

April 24, 2023

The Stillwater Township Board of Education met on April 24, 2023 at 7:00 p.m. in the Stillwater School All Purpose Room for a Regular Board of Education Meeting and a public hearing on the 2023-2024 school budget.

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. The 2023-2024 advertised budget appeared in the New Jersey Herald on April 19, 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. Franek, Mrs. Kraft, Mrs. Valeich, Mrs. Thibault, and Mrs. Frey.

Absent: Mr. DeGroat and Mrs. Voris.

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.

BOARD BUSINESS

1. Motion made by Mrs. Frey, second by Mrs. Thibault, to approve the Regular Board of Education meeting minutes from March 27, 2023. A voice vote was taken and unanimously approved.
2. Motion made by Mr. Franek, second by Mrs. Williver, to approve the March 31, 2023 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,301,788.73 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of March 31, 2023 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.
3. 2022-2023 Board and District Goals Update:

Dr. Kochis reported on the following District Goal status:

Goal Statement 1: Utilize assessment data to evaluate student literacy levels and implement interventions for those below proficiency (Strategic Plan Goal #1: Teaching and Learning).

Goal was achieved.

Goal Statement 2: Utilize assessment data to evaluate student math levels and implement interventions for those below proficiency (Strategic Plan Goal #1: Teaching and Learning). -

Goal was achieved.

- Administered Benchmarks to Identify Levels as well as analyzed said benchmarks and NJSLA scores
- Developed and filled the RTI Coordinator Position funded through ESSER/ARP
- Continued Professional Development for Staff focusing on RTI, interventions, and Math Workshop
- Develop a schedule to allow for trained teachers to administer interventions
- Developed a partnership with NJ Tutors to assist with in-class assistance
- Established a sustainable cycle for assessment, interventions, and analysis of student data

Goal Statement 3: To create a culture of acceptance and awareness with staff, students, and the community (Strategic Plan Goal #2: Global Citizenship and Strategic Plan Goal #4: The Whole Child)- Goal was achieved.

- The continued growth of our Equity Team through professional development
- Collaboration between our Equity Team and CORE team (which involves students) to develop, plan, and run our Den Rallies
- Invited speakers in to discuss character education and acceptance for students
- Family Academy Nights featuring workshops about mental health and students
- Back to having community members in the school for a variety of events such as read across America or for a specific curriculum topic.
- We set a lot of groundwork this year on this goal and it will be great to hit the ground running in September to continue.

Mrs. Galante reported on the following board goals:

Goal 1:

Undergo board training on negotiations and board member use of social media.

- Training was provided to the board of education in January on social media use. Negotiation training will be forthcoming as we get closer.

Goal 2:

Continue to maintain open communication with our community and to support the District's communication efforts in relation to school funding changes.

- Dr. Kochis has released letters to the community in regards to funding changes. Notices were also on the one call system, social media, school website, and newsletters.

Goal 3:

Explore shared services and potential consolidation with neighboring districts.

- Explored the possibility of regionalization
- Continuing to explore shared services

SUPERINTENDENT'S REPORT

-Superintendent Roundtable Award Winner Presentation- Congratulations to Samuel Wykoff!

Dr. Kochis also provided an update on the following:

- Law Enforcement Training on spring break
- Thanked Mrs. Makarevich, Mrs. Cramer & staff for coordinating the Earth Day celebration for our school.
- Parent Academy Night-April 25th
- Thanked the preschool staff for hosting a preschool family night last month.

CORRESPONDENCE

None.

PRESIDENT'S COMMENTS

Mrs. Galante thanked the board and staff for allowing law enforcement to come into the building to practice their drills over spring break.

She also thanked Mrs. Metzgar and staff for all the hard work on the school budget.

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. ***

Mrs. Steffens, Grade 6 Teacher: Thanked Mrs. Makarevich for the whole garden experience. The Earth Day celebration was such a great event for all the students and staff. It was great to see all the students helping each other and all the activities planned!

ACTION ITEMS:

PERSONNEL

1. Motion made by Mrs. Williver, second by Mrs. Thibault, upon the recommendation of the Superintendent, to approve attached professional days. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Williver, second by Mr. Franek, upon the recommendation of the Superintendent, to approve a leave absence for employee #291 from April 24, 2023 and return on or about May 15, 2023. This leave is covered by FMLA and sick time may be used during this leave. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Williver, second by Mrs. Frey, upon the recommendation of the Superintendent, to approve a leave absence for employee #925 from May 2, 2023 and return on or about May 8, 2023. This leave is covered by FMLA and sick time may be used during this leave. A voice vote was taken and unanimously approved.

4. Motion made by Mrs. Williver, second by Mrs. Thibault, upon the recommendation of the Superintendent, to approve an extended leave absence for employee #866 from May 2, 2023 and return on June 15, 2023. This leave is no longer covered under FMLA or NJFLA and is unpaid. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Williver, second by Mrs. Kraft, to accept with regret the resignation of Glenn VanHorn, part-time custodian, effective April 12, 2023. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Williver, second by Mr. Franek, upon the recommendation of the Superintendent, to approve Glenn Eisenecker as the long-term substitute custodian from April 25, 2023-June 30, 2023 at a rate of \$16.50/hour, 5 hours per day. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Williver, second by Mrs. Kraft, to accept with regret the resignation of Nicholas Carbonaro effective June 1, 2023 for the purpose of retirement. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. Williver, second by Mrs. Frey, upon the recommendation of the Superintendent, to approve Robert Kay as a full-time custodian at an annual salary of \$42,500 (to be pro-rated), from May 1, 2023-June 30, 2023, pending criminal history and background check. A roll call vote was taken and unanimously approved.
9. Motion made by Mrs. Williver, second by Mrs. Thibault to accept with regret the resignation of Christine Palmer, Paraprofessional, effective May 6, 2023. A voice vote was taken and unanimously approved.
10. Motion made by Mrs. Williver, second by Mrs. Kraft, upon the recommendation of the Superintendent, to approve contract extension with Kurt Walton, as the Interim Assistant Principal for 2.5 days a week, \$400 per day, from May 2, 2023-June 14, 2023. A roll call vote was taken and unanimously approved.
11. Motion made by Mrs. Williver, second by Mrs. Frey, upon the recommendation of the Superintendent, to approve the following graduate class at Centenary University for Danielle Hoon, reimbursement as per SEA contract:

<u>Title of Course</u>	<u>Dates</u>	<u>Cost</u>
Family, Society and Children with Special Needs	May 1, 2023-June 25, 2023	\$1,969.50
Assessment Instruction in Special Education	June 26, 2023-August 20, 2023	\$1,969.50

A voice vote was taken and unanimously approved.

POLICY

1. Motion made by Mrs. Frey, second by Mrs. Thibault, to approve the first 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.

EDUCATION & CURRICULUM

1. Motion made by Mrs. Kraft, second by Mr. Franek, to approve the extended school year summer program from July 5, 2023 - July 28, 2023 (4 days per week) and advertise for the following anticipated positions:

- 1 Preschool Teacher
- 5 Special Ed Teachers
- 4 Paraprofessionals
- 2 Bus Aides
- 1 Nurse
- 1 Speech/Language Therapist
- 4 General Ed Teachers
- 1 School Social Worker (10 days)

A voice vote was taken and unanimously approved.

BUILDING & GROUNDS

1. Mrs. Metzgar reported on the following Building & Grounds items:
 - BOE Office Update
 - 1941 Drainage Project Update
 - Exhaust Fan Project Update
 - ROD Grant Updates
2. Motion made by Mr. Franek, second by Mrs. Williver, to approve building and use calendar for May 2023. A voice vote was taken and unanimously approved.
3. Motion made by Mr. Franek, second by Mrs. Williver to accept the donation of a Memorial tree in honor of Frank Carchia to be placed near the preschool/kindergarten playgrounds. Estimated value of the donation is \$650, to be donated by the Stillwater Education Association. A voice vote was taken and unanimously approved.

TRANSPORTATION

1. Motion made by Mrs. Valeich, second by Mrs. Kraft, to approve the following field trips for the 2022-2023 school year:

Location	Grade
Space Farms	Preschool
N.J. State Fairgrounds/Lodestar Park	Kindergarten

A voice vote was taken and unanimously approved.

2. Motion made by Mrs. Valeich, second by Mrs. Kraft, to approve transportation with Stocker Bus for the following field trips for the 2022-2023 school year:

Date	Location	Grade	Cost
May 10, 2023	KRHS- Jr. High School Play Preview	Grade 6	\$237.12
June 8, 2023 Rain Date: June 9, 2023	Space Farms	Preschool	\$330/bus=\$660 total

A voice vote was taken and unanimously approved.

BUDGET & FINANCE

PUBLIC HEARING 2023-2024 BUDGET PRESENTATION

Presented by Dr. Kochis & Mrs. Metzgar- Reviewed 2022-2023 school highlights, introduced proposed 2023-2024 budget with detailed revenues and expenditures. Focused on program changes, building projects, state aid, and tax impact. The presentation is attached to the minutes.

PUBLIC PARTICIPATION ON 2023-2024 BUDGET

*This public session is designed for members of the public to speak on items regarding the 2023-2024 Budget.. 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.

