

May 13, 2024

The Stillwater Township Board of Education met on May 13, 2024 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 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 3, 2024. 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.

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 Mr. DeGroat, second by Mrs. Williver 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, Student Privacy & SEA 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.

Motion made by Mr. Franek, second by Mrs. Frey at 7:12 p.m. to come out of executive session and return to public. A voice vote was taken and unanimously approved.

BOARD BUSINESS

1. Motion made by Mrs. Thibault, second by Mr. DeGroat, to approve the Regular Board of Education Meeting minutes from April 29, 2024. A voice vote was taken and unanimously approved.
2. Motion made by Mr. DeGroat, second by Mrs. Frey, to approve the following locations for posting all legal notices for the 2024-2025 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 17, 2024

4. May 8th Sussex County School Boards Meeting Update- Congratulations to Mr. DeGroat for being a board member for Stillwater School for 35 years!!

SUPERINTENDENT'S REPORT

Dr. Kochis reported on the following items:

- NJSLA Testing Update
- Teacher of the Year Roundtable Ceremony Update-Congratulations to Mary DiRienzo. Also congratulations to Karen Thibault as the Educational Specialist Award winner for Newton Schools.
- Grade 4 & 5 Pinwheel Students- Mock Trial Presentation
- Congratulations again to Mr. DeGroat for his 35 years of service as a board member!

CORRESPONDENCE

- Thank you letter from the Teachers for Teacher Appreciation Week
- Thank you letter from Janet Mahedy for the breakfast from the Board of Education members.

PRESIDENT'S COMMENTS

Mrs. Galante congratulated Dr. Kochis for being named Sussex County Superintendent of the Year. The board presented him with a plant in honor of his achievement.

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. DeGroat, second by Mrs. Williver, 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. Frey, to approve maternity leave for employee #938 beginning on or about May 28, 2024 with the intent to return on or about December 2, 2024. This leave includes up to 12 weeks covered by FMLA & NJFLA, followed by an extended leave, no longer covered by FMLA or NJFLA. A voice vote was taken and unanimously approved.

3. Motion made by Mr. DeGroat, second by Mr. Franek, upon the recommendation of the Superintendent, to approve the following substitute paraprofessional/main office secretary for the remainder of the 2023-2024 school year, pending criminal history and background check:

Emmalee Hayes

A voice vote was taken and unanimously approved.

4. Motion made by Mr. DeGroat, second by Mrs. Frey, upon the recommendation of the Superintendent to approve contracts for the tenured instructional staff members for employment for the 2024-2025 school year from August 28, 2024 to June 30, 2025 at their 23-24 salary & step, pending negotiations:

<u>Employee Name</u>	<u>Position</u>	<u>23-24 Step</u>	<u>Salary</u>
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
LoCicero, Kerri	Special Education	BA, 5	\$ 63,352
Maeurer, Keri	Elementary	MA, 15	\$ 83,812
Mahedy, Janet	Middle School	MA+30, L1	\$ 87,907
Newman, Jessica	Special Education	MA+15, 14	\$ 82,767
Pagano, Christine	Preschool	BA, L3	\$ 87,035
Piazza, Melissa	Art/Yoga	BA, L3	\$ 87,035
Riva, Maureen	Special Education	MA, 12	\$ 77,827
Robinson, Corrine	Elementary	MA, L2	\$ 87,962
Smetana, Jeanne	Social Worker	MA, 13	\$ 79,772
Steffens, Jessica	Middle School	MA, 14	\$ 81,767
Then, Erica	Elementary	BA, 13	\$ 75,572

A roll call vote was taken and unanimously approved.

5. Motion made by Mr. DeGroat, second by Mrs. Thibault, upon the recommendation of the Superintendent to approve contracts for the non-tenured instructional staff members for employment for the 2024-2025 school year from August 28, 2024 to June 30, 2025 at their 23-24 salary & step, pending negotiations:

<u>Name</u>	<u>Position</u>	<u>23-24 Step</u>	<u>Salary</u>
Barmore, Jocelyn	Preschool	BA, 1	\$ 59,402
Bradley, Kathleen	Preschool	MA, 4	\$ 66,367
Both, Spencer	Part-Time Music Teacher	BA, 0	\$ 46,881.60

	(.8FTE)		
Ciccolella, Laura	Makerspace (.81 FTE)	MA, 7	\$ 56,936.49
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
McGowan, Ashley	Special Education	BA, 6	\$ 64,537
Phlegar, Kaitlin	Elementary	MA, 7	\$ 69,922
Tiberi, Stephen	Physical Ed/Health	MA, 8	\$ 71,107
Visco, Michelle	Interventionist	MA+15, 12	\$ 78,827

A roll call vote was taken and unanimously approved.

