

May 8, 2023

The Stillwater Township Board of Education met on May 8, 2023 at 7:00 p.m. in the Stillwater School Library for a Committee of the Whole Board of Education Meeting.

The meeting was called to order by Krista Galante, President, 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 10, 2023. Notices were posted in the Stillwater School, Town Hall, Stillwater Post Office, Swartswood Post Office and the Stillwater School Website.

Mrs. Galante led the flag salute. The following Board members were present: Mrs. Galante, Mrs. Williver, Mr. DeGroat, Mrs. Kraft, Mr. Franek, Mrs. Thibault, Mrs. Valeich, Mrs. Frey, and Mrs. Voris (arrived 7:05 p.m.).

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. Frey, second by Mr. DeGroat 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. Voris arrived at 7:05 pm.

Dr. Kochis & Mrs. Cramer were excused from executive session at 7:08 pm.

Motion made by Mr. DeGroat, second by Mrs. Frey at 7:39 p.m. to come out of executive session. A voice vote was taken and unanimously approved.

Dr. Kochis, Mrs. Cramer, and the public were invited back to the meeting.

Motion made by Mr. DeGroat, second by Mrs. Valeich at 7:41 p.m. to return to public session. A voice vote was taken and unanimously approved.

### **BOARD BUSINESS**

1. Motion by Mr. Franek, second by Mrs. Williver, to approve the Regular Board of Education Meeting minutes & Executive session minutes from April 24, 2023. Motion approved by voice vote: Mrs. Galante- Aye; Mrs. Williver- Aye; Mrs. Kraft-Aye; Mrs. Valeich- Aye; Mrs. Voris- Aye; Mrs. Frey- Aye; Mr. Franek-Aye; Mrs. Thibault-Aye; Mr. DeGroat-Abstain.

2. Motion made by Mr. DeGroat, second by Mrs. Frey, to approve the following locations for posting all legal notices for the 2023-2024 school year:

Stillwater Post Office  
Stillwater Town Hall  
Swartswood Post Office  
Stillwater Board of Education Office  
Stillwater Elementary School

A voice vote was taken and unanimously approved.

3. Superintendent Evaluation-Due May 8, 2023. NJSBA will then compile the evaluation and send it to the Board President.

## COMMITTEE REPORTS

### PERSONNEL

1. Motion made by Mr. DeGroat, second by Mr. Franek, upon the recommendation of the Superintendent, to approve attached professional days. A voice vote was taken and unanimously approved.
2. Motion made by Mr. DeGroat, second by Mrs. Thibault, to approve renewal of Frontline Education to provide an Absentee Management System for the 2023-2024 school year in the amount of \$2,329.26. A voice vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mrs. Valeich, upon the recommendation of the Superintendent, to retroactively approve earlier leave of absence for employee #937 beginning on May 2, 2023 with the intent to return on October 1, 2023. Employee does not qualify for FMLA or NJFLA. (Previous date was May 11, 2023). A voice vote was taken and unanimously approved.
4. Motion made by Mr. DeGroat, second by Mrs. Thibault, to abolish the Assistant Principal position effective July 1, 2023. A roll call vote was taken and unanimously approved.
5. Motion made by Mr. DeGroat, second by Mrs. Frey, upon the recommendation of the Superintendent, to approve the following revised job descriptions:  
Paraprofessional/Instructional Aide  
Principal  
Superintendent  
A roll call was taken and unanimously approved.
6. Motion made by Mr. DeGroat, second by Mrs. Frey, to accept the resignation of William Kochis, Shared Superintendent with the Stillwater Township Board of Education and the Sandyston-Walpack Board of Education, effective June 30, 2023. This terminates the shared service agreement. A voice vote was taken and unanimously approved.

7. Motion made by Mr. DeGroat, second by Mrs. Frey, to approve the Superintendent employment contract with William Kochis dated July 1, 2023-June 30, 2028 at a salary of \$154,592.51 for the 2023-2024 school year. \$158,766.51 (increase of 2.7%) for the 2024-2025 school year, \$163,053.20 (increase of 2.7%) for the 2025-2026 school year, \$167,455.64 (increase of 2.7%) for the 2026-2027 school year, \$171,976.94 (increase of 2.7%) for the 2027-2028 school year. The employment contract was approved on May 4, 2023 by the Executive County Superintendent. A roll call vote was taken and unanimously approved.
  
