

October 17, 2022

The Stillwater Township Board of Education met on October 17, 2022 at 7:00 p.m. in the Stillwater School Library for a Regular Board of Education Meeting.

The meeting was called to order by Dennis DeGroat, 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 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. Thibault, Mr. Franek, Mrs. Kraft, Mrs. Williver, and Mrs. Voris.

Absent: Mrs. Galante, Mrs. Valeich, and 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, Cali Roberts, Assistant Principal/Regional Curriculum Coordinator, and members of the public.

BOARD BUSINESS

1. Motion made by Mrs. Williver, second by Mr. Franek, to approve the Regular Board of Education meeting minutes and executive session meeting minutes from September 26, 2022. Motion approved by roll call vote: Mr. DeGroat-Aye; Mrs. Williver- Aye; Mrs. Kraft-Abstain; Mr. Franek-Aye; Mrs. Voris-Aye; Mrs. Thibault-Aye.
2. Motion made by Mrs. Williver, second by Mr. Franek, to approve the revised, after audit July 31, 2022 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,744,628.65 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of July 31, 2022 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. Motion made by Mrs. Williver, second by Mrs. Kraft, to approve the revised, after audit August 31, 2022 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,793,669.80 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of August 31, 2022 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.

4. Motion made by Mrs. Williver, second by Mr. Franek, to approve the September 30, 2022 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,684,916.85 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of September 30, 2022 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.

5. Motion made by Mr. Franek, second by Mrs. Thibault, to approve the following 2022-2023 District Goals:

1. Utilize assessment data to evaluate student literacy levels and implement interventions to those below proficiency (Strategic Plan Goal #1: Teaching and Learning).
2. Utilize assessment data to evaluate student math levels and implement interventions to those below proficiency (Strategic Plan Goal #1: Teaching and Learning).
3. To enhance the culture of acceptance and awareness of equity with staff, students, and the community (Strategic Plan Goal #2: Global Citizenship and Strategic Plan Goal #4: The Whole Child)

A voice vote was taken and unanimously approved.

6. Motion made by Mr. Franek, second by Mrs. Kraft, to approve the following 2022-2023 Board Goals:

1. Undergo board training on negotiations and board member use of social media.
2. Continue to maintain open communication with our community and to support the District's communication efforts in relation to school funding changes.
3. Explore shared services and potential consolidation/regionalization with neighboring districts.

A voice vote was taken and unanimously approved.

7. Establish Board Goals Committee/Action plan process

Motion made by Mrs. Thibault, second by Mr. Franek, to form an ad-hoc committee to develop board goals action plans with the following members:

- Cheryl Williver (Chair)
- Jennifer Kraft
- Christine Voris

A voice vote was taken and unanimously approved.

8. Regionalization Feasibility Study Discussion- Dr. Kochis spoke about the regionalization feasibility study grant that is available in relation to Board Goal #3 for

2022-2023. He stated that the NJSBA attorney confirmed the feasibility study would be covered in full even if Stillwater does not go through with the recommendations of the study. We may not be able to get into the program since it is past the deadline, but he could contact Kittatinny (the lead of the study) and they would attempt to add us to the grant application if the Board feels that is the direction they would like to move.

Some of the board members expressed, "What does regionalization look like for Stillwater?"

President DeGroat would like everyone to keep an open mind. If this does not cost us anything, we may want to look into it. Further discussion and a motion would be on for the next Board meeting.

9. Mrs. Roberts provided the Board of Education Members with HIB Training. Presentation is attached to the minutes.

SUPERINTENDENT'S REPORT

Dr. Kochis reported on the following items:

- Week of Respect
- Community spirit day was September 30th. Thanked Kittatinny students for coming to our school!
- Fire Prevention Week- Thank you to the Stillwater Volunteer Fire Department
- Community Connections partnering with our Cafeteria Connections program.
- Township Journal will be on site tomorrow to look at our recycling program!
- Mrs. Piazza's art classes will be making ornaments for the German Christmas Market.

CORRESPONDENCE

-None.

PRESIDENT'S COMMENTS

-Mr. DeGroat thanked Mrs. Roberts for the HIB presentation. It really brings a different light to the students and bullying now. It was so different back 30-40 years ago teaching.

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.

ACTION ITEMS:

PERSONNEL

1. Motion made by Mr. Franek, 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 Mr. Franek, second by Mrs. Thibault, to rescind the following motion that was approved at the September 26, 2022 Regular Board of Education Meeting:
Motion made by Mrs. Williver, second by Mrs. Frey, upon the recommendation of the Superintendent, to approve the following RTI Coordinator for the 2022-2023 school year, for a stipend of \$3,000 to be paid through ESSER II- Accelerated Learning & ARP-Accelerated Learning funds:

Danielle Hoon

A voice vote was taken and unanimously approved.

A voice vote was taken and unanimously approved.

3. Motion made by Mr. Franek, second by Mrs. Thibault, upon the recommendation of the Superintendent, to approve the following RTI Coordinator for the 2022-2023 school year, for a stipend of \$3,000 to be paid through Title I:

Danielle Hoon

A voice vote was taken and unanimously approved.

4. Motion made by Mr. Franek, second by Mrs. Kraft, upon the recommendation of the Superintendent, to approve the following substitute Teachers/Paraprofessionals for the 2022-2023 school year:

Christina Coranoto-Conklin (pending criminal history & background check)

Alexandra Zwahl

Katelyn Witowski

A voice vote was taken and unanimously approved.

5. Motion made by Mr. Franek, second by Mrs. Williver, to set the following main office substitute rate for the 2022-2023 school year:

Secretary \$85 per day (no sub cert)

A voice vote was taken and unanimously approved.

6. Motion made by Mr. Franek, second by Mrs. Williver, to approve maternity leave for employee #866 beginning on or about January 3, 2023 with the intent to return on or about May 2, 2023. This leave includes 12 weeks covered by FMLA & NJFLA. A voice vote was taken and unanimously approved.

7. Motion made by Mr. Franek, second by Mrs. Williver, upon the recommendation of the Superintendent, to approve the following facilitators for the check in/check out program for the 2022-2023 school year, pro-rated stipend for each mentor of \$150 per month, not to exceed \$1,500 per year, as worked, to be paid through ESSER 2 Mental

Health funds & ARP-Mental Health:

Jessica Garrigan

A voice vote was taken and unanimously approved.

8. Motion made by Mr. Franek, second by Mrs. Williver, upon the recommendation of the Superintendent, to retroactively approve the following staff members for the custodial building use stipend of \$35.00/hour, as worked, for the 2022-2023 school year when organizations are using the building and it is scheduled to be closed:

Kimberly Kampka

Glenn VanHorn

A voice vote was taken and unanimously approved.

9. Motion made by Mr. Franek, second by Mrs. Williver, to appoint Michael Maggio as the PEOSH Contact Person for the 2022-2023 year. A voice vote was taken and unanimously approved.
10. Motion made by Mr. Franek, second by Mrs. Williver, upon the recommendation of the Superintendent, to approve Samantha Cuff as a volunteer in the library for the 2022-2023 school year. A voice vote was taken and unanimously approved.
11. Motion made by Mr. Franek, second by Mrs. Kraft, upon the recommendation of the Superintendent, to approve the following teachers and administrator as chaperones for the Fairview Lake YMCA Camp trip November 8 & 9, 2022 to be paid \$175 for the 1 extended day:

Cali Roberts

Janet Mahedy

Jessica Steffens

Mary DiRienzo

Colleen Hurley-Nurse

A voice vote was taken and unanimously approved.

POLICY

1. Motion made by Mrs. Kraft, second by Mr. Franek, to approve the second and final reading of the following revised policy:

Policy#5131.1 Harassment, Intimidation and Bullying

A voice vote was taken and unanimously approved.

EDUCATION & CURRICULUM

1. Motion made by Mrs. Kraft, second by Mrs. Williver, to approve the following professional development and parent night with Dr. Deb Koss for a total of 4 sessions (3 staff PD & 1 parent night) for a total cost of \$3,000 to be paid out of ESSER II-Mental Health funds:

“Psychiatric Symptoms in the Classroom.”- 3 PD Sessions

"Things That Go Bump in the Night: Understanding Anxiety in Children and Teens." - 1 Parent Night on March 28th

A voice vote was taken and unanimously approved.

2. Motion made by Mrs. Kraft, second by Mrs. Williver, to approve Kelly Harmon & Associates Educational Consulting to provide 6 sessions of RTI professional development for a total cost of \$3,600 from October 2022-June 2023, to be paid through Title I funds. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Kraft, second by Mrs. Thibault, to approve the 6th grade class trip to the YMCA Fairview Lake Camp on November 8 & 9, 2022. Student cost is \$110.00. Transportation to be paid for by the Board of Education. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Kraft, second by Mrs. Thibault, to retroactively approve Education Services Tutoring for student 100911 to be provided by Prime Healthcare Services-Saint Claire's, LLC at a rate of \$55.00/hour from September 27, 2022-October 5, 2022. A voice vote was taken and unanimously approved.