6. Motion made by Mr. DeGroat, second by Mrs. Valeich, upon the recommendation of the Superintendent, to approve contracts for the following full-time Para-Professional staff members for employment for the 2024-2025 school year from August 28, 2024-June 30, 2025 pending negotiations:

<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	\$15.13	\$17,898.79	Bachelor's: \$750	\$18,648.79
Coombs, Tracey	Preschool	\$18.96	\$22,429.68	N/A	\$22,429.68
Leahy, Killian	Preschool	\$15.13	\$17,898.79	N/A	\$17,898.79
Walaszczyk, A. Cristina	Preschool	\$15.13	\$17,898.79	N/A	\$17,898.79

A roll call vote was taken and unanimously approved.

7. 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 2024-2025 school year from August 28, 2024-June 30, 2025 to be paid at an hourly rate pending negotiations:

<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	\$15.13	Teacher Certification: \$1.00	\$16.13	27.5 hours/week
Buff, Lori	Special Education	\$15.13	\$.50 Associates Degree	\$15.63	24.17 hours/week (4 hours and 50 minutes/day)
Callaghan, Sherri	Special Education	\$17.92	\$.50 Associates Degree	\$18.42	27.5 hours/week
Caserta, Rebecca		\$15.13		\$15.13	

	Special Education		N/A		27.5 hours/week
Castner, Denise	Preschool	\$19.04	\$1.00/hr Teaching Certification	\$20.04	15 hours/week
Hromnak, Mary Beth	Special Education	\$20.69	N/A	\$20.69	27.5 hours/week
Kerkoven, Nicole	Special Education	\$15.13	N/A	\$15.13	27.5 hours/week
Perez, Emily	Part-Time Paraprofessional	\$15.13	Associates: \$0.50	\$15.63	27.5 hours/week
Ponte, Isabel	Special Education	\$15.13	N/A	\$15.13	27.5 hours/week
Schneider, Kathrine	Special Education	\$15.13	Bachelor's: \$0.75	\$15.88	27.5 hours/week
Sheridan, Deirde	Special Education	\$15.13	N/A	\$15.13	27.5 hours/week
Sipley, Jennifer	Special Education	\$15.13	N/A	\$15.13	27.5 hours/week

A roll call vote was taken and unanimously approved.

8. Motion made by Mr. DeGroat, second by Mrs. Thibault, upon the recommendation of the Superintendent, to approve contracts with the following 12 month staff for employment for the 2024-2025 school year from July 1, 2024 to June 30, 2025, pending negotiations:

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Base Pay</u>	<u>Adjustments</u>	<u>Total Pay</u>
Berger, Deborah	CST Secretary	Full-time	\$ 49,044.97	N/A	\$ 49,044.97
Culver, Charles	Part-Time Technology Coordinator	Part-Time	\$23,351.68	N/A	\$23,351.68
Maggio, Michael	Head Custodian/Maintenance & Grounds Person	Full-time	\$71,773.11	N/A	\$71,773.11
Kay, Robert	Custodian	Full-time	\$42,500.00	N/A	\$42,500.00
Kampka, Kimberly	Custodian	Part-time, 5 hrs/day	\$18,156.00 (\$15.13/hr)	N/A	\$18,156.00 (\$15.13/hr)
Leahy, Thomas	School Security Officer	Part-time	\$34.35/hour	N/A	\$34.35/hour
Post, Gary	Custodian	Full-time	\$49,686.94	\$400 Longevity after 10 years	\$50,086.94
Reed, Megan	Assistant to the Business Administrator	Full-time	\$ 52,083.76	N/A	\$ 52,083.76
Roycroft, Lisa	Main Office Secretary	Full-time	\$ 46,818.73	N/A	\$ 46,818.73
Somma, David	School Security Officer	Part-time	\$34.35/hour	N/A	\$34.35/hour

Schalk, Robert	Custodian	Part-time 5 hours per day	\$20,400 (\$17.00/hr)	N/A	\$20,400 (\$17.00/hr)
Williams, Kimberly	Part-Time Administrative Assistant to the Superintendent	Part-time 5.5 hrs/day	\$ 32,896.00	N/A	\$ 32,896.00

A roll call vote was taken and unanimously approved.