8. Motion made by Mr. DeGroat, second by Mrs. Williver, upon the recommendation of the Superintendent, to retroactively approve Maria Amella as the full-time grade 3 long term substitute to begin May 1, 2023-June 30, 2023 at a rate of \$288.64 per day, no benefits, to be paid on the same schedule as all other substitute teachers. A roll call vote was taken and unanimously approved.
  
9. Motion made by Mr. DeGroat, second by Mrs. Kraft, upon the recommendation of the Superintendent to approve contracts for the tenured instructional staff members for employment for the 2023-2024 school year from August 30, 2023 to June 30, 2024:

<b><u>Employee Name</u></b>	<b><u>Position</u></b>	<b><u>23-24 Step</u></b>	<b><u>Salary</u></b>
Besemer, Denise	Elementary	BA, L3	\$ 87,035
Bickhardt, Lorraine	Elementary	MA, L3	\$ 91,235
Bird, Michele	Elementary	BA, 10	\$ 69,887
Celentano, Brittany	Elementary	MA, 14	\$ 81,767
Collier, Lynda	Elementary	BA, L3	\$ 87,035
DiRienzo, Mary	Special Education	BA, 10	\$ 69,887
Earley, Meghan	Physical Ed/Health	BA, 14	\$ 77,567
Garrigan, Jessica	Speech	MA, 13	\$ 79,772
Grau, Lisa	Elementary	BA, L3	\$ 87,035
Johnson, Beth	Elementary	MA, L3	\$ 91,235
Knapp, Ramona	Elementary	MA, L3	\$ 91,235
Maeurer, Keri	Elementary	MA, 15	\$ 83,812
Mahedy, Janet	Middle School	MA+30, L1	\$ 87,907
Makarevich, Elaine	STEAM/Pinwheel	MA+30, L3	\$ 93,235
Newman, Jessica	Special Education	MA+15, 14	\$ 82,767
Pagano, Christine	Preschool	BA, L3	\$ 87,035
Piazza, Melissa	Art/Yoga	BA, L3	\$ 87,035
Pierson, Susan	Preschool	MA+15, L3	\$ 92,235
Riva, Maureen	Special Education	BA+15, 12	\$ 75,727
Robinson, Corrine	Elementary	MA, L2	\$ 87,962
Steffens, Jessica	Middle School	MA, 14	\$ 81,767
Then, Erica	Elementary	BA, 13	\$ 75,572

A roll call vote was taken and unanimously approved.

10. Motion made by Mr. DeGroat, second by Mr. Franek, upon the recommendation of

the Superintendent, to approve contracts for the following non-tenured instructional staff members for employment for the 2023-2024 school year from August 30, 2023 to June 30, 2024:

<u>Name</u>	<u>Position</u>	<u>23-24 Step</u>	<u>Salary</u>
Bradley, Kathleen	Preschool	MA, 4	\$ 66,367
Dennis, Brianne	School Psychologist (.2FTE)	MA+30, 11	\$ 15,586.40
Fedorczyk, Alyssa	Preschool	BA, 6	\$ 64,537
Green, Janessa	Preschool-Gross Motor/Relief	BA, 11	\$ 71,732
Hoon, Danielle	Special Education	MA, 2	\$ 64,402
Hurley, Colleen	School Nurse	BA+15, 15	\$ 82,700
LoCicero, Kerri	Special Education	BA, 5	\$ 63,352
McGowan, Ashley	Special Education	BA, 6	\$ 64,537
O'Brien, Sarah	Music (.8FTE)	BA, 1	\$ 47,521.60
Phlegar, Kaitlin	Elementary	MA, 7	\$ 69,922
Smetana, Jeanne	Social Worker	MA, 13	\$ 79,772
Tiberi, Stephen	Physical Ed/Health	MA, 8	\$ 71,107

Motion approved by roll call vote: Mrs. Galante- Aye; Mrs. Williver- Aye; Mrs. Kraft-Aye; Mrs. Valeich- Aye; Mrs. Voris- Aye; Mrs. Frey- Aye; Mr. Franek-Aye; Mrs. Thibault-Abstain; Mr. DeGroat-Aye.