2023-2024 BUDGET APPROVAL

1. Motion to adopt the 2023-2024 School Budget was made by Mr. Franek, second by Mrs. Frey:

WHEREAS, the tentative budget was approved by the Board of Education on March 14, 2023, and changes are required for the adoption of the final 2023-2024 budget;

WHEREAS, general fund expenditures in the amount of \$116,408 for local contribution to PEA funds have been appropriated to different general fund expense accounts in the amount of \$116,408;

NOW THEREFORE BE ITRESOLVED to adopt the 2023-2024 school district budget as follows:

<u>Expenditures</u>		<u>Revenues</u>	
Charter School	<u>\$80,150</u>		
General Current Expense	<u>\$6,106,370</u>	<u>General Fund</u>	
Capital Outlay	<u>\$213,510</u>	..Budgeted Fund Balance	\$362,353
Special Revenue Fund	<u>\$1,167,802</u>	..Local Tax Levy	\$5,253,298
Repayment of Debt	<u>\$ 0.00</u>	..Capital Reserve	\$211,220
		..Capital Reserve Int.	\$500
		..Maintenance Reserve	\$45,080
		..Maintenance Res. Int.	\$150
		..Misc Revenue	\$3,500
		..Tuition	\$6,800
		..State Aid	\$514,629
		...SEMI	\$ 2,500
Total Expenditures	<u><u>\$7,567,832</u></u>	Total General Fund:	\$6,400,030
		<u>Special Revenue Fund</u>	
		..Federal & State Aid	\$ 1,167,802
		<u>Debt Service</u>	\$0.00
		Total Revenue	<u><u>\$ 7,567,832</u></u>

BE IT FURTHER RESOLVED, that the following GENERAL FUND tax levy be approved to support the 2023-2024 budget:

General Fund Tax Levy \$5,253,298

Further be it resolved, the Stillwater Township Board of Education approves the use of \$347,967 in Enrollment Adjustments which will support instructional costs in the 2023-2024 fiscal year budget.

BE IT FURTHER RESOLVED as per N.J.A.C 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 2023-2024 budget is \$10,000.

BE IT FURTHER RESOLVED, budgeted withdrawal from Maintenance Reserve in the amount of \$45,080 is for maintenance items. The total costs of these projects is \$45,080, which represents expenditures for concrete & masonry work for various areas inside and outside of the building.

Further be it resolved, that included in line 600, Budgeted Withdrawal from Capital Reserve is \$211,220 for other capital projects. The total costs of these projects is \$211,220, which represents expenditures for the 1941 drainage & foundation project, gymnasium restroom renovations, and further investigation regarding the 1988 building cracks, that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

This proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content 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.

2. Motion made by Mrs. Thibault, second by Mrs. Kraft, to approve regular checks from March 28, 2023-April 24, 2023 numbered 28678-28732, N0331, N0404, N0406, for a total of \$661,726.75. Cafeteria checks numbered 2687-2689, in the amount of \$13,495.31, Student activity checks numbered 6651 in the amount of \$130.00. For a grand total of \$675,352.06. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Thibault, second by Mrs. Valeich, to approve the attached list of purchase orders over \$1,000 for 2022-2023 school year. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Thibault, second by Mrs. Valeich, to approve monthly travel as attached. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Thibault, second by Mrs. Williver, to approve transfers from March 1, 2023 to March 31, 2023 as attached. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Thibault, second by Mrs. Frey, to approve the submission of grant application for the 2023 Safety Grant Program through the New Jersey Schools Insurance Group's ERIC WEST Subfund for the purposes described in the application, in the amount of \$2,000 for the period July 1, 2023 through June 30, 2024. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Thibault, second by Mrs. Frey, to approve the submission of the Supplemental Stabilization Aid Request Application in the amount of \$97,148 to be used in the 2023-2024 school year. A roll call vote was taken and unanimously approved.
8. Motion made by Mrs. Thibault, second by Mrs. Valeich, to approve renewal contract with Delta Dental for July 1, 2023-June 30, 2024 at the following rates:

One Party- \$53.85
Two Party-\$103.39
Three Party-\$173.08

A voice vote was taken and unanimously approved.

LEGISLATION

None.

COMMUNITY RELATIONS

Mrs. Williver provided the following update:

- Frozen Jr. performed by the KRHS Jr. Players- May 13th
- KRHS Players Fundraiser- Night Under the Stars- May 16th

UNFINISHED BUSINESS

1. Board member required training- Due December 31, 2023.
2. Board member Ethics/Financial Disclosure Forms- Complete!

NEW BUSINESS

1. Superintendent Evaluation- Please complete no later than Monday, May 8th.

PUBLIC PARTICIPATION

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None.

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mrs. Thibault, second by Mrs. Kraft at 8:21 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 personnel matters legal matters, and student privacy, 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 was left the meeting at 8:29 pm.

Dr. Kochis was excused from the meeting at 9:20 pm.

Dr. Kochis was invited back to the meeting at 9:38 pm.

Motion made by Mrs. Frey, second by Mrs. Valeich at 9:45 p.m. to come out of executive session and return to public session. A voice vote was taken and unanimously approved.

ADJOURN

Motion made by Mrs. Thibault, second by Mrs. Frey to adjourn the meeting at 9:45 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary