

February 13, 2023

The Stillwater Township Board of Education met on February 13, 2023 at 7:00 p.m. in the Stillwater School Library for a Regular 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, Mrs. Kraft, Mrs. Valeich, Mrs. Frey, and Mrs. Voris.

Absent: Mr. DeGroat, Mr. Franek, and Mrs. Thibault.

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. Williver, second by Mrs. Valeich, to approve the Regular Board of Education Meeting minutes and executive session meeting minutes from January 23, 2023. Motion approved by voice vote: Mrs. Galante- Abstain; Mrs. Williver- Aye; Mrs. Kraft-Aye; Mrs. Valeich- Aye; Mrs. Voris- Aye; Mrs. Frey- Abstain.

## **COMMITTEE REPORTS**

### **PERSONNEL**

1. Motion made by Mrs. Kraft, second by Mrs. Frey, upon the recommendation of the Superintendent, to approve attached professional days. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Kraft, second by Mrs. Williver, upon the recommendation of the Superintendent, to retroactively approve an extension for the leave absence for employee #881 from January 22, 2023 and return on March 27, 2023 covered under FMLA. Sick time may be used during this leave. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Kraft, second by Mrs. Valeich, to retroactively accept with regret the resignation of Michelle Gerhardt effective February 10, 2023. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Kraft, second by Mrs. Frey, upon the recommendation of the Superintendent, to approve the contract for the following full-time Para-Professional staff member for employment for the 2022-2023 school year from

February 14, 2023-June 30, 2023, pending criminal history & background check:

<u>Name</u>	<u>Area</u>	<u>Base Hourly Rate</u>	<u>Base Salary</u>	<u>Adjustments</u>	<u>Total Salary</u>
Leahy, Killian	Preschool	\$14.13	\$ 16,715.79	N/A	\$ 16,715.79

A roll call vote was taken and unanimously approved.

5. Motion made by Mrs. Kraft, second by Mrs. Williver, upon the recommendation of the Superintendent, to approve the following substitute paraprofessional for the remainder of the 2022-2023 school year:

-Maria Lewis-pending criminal history & background check  
A voice vote was taken and unanimously approved.

6. Motion made by Mrs. Kraft, second by Mrs. Williver, upon the recommendation of the Superintendent, to approve the following substitute teacher/paraprofessional for the remainder of the 2022-2023 school year:

-Corrine Wesighan-pending criminal history & background check  
A voice vote was taken and unanimously approved.

7. Motion made by Mrs. Kraft, second by Mrs. Valeich, upon the recommendation of the Superintendent, to approve the following substitute custodian for the remainder of the 2022-2023 school year, pending criminal history & background check:

-Glenn Eisenecker- rate: \$16.50/hour  
A voice vote was taken and unanimously approved.

8. Motion made by Mrs. Kraft, second by Mrs. Williver, upon the recommendation of the Superintendent, to approve Glenn Eisenecker as the leave replacement substitute custodian from February 14, 2023-April 3, 2023 at a rate of \$16.50/hour, 5 hours per day, pending criminal history & background check. A roll call vote was taken and unanimously approved.

9. Motion made by Mrs. Kraft, second by Mrs. Frey, to approve René Metzgar to attend the NJASBO Convention in Atlantic City, NJ, June 6-9, 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 Business Administrators and set forth below are directly related to and within the scope of listed administrator's current responsibilities and/or applicable professional development plans; and

WHEREAS, The Board has determined that the participation in the NJASBO 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 administrator’s skills and knowledge related to district operations: and

WHEREAS, The Board has determined that the school district travel expenditures to NJASBO 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 NJASBO 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 employees the listed NJASBO 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 NJASBO training programs, seminars, conventions and conferences:

René Metzgar	
Ocean Resort, Atlantic City, NJ, June 6-9, 2023	\$351.24
Plus any other additional fees/taxes	
Registration	\$275
<u>Meals &amp; Incidental Expenses/day</u>	
Breakfast	\$13
Lunch	\$15
Dinner	\$26
<u>Incidentals</u>	\$5
TOTAL	\$59

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

A roll call vote was taken and unanimously approved.

## **POLICY**

No report.

## **EDUCATION & CURRICULUM**

1. Motion made by Mrs. Kraft, second by Mrs. Valeich, to approve the revised Safe Return Plan for the Stillwater Township Elementary School as required by ARP ESSER III Funding. A voice vote was taken and unanimously approved.

## **BUILDING & GROUNDS**

1. Mrs. Metzgar reported on the following Building & Grounds items:
  - Room C113 has reopened!
  - BOE remediation update
  - Geotech Vendor update
2. Law Enforcement Training at Stillwater School Discussion- Dr. Kochis spoke about the potential to have law enforcement conduct training at Stillwater School for their officers. This would be done when school is not in session.
3. Motion made by Mrs. Williver, second by Mrs. Frey, to approve Parette Somjen Architects to begin professional services for the Masonry Repairs, Phase 3 at Stillwater School at a cost of \$6,400 plus \$500 for reimbursable expenditures. This includes ROD grant submission and construction drawings. A roll call vote was taken and unanimously approved.
4. Motion made by Mrs. Williver, second by Mrs. Valeich, upon the recommendation of the Superintendent, that the Stillwater Township Board of Education, in the County of Sussex, New Jersey authorizes Parette Somjen Architects to submit all necessary plans and paperwork to the Department of Education concerning "Masonry Repairs, Phase 3 at Stillwater School" to serve as an application to the Office of School Facilities and an amendment to the District's Long Range Facility Plan; and

BE IT FURTHER RESOLVED, this project shall be a "Regular Operating District Grant" project and the Board of Education is seeking State funding but will fund the remaining portion of the Project through the District's Maintenance Reserve Account. A roll call vote was taken and unanimously approved.

5. Motion made by Mrs. Williver, second by Mrs. Kraft, to approve Parette Somjen Architects to begin professional services for the purpose of assisting in submission of the ROD grant for the Gymnasium Restroom Renovations at Stillwater School at a cost of \$3,500 plus \$500 for reimbursable expenditures. A roll call vote was taken and unanimously approved.

- Motion made by Mrs. Williver, second by Mrs. Kraft, upon the recommendation of the Superintendent, that the Stillwater Township Board of Education, in the County of Sussex, New Jersey authorizes Parette Somjen Architects to submit all necessary plans and paperwork to the Department of Education concerning “Gymnasium Restroom Renovations at Stillwater School” to serve as an application to the Office of School Facilities and an amendment to the District’s Long Range Facility Plan; and

BE IT FURTHER RESOLVED, this project shall be a “Regular Operating District Grant” project and the Board of Education is seeking State funding but will fund the remaining portion of the Project through the District’s Capital Reserve Account. A roll call vote was taken and unanimously approved.

**TRANSPORTATION**

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

<b>Location</b>	<b>Grade</b>
Home Depot, Newton	Preschool

A voice vote was taken and unanimously approved.

- Motion made by Mrs. Valeich, second by Mrs. Voris, to approve the revised cost of 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 24, 2023	Franklin Mineral Museum	Grade 3	\$375.00

A voice vote was taken and unanimously approved.

**BUDGET & FINANCE**

- 2023-2024 Budget Committee update- Mrs. Metzgar provided an update on the February 13<sup>th</sup> budget committee meeting. Items discussed were the budget process, budget calendar, anticipated loss of state aid, possible tax levy scenarios, and major expenditures/changes we are anticipating.
- Motion made by Mrs. Voris, second by Mrs. Kraft, to retroactively accept the following 2022-2023 tuition student beginning February 6, 2023-June 30, 2023:

<b><u>Sending District</u></b>	<b><u>Student</u></b>	<b><u>Tuition Cost</u></b>	<b><u>Program</u></b>
Sandyston-Walpack	01022018	\$22,000 (to be prorated)	PSD

A voice vote was taken and unanimously approved.

- Motion made by Mrs. Voris, second by Mrs. Kraft, to accept the annual audit for the Stillwater Township Board of Education for the year ended June 30, 2022. There were no audit findings or recommendations. A roll call vote was taken and unanimously approved.

4. Motion made by Mrs. Voris, second by Mrs. Kraft, to accept \$147.00 from Stillwater Township for the Municipal Alliance grant to partially fund the transportation for the Middle School Summit Program. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Voris, second by Mrs. Frey, to authorize the withdrawal of an additional \$25,000 from the Maintenance Reserve account for the purpose of the emergency board of education remediation and construction. Any unused funds will be returned to the maintenance reserve account. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Voris, second by Mrs. Valeich, to approve the following resolution, Waiver of Requirements in the Special Education Medicaid Initiative (SEMI) Program:

Whereas, N.J.A.C 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicare Initiative (SEMI) Program for the 2023-2024 school year, and

Whereas, the Stillwater Township Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students,

Now Therefore Be It Resolved, that the Stillwater Township Board of Education hereby authorizes the Superintendent to submit to the Executive County Superintendent of Schools in the County of Sussex an appropriate waiver of the requirements of N.J.A.C 6A:23A-5.3 for the 2023-2024 school year. A roll call vote was taken and unanimously approved.

## **COMMUNITY RELATIONS**

Mrs. Voris reported on the following items:

- PTA is looking for skate donations for future roller skate nights.
- PTA Valentine's Day sale was a huge success!
- PTA Dance for grades 4-6 is this Thursday.
- Tricky Tray- 6<sup>th</sup> grade parents will also be selling food.
- Tickets now on sale for Legally Blonde the Musical for KRHS.

## **LEGISLATIVE**

No report.

## **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**

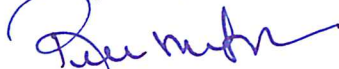
BE IT HEREBY RESOLVED by Mrs. Frey, second by Mrs. Kraft at 7:28 pm. the Stillwater Township Board of Education pursuant to N.J.S.A. 10:4-12 and 10:4-13 that said public body hold a closed session for the purpose of discussing Student Privacy it is expected that the minutes taken of this closed session will be made public when the reason for confidentiality no longer exists. A voice vote was taken and unanimously approved.

Motion made by Mrs. Williver and seconded by Mrs. Frey at 7:30 p.m. to come out of executive session and return to public session. A voice vote was taken and unanimously approved.

## **ADJOURNMENT**

Motion made by Mrs. Williver second by Mrs. Kraft to adjourn the meeting at 7:30 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar

Business Administrator/Board Secretary