- Motion made by Mr. DeGroat, second by Mrs. Frey, upon the recommendation of the Superintendent, to re-hire the following 12 month administrative assistants for employment for the 2023-2024 school year, from July 1, 2023- June 30, 2024:

<u>Employee Name</u>	<u>Position</u>	<u>Status</u>	<u>Salary</u>
Berger, Deborah	CST Secretary	Full-time	\$ 49,044.97
Reed, Megan	Assistant to the Business Administrator	Full-time	\$ 52,083.76
Roycroft, Lisa	Main Office Secretary	Full-time	\$ 46,818.73
Williams, Kimberly	Part-Time Administrative Assistant to the Superintendent	Part-time, 5.5 hrs/day	\$ 32,896.00

A roll call vote was taken and unanimously approved.

- Motion made by Mr. DeGroat, second by Mrs. Kraft, upon the recommendation of the Superintendent, to approve contracts for the following full-time Para-Professional staff members for employment for the 2023-2024 school year from August 30, 2023- June 30, 2024 as per contract:

<u>Name</u>	<u>Area</u>	<u>Base Hourly Rate</u>	<u>Base Salary</u>	<u>Adjustments</u>	<u>Total Salary</u>
Amabile, Lindsay	Preschool	\$ 15.03	\$ 17,780.49	\$ 750.00 Bachelors Degree	\$ 18,530.49
Coombs, Tracey	Preschool	\$ 18.96	\$ 22,429.68	N/A	\$ 22,429.68
Leahy, Killian	Preschool	\$ 14.53	\$ 17,188.99	N/A	\$ 17,188.99
Pevarnik, Kathleen	Special Education	\$ 22.05	\$ 26,085.15	\$ 580.00 Highly Qualified Longevity after 15 years	\$ 26,665.15
Walaszczyk, A. Cristina	Preschool	\$ 14.53	\$17,188.99	N/A	\$ 17,188.99

A roll call vote was taken and unanimously approved.

13. Motion made by Mr. DeGroat, second by Mrs. Frey, upon the recommendation of the Superintendent, to approve contracts for the following part-time Para-Professional staff members for employment for the 2023-2024 school year from August 30, 2023- June 30, 2024 to be paid at an hourly rate:

<u>Name</u>	<u>Area</u>	<u>Base Hourly Rate</u>	<u>Adjustments</u>	<u>Total Hourly Rate</u>	<u>Contract Hours</u>
Amella, Maria	Special Education	\$ 15.03	\$1.00/hr Teaching Certification	\$ 16.03	27.5 hours/week
Castner, Denise	Preschool	\$ 19.04	\$1.00/hr Teaching Certification	\$ 20.04	15 hours/week
Callaghan, Sherri	Special Education	\$ 17.92	\$.50 Associates Degree	\$ 18.42	27.5 hours/week
Hromnak, Mary Beth	Special Education	\$ 20.69	N/A	\$ 20.69	27.5 hours/week
Siple, Jennifer	Special Education	\$ 14.53	N/A	\$ 14.53	27.5 hours/week
Perez, Emily	Special Education	\$ 14.53	\$.50 Associates Degree	\$ 15.03	27.5 hours/week
Vivian, Heather	Special Education	\$ 14.53	\$.50 Associates Degree	\$ 15.03	27.5 hours/week

A roll call vote was taken and unanimously approved.

14. Motion made by Mr. DeGroat, second by Mrs. Williver, upon the recommendation of the Superintendent, to approve contract with Michael Maggio as the full-time Head Custodian/Maintenance & Grounds Person for the 2023-2024 school year from July 1, 2023-June 30, 2024 an annual salary of \$71,773.11. A roll call vote was taken and unanimously approved.
15. Motion made by Mr. DeGroat, second by Mrs. Williver, upon the recommendation of the Superintendent, to approve contracts with the following 12 month custodial staff for employment for the 2023-2024 school year from July 1, 2023 to June 30, 2024:

<u>Name</u>	<u>Status</u>	<u>Base Pay</u>	<u>Adjustments</u>	<u>Total Pay</u>
Robert Kay	Full-time	\$ 42,500.00	N/A	\$ 42,500.00
Kimberly Kampka	Part-time, 5 hrs/day	\$ 17,436.00 (\$14.53/hr)	N/A	\$ 17,436.00 (\$14.53/hr)
Gary Post	Full-time	\$ 49,686.94	\$400 Longevity after 10 years	\$ 50,086.94

A roll call vote was taken and unanimously approved .

