCascio.

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 2022-2023 school year.
17. Motion to authorize the Superintendent, for the 2022-2023 school year, to declare items as surplus and properly dispose of them.
18. Motion to appoint René Metzgar, Business Administrator/Board Secretary for the 2022-2023 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 2022-2023 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 2022-2023 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 2022-2023 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. LoCascio.

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 2022-2023 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, Health Equity, Visions Credit Union for the 2022-2023 school year.
25. Motion to approve the following resolution authorizing the purchasing agent for the 2022-2023 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

WHEREAS, Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and other cooperatives and

WHEREAS Stillwater Township Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

NOW THEREFORE, BE IT RESOLVED, that the Stillwater Township Board of Education does hereby authorize the District's purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property and other cooperatives as listed:

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.

26. Motion to approve travel limitation for regular business travel up to \$1,500 per person for administration, custodial, maintenance, and secretaries for the 2022-2023 school year.

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

COMMUNITY RELATIONS

Mrs. Williver reported on the following items:

- Little Miss, Little Mr. and Miss Stillwater contest is this Friday.
- PTA Tricky Tray
- KRHS Players Jr- Little Mermaid show was this past week and was very successful!

LEGISLATIVE

None.

PUBLIC PARTICIPATION

*This public session is designed for members of the public to speak on items for Board consideration. By law, the Board of Education is under no obligation to respond to public comment. If the Board of Education chooses to respond, it does not waive its right thereafter not to respond. Members of the public are asked to state their name and address for the record. ***Members of the public are requested to keep their comments to a maximum of 5 minutes. ***

Paul Barta- 902 Owassa Road, Newton, NJ- Asked for clarification on the contracts for rehire with no salaries since we are pending negotiations. Also asked about the Stocker Bus return fee of \$75, what the Gender Equity Officer is responsible for and when the masonry project is beginning.

CORRESPONDENCE

-Thank you card from the SEA to the board of education for the teacher appreciation breakfast and cupcakes.

-Thank you card from Mrs. Makarevich to the board of education for the teacher appreciation breakfast and cupcakes.

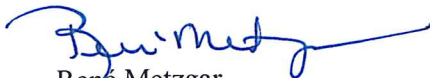
EXECUTIVE SESSION

None.

ADJOURNMENT

Motion made by Mrs. Thibault, second by Mrs. LoCascio to adjourn the meeting at 7:52 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary