

March 14, 2023

The Stillwater Township Board of Education met on March 14, 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, and Mrs. Voris (arrived 7:01 pm).

Absent: Mrs. Frey.

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. Thibault, second by Mrs. Valeich, to approve the Regular Board of Education Meeting minutes and executive session meeting minutes from March 2, 2023. A voice vote was taken and unanimously approved.

Mrs. Voris arrived at 7:01 pm.

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. Kraft, upon the recommendation of the Superintendent, to retroactively approve Katie Bradley and Emily Perez as a substitute bus aides for the remainder of the 2022-2023 school year to be paid at the daily rate of \$17.17 (\$8.58/run) beginning February 22, 2023. A voice vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mrs. Thibault, upon the recommendation of the Superintendent, to approve the following change in staff members for programs for the 2022-2023 school year. The stipend for each teacher is \$410, daily rate is based off of \$41/hour, paid through ARP ESSER-Beyond the School Day:

Club	Staff Member #1	Staff Member #2	Grade Level	Funding
Spring Morning Fitness	Maureen Riva	Janessa Green Sub: Steve Tiberi	Grades K-2	ARP- ESSER BTSD
Spring Morning Fitness	Maureen Riva	Janessa Green Sub: Steve Tiberi	Grades 3-6	ARP- ESSER BTSD
B-Active Club	Maureen Riva	Janessa Green	Grades 3-6	ARP- ESSER BTSD

A voice vote was taken and unanimously approved.

- Motion made by Mr. DeGroat, second by Mrs. Thibault, to approve William Kochis to attend NJASA Convention in Atlantic City, NJ May 17-19, 2023, as per contract.

WHEREAS, The Stillwater Board of Education is required pursuant to *N.J.S.A.* 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

WHEREAS, The Board has determined that the training programs, seminars, conventions and conferences sponsored by New Jersey Association of School Administrators and set forth below are directly related to and within the scope of listed administrators current responsibilities and/or applicable professional development plans; and

WHEREAS, The Board has determined that the participation in the NJASA training programs, and seminars, conventions and conferences requires school district travel expenditures and that this travel is critical to the administrative and /or instructional needs of the district and/or furthers the efficient operation of the district, and /or will help improve administrators skills and knowledge related to district operations: and

WHEREAS, The Board has determined that the school district travel expenditures to NJASA training programs, seminars, conventions and conferences are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provisions of Title 18A of the New Jersey Statutes; and

WHEREAS, The Board finds that a mileage reimbursement rate equal to that of the OMB mileage reimbursement rate of [\$.47] per mile is a reasonable rate plus parking and tolls; and

WHEREAS, The Board has determined that participation in the NJASA training programs, seminars, conventions and conferences is in compliance with the district policy on travel; therefore be it

RESOLVED, That the board of education hereby approves the attendance of the listed district employee, the listed NJASA training programs, seminars, conventions and conferences and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount; and, be it further

RESOLVED, That the Stillwater Board of Education authorizes in advance, as required by statute, attendance at the NJASA training programs, seminars, conventions and conferences:

William Kochis	
Caesars, Atlantic City, NJ,	\$241.25
Plus any other additional fees/taxes	
Registration	No Cost
<u>Meals & Incidental Expenses/day</u>	
Breakfast	\$13
Lunch	\$15
Dinner	\$26
<u>Incidentals</u>	<u>\$5</u>
TOTAL	\$59

1st and last day
M&IE Rate 75% \$44.25/day

A roll call vote was taken and unanimously approved.

- Motion made by Mr. DeGroat, second by Mrs. Thibault, upon the recommendation of the Superintendent, to approve a leave absence for employee #658 from March 20, 2023 and return on or about June 16, 2023 covered under FMLA & NJFLA. A voice vote was taken and unanimously approved.

POLICY

None.

EDUCATION & CURRICULUM

- Motion made by Mrs. Kraft, second by Mr. DeGroat, upon the recommendation of the Superintendent, to approve the contract with Brian Thomas to facilitate a series of character education lessons/sessions for Grades 4, 5, & 6 on March 28, 29, & 30, 2023 for a cost of \$4,500 to be funded through Title IV. A voice vote was taken and unanimously approved.

BUILDING & GROUNDS

- Mrs. Metzgar reported on the following Building & Grounds items:
 -BOE Office Update

TRANSPORTATION

None.

BUDGET & FINANCE

1. Revised Budget Calendar was distributed to board members and attached to minutes.
2. Review of 2023-2024 Tentative Budget- Dr. Kochis & Mrs. Metzgar presented the 2023-2024 tentative school budget. Detailed information was provided regarding projected revenues and expenditures. Information was also provided on state aid, tax levy and impact, enrollment projection, available adjustments, school programs, building projects, and the future of funding for the district.
3. Motion made by Mrs. Thibault, second by Mrs. Williver, to introduce the preliminary 2023-2024 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>\$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 General Fund:	\$6,400,030
Total Expenditures	<u>\$7,567,832</u>	<u>Special Revenue Fund</u>	
		..Federal & State Aid	\$ 1,167,802
		<u>Debt Service</u>	\$0.00
		Total Revenue	<u>\$ 7,567,832</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 2022-2023 budget was \$10,000. As of March 1, 2023 the amount spent to date is \$2,195.02. The 2023-2024 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 2023-2024 proposed budget is a maximum regular business travel amount of \$1,500 per employee.

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.

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.

Further be it resolved, that included in line 630, Budgeted Withdrawal from Maintenance Reserve is \$45,080 for masonry repairs to the inside and 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.

4. BE IT HEREBY RESOLVED, by Mrs. Thibault, second by Mr. DeGroat, that the Stillwater Township Board of Education approves the submission of the 2023-2024 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 award up to \$933,060, 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.

5. Motion made by Mrs. Thibault, second by Mr. DeGroat, to approve the revised 2021-2022 PEA Funds Carry Over in the amount of \$94,332.03 to be used in the 2022-2023 school year as attached. A voice vote was taken and unanimously approved.

6. Motion made by Mrs. Thibault, second by Mr. DeGroat, to authorize the submission of the School Climate Change Grant application for FY2023, and accept the grant award of these funds upon subsequent approval in the amount of \$6,660. A voice vote was taken and unanimously approved.

COMMUNITY RELATIONS

Mrs. Voris reported on the following items:

- Preschool Parent night-March 21st
- Parent Night- “Anxiety in Children and Teens”-March 28th
- PTA Roller Skating Night will be March 31st
- PTA Tricky Tray is March 24th
- PTA Mother/Son event- Child’s Play Challenge course- April 21st
- Socks for soldiers collection-drop off is available at the town hall & community center.
- Stillwater Rec & Stillwater Fire Department are hosting an Easter egg hunt at Veterans Park-April 2nd
- Kittatinny Rec Cheer & Football fundraiser- Panera Bread-March 18th
- Check out the Stillwater School website & newsletter for more information and events!

Mrs. Thibault also added that Stillwater Rec Soccer signups are now open!

LEGISLATIVE

Mrs. Kraft reported on the following:

NJ School Boards posted some general legislative updates regarding various education measures. Some of the topics include mental health, additional tutoring from COVID-19, and literacy standards.

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. Thibault second by Mr. DeGroat 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