16. Motion made by Mr. DeGroat, second by Mrs. Valeich, upon the recommendation of the Superintendent, to approve contact with Charles Culver as the Part-Time Technology Coordinator for the 2023-2024 school year, from July 1, 2023-June 30, 2024 at annual salary of \$23,351.68. A roll call vote was taken and unanimously approved.
17. Motion made by Mr. DeGroat, second by Mrs. Franek, upon the recommendation of the Superintendent, to approve contract with the following part-time School Security Officers from July 1, 2023 to June 30, 2024 to be paid \$34.35/hour:
  - David Somma
  - Thomas Leahy
 A roll call vote was taken and unanimously approved .
18. Motion made by Mr. DeGroat, second by Mrs. Kraft, upon the recommendation of the Superintendent, to approve Daniel Yardley as a substitute technology coordinator if needed at a rate of \$61.20/hour for the 2023-2024 school year. A roll call vote was taken and unanimously approved .
19. Motion made by Mr. DeGroat, second by Mrs. Thibault, upon the recommendation of the Superintendent, to approve Kathleen Kane as Treasurer of School Monies from July 1, 2023 to June 30, 2024 for a stipend of \$3,635.34. A roll call vote was taken and unanimously approved .
20. Motion made by Mr. DeGroat, second by Mrs. Frey, upon the recommendation of the Superintendent, to approve Marianne Pavone as a nurse bus aide, to be paid at a rate of \$50/hour as per timesheets submitted, from August 30, 2023-June 30-2024. A roll call vote was taken and unanimously approved .

**PERSONNEL BLOCK MOTIONS: 21-26**

*Motion to approve Personnel block motions 21-26 was made by Mr. DeGroat, second by Mrs. Valeich.*

21. Motion to appoint Brittany Celentano as the Teacher in Charge for the 2023-2024 school year.
22. Motion to set the following substitute rates for the 2023-2024 school year:  
Teacher \$100 per day, [Once substitute works 20 full days in the same school year, rate increases to \$110/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	\$91.85 per day (no sub cert)
Secretary	\$91.85 per day (no sub cert)
Custodian	\$14.13 per hour
Nurse	\$175 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, Attendance Officer, HIB Coordinator, and Gender Equity Officer for the 2023-2024 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 2023-2024 school year.
25. Motion to approve René Metzgar, Business Administrator/Board Secretary, as the Civil Rights Coordinator for the Food Service Program for the 2023-2024 school year.
26. Motion to appoint Jeanne Smetana, Social Worker, as HIB Specialist, and the Community and Parent Involvement Specialist for the 2023-2024 school year.

*A voice vote was taken and Personnel block motions 21-26 were unanimously approved.*

**PERSONNEL BLOCK MOTIONS: 27-31**

*Motion to approve Personnel block motions 27-31 was made by Mr. DeGroat, second by Mrs. Kraft.*

27. Motion to approve updated Teacher Mentoring Plan. (Plan is located in the main office for review.)
28. Motion to approve the use of the Charlotte Danielson Framework for Teaching Evaluation Model for the 2023-2024 school year.
29. Motion to approve the use of the New Jersey Principal Evaluation for Professional Learning (NJPEPL) for the Principal for the 2023-2024 school year.

30. Motion to recognize the Stillwater Education Association as the official bargaining unit of the teaching faculty, custodians, paraprofessionals, and qualifying secretaries for the 2023-2024 school year.
31. Motion to recognize the Stillwater PTA as a volunteer organization for Stillwater School for the 2023-2024 school year.

*A voice vote was taken and Personnel block motions 27-31 were unanimously approved.*

## **POLICY**

1. Public Notice on Internet Safety Policy 6142.10 to satisfy E-Rate funding requirements for the 2023-2024 school year.
2. Motion made by Mrs. Frey, second by Williver, to approve the second and final reading of the following revised policies:

Policy# 3327: Relationship with Vendors  
 Policy# 3542.2: School Meal Program  
 Policy# 3542.31: Free and Reduced Lunch Prices  
 Policy# 5131.5: Vandalism Violence  
 Policy# 6145.3: Publications  
 Policy# 6164.1: Intervention and Referral

A voice vote was taken and unanimously approved.

## **POLICY BLOCK MOTIONS: 3-4**

*Motion to approve Policy block motions 3-4 was made by Mrs. Frey, second by Mrs. Thibault.*

3. Motion to appoint William Kochis, Superintendent, as the Policy Coordinator for the 2023-2024 school year.
4. Motion to appoint the New Jersey School Boards Association to provide Board of Education Policy update services for the 2023-2024 school year, at no additional cost to the district. (Included in annual board fees).

*A voice vote was taken and Policy block motions 3-4 were unanimously approved.*

## **EDUCATION & CURRICULUM**

1. Motion Mrs. Kraft, second by Mrs. Williver, to award the following professional services contract to J&B Therapy for as needed student services, beginning July 1, 2023 and concluding June 30, 2024; 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	\$88.50/hour
Physical Therapy and/or Speech Therapy	\$93.50/hour
Educational Support Services (LDTC)	\$95.50/hour
Psychologist Services	\$95.50/hour
Evaluations*	\$429.00/evaluation
Behavioral Support Services as provided by BCBA/Behavioral Supervisor	\$95.50/hour (3 hour/week minimum)
Behavioral Plans & Functional Behavior Assessments	\$95.50/hour
Behavioral Support Services as provided by a Behaviorist	\$95.50/hour
Reading Specialist	\$85.50/hour
Home Instruction	\$70.00/hour
Social Work Services	\$82.50/hour
*ABA Paraprofessional Services	\$41.00/hour
*Paraprofessional Services	\$34.00/hour
Teacher of the Deaf Services	\$145.00/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. Frey, to approve agreement with Sussex County Educational Services Commission for ancillary educational services as needed for the 2023-2024 school year. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Kraft, second by Mr. DeGroat, 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 2023-2024 school year. A voice vote was taken and unanimously approved.
4. Be It Hereby Resolved by Mrs. Kraft, second by Mrs. Frey, that upon the recommendation of the Superintendent, the Board affirms the Superintendent's decision regarding 2022-2023 Harassment, Intimidation, or Bullying Case #2-2223. Motion approved by roll call vote: Mrs. Galante- Aye; Mrs. Williver- Aye; Mrs. Kraft-Aye; Mrs. Valeich- Aye; Mrs. Voris- Abstain; Mrs. Frey- Aye; Mr. Franek- Aye; Mrs. Thibault-Aye; Mr. DeGroat-Abstain.

### **EDUCATION & CURRICULUM BLOCK MOTIONS: 5-9**

*Motion to approve Education & Curriculum block motions 5-9 was made by Mrs. Kraft, second by Mr. DeGroat.*

5. 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.

6. Motion to approve the guidance and counseling program for the 2023-2024 school year. (A copy of this program is available in the CST office.)
7. Motion to approve the English Language Learner program for the 2023-2024 school year. (Copy is available in the main office for review.)
8. Motion to approve the English Language Learner Entry and Exit Identification Process for the 2023-2024 school year. (Copy is available in the main office for review.)
9. Motion to readopt all current written curriculums for the 2023-2024 school year.

*A voice vote was taken and Education & Curriculum block motions 5-9 were unanimously approved.*

## **BUILDING & GROUNDS**

### **BUILDING & GROUNDS BLOCK MOTIONS: 1-6**

*Motion to approve Building & Grounds block motions 1-6 was made by Mr. Franek, second by Mr. DeGroat.*

1. Motion to adopt the IPM Plan for the 2023-2024 school year. (A copy of this plan is available for review in the business office.)
2. Motion to adopt the Chemical Hygiene Plan for the 2023-2024 school year. (A copy of this plan is available for review in the business office.)
3. Motion to approve the Biosecurity Management Plan for the 2023-2024 school year. (Copies of this plan are available for review in the board office.)
4. Motion to adopt the School Emergency Operations Plan for the 2023-2024 school year. (A copy of this plan is available for review in the main office.)
5. Motion to adopt the Safety and Security Plan for the 2023-2024 school year. (A copy of this plan is available for review in the main office.)
6. 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 2023-2024 school year.