9. Motion made by Mr. DeGroat, second by Mrs. Franek, upon the recommendation of the Superintendent, to approve Kathleen Kane as Treasurer of School Monies from July 1, 2024 to June 30, 2025 for a stipend of \$3,635.34, pending negotiations. A roll call vote was taken and unanimously approved.
10. Motion made by Mr. DeGroat, second by Mrs. Williver, upon the recommendation of the Superintendent, to approve shared service contract agreement with the Stillwater Township Board of Education, Fredon Township Board of Education, Hampton Township Board of Education, Sandyston-Walpack Board of Education, and Kittatinny Regional Board of Education for school security officers as needed for the 2024-2025 school year. Stillwater & Kittatinny will be the LEAs. A voice vote was taken and unanimously approved.
11. Motion made by Mr. DeGroat, second by Mrs. Frey, upon the recommendation of the Superintendent, to approve shared service contract agreement between the Stillwater Township Board of Education, Fredon Township Board of Education, Hampton Township Board of Education, Sandyston-Walpack Board of Education, and Kittatinny Regional Board of Education, for nursing services for the purpose to administer medication when no nurse is available for the 2024-2025 school year. There will be no cost to any district for this service. A voice vote was taken and unanimously approved.

PERSONNEL BLOCK MOTIONS: 12-18

Motion to approve Personnel block motions 12-18 was made by Mr. DeGroat, second by Mrs. Williver.

12. Motion to appoint Maureen Riva the Teacher in Charge for the 2024-2025 school year.
13. Motion to set the following substitute rates for the 2024-2025 school year:
Teacher \$110 (with sub cert) [If the substitute is in the same position for more than forty (40) days the rate will be 1/200th of step 0 on the salary guide].
Aide \$98.36 per day (no sub cert)
Secretary \$98.36 per day (no sub cert)
Custodian \$15.13 per hour
14. Motion to approve renewal of Frontline Education to provide an Absentee Management System for the 2024-2025 school year in the amount of \$2,480.66.

15. Motion to appoint Marissa Cramer, Principal as Affirmative Action Officer, Educational Stability Liaison, Human Resource Officer, Supervisor of Preschool, Attendance Officer, HIB Coordinator, and Gender Equity Officer for the 2024-2025 school year.
16. 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 2024-2025 school year.
17. Motion to approve René Metzgar, Business Administrator/Board Secretary, as the Civil Rights Coordinator for the Food Service Program for the 2024-2025 school year.
18. Motion to appoint Jeanne Smetana, Social Worker, as HIB Specialist, and the Community and Parent Involvement Specialist for the 2024-2025 school year.

A voice vote was taken and Personnel block motions 12-18 were unanimously approved.

PERSONNEL BLOCK MOTIONS: 19-23

Motion to approve Personnel block motions 19-23 was made by Mr. DeGroat, second by Mrs. Williver.

19. Motion to approve updated Teacher Mentoring Plan. (Plan is located in the main office for review.)
20. Motion to approve the use of the Charlotte Danielson Framework for Teaching Evaluation Model for the 2024-2025 school year.
21. Motion to approve the use of the New Jersey Principal Evaluation for Professional Learning (NJPEPL) for the Principal for the 2024-2025 school year.
22. Motion to recognize the Stillwater Education Association as the official bargaining unit of the teaching faculty, custodians, paraprofessionals, and qualifying secretaries for the 2024-2025 school year.
23. Motion to recognize the Stillwater PTA as a volunteer organization for Stillwater School for the 2024-2025 school year.

A voice vote was taken and Personnel block motions 19-23 were unanimously approved.

POLICY

1. Public Notice on Internet Safety Policy 6142.10 to satisfy E-Rate funding requirements for the 2024-2025 school year.

POLICY BLOCK MOTIONS: 2-3

Motion to approve Policy block motions 2-3 was made by Mrs. Frey, second by Mr. Franek.

- 2. Motion to appoint William Kochis, Superintendent, as the Policy Coordinator for the 2024-2025 school year.
- 3. Motion to appoint the New Jersey School Boards Association to provide Board of Education Policy update services for the 2024-2025 school year, at no additional cost to the district. (Included in annual board fees).

A voice vote was taken and Policy block motions 2-3 were unanimously approved.

EDUCATION & CURRICULUM

- 1. Motion made by Mrs. Kraft, second by Mrs. Frey, to approve the extended school year summer program from July 1, 2024 - July 26, 2024 (average of 4 days per week) and retroactively advertise for the following anticipated positions:

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

A voice vote was taken and unanimously approved.

EDUCATION & CURRICULUM BLOCK MOTIONS: 2-4

Motion to approve Education & Curriculum block motions 2-4 was made by Mrs. Kraft, second by Mrs. Williver.