BUILDING & GROUNDS

1. Mrs. Metzgar provided an update on the following Building and Grounds items:
 - Structural Masonry Project
 - Direct Install-Lighting Upgrade Project
 - Board Office Air Quality
2. Motion made by Mrs. Williver, second by Mrs. Kraft, to approve building and use calendar for November 2022. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Williver, second by Mrs. Thibault, to approve Article 12 maintenance agreement annual addendum of the uniform state memorandum of agreement between education and law enforcement officials and to re-adopt the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials and authorize the submission of same to the County Superintendent, County Prosecutor and Law Enforcement Officials. (Copy is available in the Superintendent's Office for review). A roll call vote was taken and unanimously approved.
4. Motion made by Mrs. Williver, second by Mr. Franek, to approve the M-1 Annual Maintenance Budget Worksheet. A roll call vote was taken and unanimously approved.
5. Motion made by Mrs. Williver, second by Mrs. Kraft, to approve submission of Comprehensive maintenance plan:

Whereas, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Stillwater Township Board of Education are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

Now Therefore Be It Resolved, that the Stillwater Township Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Stillwater Township Board of Education in compliance with Department of Education requirements. A roll call vote was taken and unanimously approved.

TRANSPORTATION

1. Motion made by Mrs. Voris, 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
November 18, 2022	Mayo Performing Arts Center, Morristown, NJ	Grade 4	\$325.00
November 8 & 9, 2022	Fairview Lake, YMCA	Grade 6	\$395.00

A voice vote was taken and unanimously approved.

BUDGET & FINANCE

1. Motion made by Mrs. Thibault, second Mr. Franek, to approve regular checks from September 27, 2022-October 17, 2022 numbered 28335-28378, N0930, N1003, N1014 for a total of \$655,190.18. Student Activity check numbered 6640-6643 for a total amount of \$826.00. For a grand total of \$656,016.18. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Thibault, second Mr. Franek, to approve the attached list of purchase orders over \$1,000 for 2022-2023 school year. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Thibault, second Mrs. Kraft, to approve monthly travel as attached. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Thibault, second Mrs. Williver, to approve transfers from September 1, 2022 to September 30, 2022 as attached. A voice vote was taken and unanimously approved.

5. Motion made by Mrs. Thibault, second Mr. Franek, to approve the purchase of a 20 quart Planetary Mixer from E&A Supply for the cafeteria for a total cost of \$3,870.29 (Mixer, bowl scraper and shipping), to be paid through the cafeteria account. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Thibault, second Mr. Franek, to accept the donation of tables from Kim Schwarz, value TBD. A voice vote was taken and unanimously approved.

LEGISLATION

No Report.

COMMUNITY RELATIONS

Mrs. Williver reported on the following items:

- Tuesday, October 18th- Messages from Heaven with Catherine McCall- at KRHS
- Romeo & Juliet at KRHS by the Kittatinny Players- October 28th & 29th
- Reminder to join the Stillwater PTA!
- Stillwater PTA Family Fun Night- October 21st
- PTA Halloween Boo Bash- October 21st
- PTA Membership drive contest
- Parent Teacher Conferences- October 26th & 27th
- October 29th- Honey and Garlic Festival at the Sussex County Fairgrounds
- October 31st-Halloween parade in Town of Newton
- November 12th- "Celebrating our Vets" at the Stillwater Community Center
- Stillwater School's Parent Academy Night- November 15th

-Mr. DeGroat and Mrs. Metzgar commented on the Stillwater Historical Society/Stillwater Township/Stillwater Rec Commission Fall Festival. Thanked them for dedicating the festival to Mr. Nick who is expected to retire at the end of this school year. Mr. Nick has done so much for the school and the community, he is going to be greatly missed!

UNFINISHED BUSINESS

1. Board member required training- Due December 31, 2022.
2. NJSBA Convention- October 24-October 26, 2022.

NEW BUSINESS

None.

PUBLIC PARTICIPATION

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None.

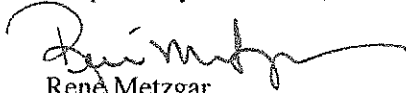
EXECUTIVE SESSION

None.

ADJOURN

Motion made by Mrs. Williver, second by Mr. Franek to adjourn the meeting at 8:12 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



Rene Metzgar
Business Administrator/Board Secretary