*A voice vote was taken and Building & Grounds block motions 1-6 were unanimously approved.*

### **BUILDING & GROUNDS BLOCK MOTIONS: 7-10**

*Motion to approve Building & Grounds block motions 7-10 was made by Mr. Franek, second by Mrs. Williver.*

7. Motion to charge a security fee of \$34.35/hour, to organizations who request security officers for their events for the 2023-2024 school year.

8. Motion to appoint René Metzgar and William Kochis as Safety Coordinators 2023-2024 school year.
9. Motion to appoint William Kochis as the School Safety Specialist for the 2023-2024 school year and the School Security Officers, Thomas Leahy and David Somma, as alternates when Dr. Kochis is out of the building.
10. Motion to appoint Michael Maggio as Right to Know Officer, Integrated Pest Management Coordinator, Indoor Air Quality Designee, Chemical Hygiene Officer, PEOSH Contact Person, and AHERA Contact Person for the 2023-2024 school year.

*A voice vote was taken and Building & Grounds block motions 7-10 were unanimously approved.*

**TRANSPORTATION**

1. Motion made by Mrs. Valeich, second by Mrs. Frey, to approve the return bus fee of \$75.00 for the 2023-2024 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. Valeich, second by Mrs. Frey, to approve Stocker Bus to provide a bus for Preschool Orientation on June 1, 2023 for a cost of \$75.00. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Valeich, second by Mrs. Thibault, to approve Stocker Bus to provide transportation to Camp Nejeda for the 6<sup>th</sup> Grade recognition party to be held on May 31<sup>st</sup>, with a rain date of June 1<sup>st</sup>. No cost to the district. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Valeich, second by Mrs. Frey, to approve the transportation with Stocker Bus for the following field trip for the 2022-2023 school year:

<b>Date</b>	<b>Location</b>	<b>Grade</b>	<b>Cost</b>
May 19, 2023	N.J. State Fairgrounds/ Lodestar Park	Kindergarten	\$350

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 2023-2024 school year. A roll call vote was taken and unanimously approved.
2. Motion made by Mrs. Thibault, second by Mrs. Frey, to approve the following tuition rates for the 2023-2024 school year:

Regular Education: Kindergarten: \$22,000  
 Grades 1-5: \$22,000  
 Grade 6: \$22,000

Preschool Disabilities Full Day: \$22,000  
 Behavioral Disabilities: \$26,000  
 Learning/Language Disabilities: \$26,000

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

A voice vote was taken and unanimously approved.

3. Motion made by Mrs. Thibault, second by Mrs. Frey, to approve the Business Administrator/Board Secretary to submit the 2022-2023 Extraordinary Aid application. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Thibault, second by Mr. DeGroat, to approve the school breakfast & lunch prices for the 2023-2024 school year, as attached. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Thibault, second by Mr. Franek to approve 1st year contract renewal with Maschio's Food Service Inc. as the cafeteria food service vendor for the 2023-2024 school year. The management fee will be \$9,678.36 and the Guaranteed Loss not to exceed -\$5,000.00 from July 1, 2023 through June 30, 2024, at a total cost of the contract at \$121,209.35 as stated on Form 23. A roll call vote was taken and unanimously approved.
6. Motion made by Mrs. Thibault, second by Mrs. Williver, to accept the donation of 3 LifeVACs from George Morville, estimated value of \$90.00. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Thibault, second by Mr. DeGroat, to approve Planet Networks to provide a hosted Cloud Base Phone System including voice lines and E911 service for the Stillwater Township School District for a term of 36 months, beginning July 1, 2023 at a monthly cost of \$796.25/month.  
 Other Quotes: RFP Solutions- Not interested  
 Jive GoTo: \$1,092.80/month  
 Existing Setup: \$850/month average  
 A roll call vote was taken and unanimously approved.