- 2. Motion to award the following professional services contract to J&B Therapy for as needed student services, beginning July 1, 2024 and concluding June 30, 2025; 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	\$91.50/hour
Speech Therapy	\$91.50/hour
Physical Therapy	\$97.50/hour
Educational Support Services (LDTC)	\$97.50/hour
Psychologist Services	\$95.50/hour
Evaluations*	\$435.00/evaluation
Behavioral Support Services as provided by BCBA/Behavioral Supervisor	\$97.50/hour (3 hour/week minimum)
Behavioral Plans & Functional Behavior Assessments	\$97.50/hour
Behavioral Support Services as provided by a Behaviorist	\$97.50/hour

Reading Specialist	\$88.50/hour
Home Instruction	\$72.00/hour
Social Work Services	\$88.50/hour
*ABA Paraprofessional Services	\$42.00/hour
*Paraprofessional Services	\$35.00/hour
Teacher of the Deaf Services	\$148.00/hour
Administrative Fee	2%

*Includes, but is not limited to, evaluations for Occupational Therapy, Physical Therapy, Speech Therapy, Educational Assessments, and Psychological Evaluations.

3. Motion to approve agreement with Sussex County Educational Services Commission for ancillary educational services as needed for the 2024-2025 school year.
4. Motion to approve contract with 4M Consulting, LLC to provide Library-Media Specialist services at a rate of \$100/hour, not to exceed \$5,000 for the 2024-2025 school year.

A voice vote was taken and Education & Curriculum block motions 2-4 were unanimously approved.

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 2024-2025 school year. (A copy of this program is available in the CST office.)
7. Motion to approve the English Language Learner program for the 2024-2025 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 2024-2025 school year. (Copy is available in the main office for review.)
9. Motion to readopt all current written curriculums for the 2024-2025 school year.

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

BUILDING & GROUNDS

1. Motion made by Mrs. Williver, second by Mr. Valeich, to retroactively approve the revised building and use calendar for May 2024. A voice vote was taken and unanimously approved.

2. Motion made by Mrs. Williver, second by Mr. Franek, to approve building and use calendar for June 2024. A voice vote was taken and unanimously approved.

BUILDING & GROUNDS BLOCK MOTIONS: 3-8

Motion to approve Building & Grounds block motions 3-8 was made by Mrs. Williver, second by Mr. DeGroat.

3. Motion to approve the maintenance contract with Morris County Elevator from July 1, 2024-June 30, 2025, at a yearly cost of \$2,916.
4. Motion to adopt the IPM Plan for the 2024-2025 school year. (A copy of this plan is available for review in the business office.)
5. Motion to adopt the Chemical Hygiene Plan for the 2024-2025 school year. (A copy of this plan is available for review in the business office.)
6. Motion to approve the Biosecurity Management Plan for the 2024-2025 school year. (Copies of this plan are available for review in the board office.)
7. Motion to adopt the School Emergency Operations Plan for the 2024-2025 school year. (A copy of this plan is available for review in the main office.)
8. Motion to adopt the Safety and Security Plan for the 2024-2025 school year. (A copy of this plan is available for review in the main office.)

A voice vote was taken and Building & Grounds block motions 3-8 were unanimously approved.

BUILDING & GROUNDS BLOCK MOTIONS: 9-13

Motion to approve Building & Grounds block motions 9-13 was made by Mrs. Williver, second by Mrs. Thibault.

9. 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 2024-2025 school year.
10. Motion to charge a security fee of \$34.35/hour (pending negotiations), to organizations who request security officers for their events for the 2024-2025 school year.
11. Motion to appoint René Metzgar and William Kochis as Safety Coordinators 2024-2025 school year.
12. Motion to appoint William Kochis as the School Safety Specialist for the 2024-2025 school year and the School Security Officers, Thomas Leahy and David Somma, as alternates when Dr. Kochis is out of the building.
13. 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 2024-2025 school year.

A voice vote was taken and Building & Grounds block motions 9-13 were unanimously approved.

TRANSPORTATION

1. Motion made by Mrs. Valeich, second by Mrs. Thibault, to approve the return bus fee of \$75.00 for the 2024-2025 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. Williver, to approve Stocker Bus to provide a bus for Preschool Orientation on May 30, 2024 for a cost of \$75.00. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Valeich, second by Mr. Franek, to approve Stocker Bus to provide transportation to Camp Nejeda for the 6th Grade recognition party to be held on May 31, 2024, with a rain date of June 1, 2024. No cost to the district. A voice vote was taken and unanimously approved.