**BUDGET & FINANCE BLOCK MOTIONS: 8-10**

*Motion to approve Budget & Finance block motions 8-10 was made by Mrs. Thibault, second by Mrs. Frey.*

8. Motion to award the following professional services contracts beginning July 1, 2023 and concluding June 30, 2024; 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
Behavioral Consultant	Applied Behavioral Consulting (ABC), LLC	\$130.00/hour
Asset Appraisal Firm	Kroll, LLC	\$1,750
School Physician	Skylands Pediatrics	\$1,900
District Architect	Parette Somjen Architects	\$50-\$178/hour rates Fees are approved at a total cost per project.
VSW Operator	Agra Environmental	\$2,280
Water Testing	Agra Environmental	Varies per test as required by DEP, Costs not to exceed \$15,000
Board Attorney	Cornell, Merlino, McKeever, & Osborne LLC	\$170/hour Not to exceed \$40,000
Board Auditor	Ardito & Co., LLC	\$14,500
Accounting/Personnel Software Provider	CDK Systems	\$9,380
Payroll Computer Service Provider	R&L Datacenters, Inc.	Not to exceed \$20,000
Physical Therapy	Joanne Welles	\$110/hour, Not to exceed \$20,000
Preschool Instructional Coach	Pam Brillante	\$125/hour, not to exceed \$15,000

9. Motion to award the following Extraordinary Unspecifiable Services (EUS) contracts that require expertise, extensive training, and proven reputation for the 2023-2024 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

10. Motion to approve the following individuals or firms in their respective positions for the 2023-2024 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 8-10 were unanimously approved.*

**BUDGET & FINANCE BLOCK MOTIONS: 11-16**

*Motion to approve Budget & Finance block motions 11-16 was made by Mrs. Thibault, second by Mr. DeGroat.*

11. Motion to designate the Lakeland Bank as depository for the following Accounts for the 2023-2024 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.
12. 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, Principal, and one 6th grade teacher.
13. Motion to designate Valley National as depositor for a Capital Investment Account – signed by the Business Administrator/Board Secretary.
14. 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  
Provident Bank  
New Jersey Cash Management Fund

15. Motion to appoint the Superintendent as claims auditor for the 2023-2024 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.
16. Motion to approve the chart of accounts for the budgetary process and authorizes the Superintendent and the Business Administrator to implement the 2023-2024 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 11-16 were unanimously approved.*

**BUDGET & FINANCE BLOCK MOTIONS: 17-22**

*Motion to approve Budget & Finance block motions 17-22 was made by Mrs. Thibault, second by Mrs. Williver.*

17. 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 2023-2024 school year.
18. Motion to authorize the Superintendent, for the 2023-2024 school year, to declare items as surplus and properly dispose of them.
19. Motion to appoint René Metzgar, Business Administrator/Board Secretary for the 2023-2024 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.
20. Motion to approve René Metzgar and Marissa Cramer as accountability officers for federal grants for the 2023-2024 school year.
21. 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 2023-2024 school year at \$44,000 as allowed by law and to approve competitive quotations for amounts less than \$6,600.

22. Motion to adopt the 2023-2024 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 17-22 were unanimously approved.*

**BUDGET & FINANCE BLOCK MOTIONS: 23-27**

*Motion to approve Budget & Finance block motions 23-27 was made by Mrs. Thibault, second by Mr. Franek.*

23. 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.)
24. Motion to authorize the School Business Administrator/Board Secretary as custodian of Board of Education Records for OPRA compliance, for the 2023-2024 school year.
25. 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 2023-2024 school year.
26. Motion to approve the following resolution authorizing the purchasing agent for the 2023-2024 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.

27. Motion to approve travel limitation for regular business travel up to \$1,500 per person for administration, custodial, maintenance, and secretaries for the 2023-2024 school year.

*A voice vote was taken and Budget & Finance block motions 23-27 were unanimously approved.*



## COMMUNITY RELATIONS

Mrs. Voris reported on the following items:

- Stillwater Families decorated the walkways with chalk for teacher appreciation week!
- Book Fair- May 17-19
- Daddy-Daughter Dance- May 19
- KRHS Players Fundraiser- Night Under the Stars- May 16<sup>th</sup>
- Little Mr. & Miss Stillwater contest
- Stillwater Garage Sale- May 20<sup>th</sup>
- Frozen Jr. performed by the KRHS Jr. Players- May 12<sup>th</sup> - 15<sup>th</sup>
- Student Council Fundraiser Car Wash- June 2<sup>nd</sup>

## 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. \*\**

None.

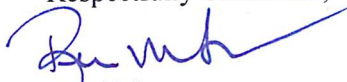
## EXECUTIVE SESSION

None.

## ADJOURNMENT

Motion made by Mrs. Frey second by Mrs. Valeich to adjourn the meeting at 8:15 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar  
Business Administrator/Board Secretary