BUDGET & FINANCE

1. Motion made by Mrs. Thibault, second by Mr. DeGroat, to approve the following checks from April 30, 2024-May 13, 2024 as attached:

Account	Check Numbers	Amount
Funds 10, 11, 12, 20	29437-29482, N0430	\$300,725.76
Capital Reserve	N/A	\$0
Student Activities	6677-6680	\$606.00
Cafeteria	N/A	\$0
Grand Total		\$301,331.76

A voice vote was taken and unanimously approved.

2. Motion made by Mrs. Thibault, second by Mrs. Williver, to approve the attached list of purchase orders over \$1,000 for 2023-2024 school year. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Thibault, second by Mr. Franek, to approve monthly travel as attached. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Thibault, second by Mr. DeGroat, to approve the attached requisition for taxes for the Stillwater Township for the 2024-2025 school year. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Thibault, second by Mrs. Frey, to approve the following tuition rates for the 2024-2025 school year:

Regular Education: Kindergarten: \$21,500
 Grades 1-5: \$22,500
 Grade 6: \$23,500

Preschool Disabilities Full Day: \$29,000
 Behavioral Disabilities: \$29,000
 Learning/Language Disabilities: \$29,000

Extended School Year Program (Regional) \$850
 Extended School Year Program (OOD) \$900

A voice vote was taken and unanimously approved.

6. Motion made by Mrs. Thibault, second by Mrs. Williver, to approve the Business Administrator/Board Secretary to submit the 2024-2025 Extraordinary Aid application and accept funds if awarded. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Thibault, second by Mrs. Frey, to approve the school breakfast & lunch prices for the 2024-2025 school year, as attached. A voice 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 Mr. DeGroat.

8. Motion to award the following professional services contracts beginning July 1, 2024 and concluding June 30, 2025; 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, not to exceed \$37,440.
Asset Appraisal Firm	Kroll, LLC	\$2,000
School Physician	Skylands Pediatrics	\$1,900
District Architect	Parette Somjen Architects	\$55-\$183/hour rates Fees are approved at a total cost per project.
VSWS Operator	Agra Environmental	\$2,400
Water Testing	Agra Environmental	Varies per test as required by DEP, Costs not to exceed \$15,000
Board Attorney	Cornell, Merlino, & Osborne LLC	\$170/hour Not to exceed \$40,000
Board Auditor	Ardito & Co., LLC	\$14,928
Accounting/Personnel Software Provider	CDK Systems	\$9,555
Payroll Computer Service Provider	R&L Datacenters, Inc.	Not to exceed \$20,000
Student Data Base System	Realtime, Inc.	\$15,184.40

Physical Therapy	Joanne Welles	\$115/hour, Not to exceed \$20,000
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9. Motion to award the following Extraordinary Unspecifiable Services (EUS) contracts that require expertise, extensive training, and proven reputation for the 2024-2025 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/Arthur Gallagher	No Cost to District

10. Motion to approve the following individuals or firms in their respective positions for the 2024-2025 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. Franek.

11. Motion to designate the Lakeland Bank as depository for the following Accounts for the 2024-2025 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 & NJ Cash Management 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 2024-2025 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 2024-2025 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. Frey.

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 2024-2025 school year.
18. Motion to authorize the Superintendent, for the 2024-2025 school year, to declare items as surplus and properly dispose of them.
19. Motion to appoint René Metzgar, Business Administrator/Board Secretary for the 2024-2025 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 2024-2025 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 2024-2025 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 2024-2025 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. DeGroat.

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 2024-2025 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 2024-2025 school year.

26. Motion to approve the following resolution authorizing the purchasing agent for the 2024-2025 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 2024-2025 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 PTA Daughter Celebration- May 17th
- PTA to possibly purchase a shed.
- Stillwater Garage Sale weekend-May 18th & 19th
- Stillwater Township's Memorial Day Service- May 27th
- Stillwater Day- June 1st

LEGISLATIVE

Mrs. Kraft reported on the following items:

- Type 1 Diabetes Awareness(A-4148)
- School Discipline Task Force(S-2945)
- IEP Awareness(SJR-53)
- Recognizing Paraprofessionals(SJR-76)
- Compulsory School Attendance(S-2970)
- Administering Seizure Medication(S-1060)
- Aid Grants - "Stabilized School Budget Aid Grant Program."
- Tax Cap Flexibility Bill

Mr. DeGroat commented on the crosswalk from the Historical Society & the church. He also questioned the lack of one in Paulinskill Lake. He also commented on the overflow parking at the church.

UNFINISHED BUSINESS

1. Board member required training- Due December 31, 2024.

NEW BUSINESS

1. Superintendent Evaluation

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.

ADJOURN

Motion made by Mrs. Thibault second by Mr. Franek to adjourn the meeting at 7:53 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary