

March 18, 2024

The Stillwater Township Board of Education met on March 18, 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, 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 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. Franek, Mrs. Frey, Mrs. Valeich, Mr. DeGroat, Mrs. Voris, Mrs. Kraft and Mrs. Thibault.

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.

BOARD BUSINESS

1. Motion made by Mrs. Thibault, second by Mr. DeGroat, to approve the Regular Board of Education meeting minutes & Executive Session Meeting minutes from February 26, 2024. Motion approved by voice vote: Mrs. Galante- Aye; Mrs. Williver- Aye; Mrs. Kraft-Aye; Mrs. Valeich-Abstain; Mr. Franek-Aye; Mrs. Frey-Aye; Mr. DeGroat-Aye, Mrs. Thibault-Aye; Mrs. Voris-Aye.

SUPERINTENDENT'S REPORT

Dr. Kochis reported on the following items:

- Tentative Budget Presentation tonight- Thanked the budget committee and administration for all their hard work.
- Max Stossel Assembly on Social Media
- Regional Math Curriculum Update
- NJ School Boards- Unsung Hero Award Ceremony- Thanked the board of those who attended.

CORRESPONDENCE

None.

PRESIDENT'S COMMENTS

President Galante thanked Dr. Kochis for organizing the Social Media Assembly. She also thanked Dr. Kochis and Mrs. Metzgar for the hard work on the 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. ***

None.

ACTION ITEMS:

PERSONNEL

1. Motion made by Mr. DeGroat, second by Mrs. Valeich, 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. Thibault, upon the recommendation of the Superintendent, to approve a leave absence for employee #933 from April 4, 2024 to April 17, 2024. This leave is covered by FMLA and NJFLA. A voice vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mrs. Valeich, upon the recommendation of the Superintendent, to approve the following library volunteers for the remainder of the 2023-2024 school year:
 - Kathleen Hunt
 - Peggy ColbertA voice vote was taken and unanimously approved.
4. Motion made by Mr. DeGroat, second by Mr. Franek, upon the recommendation of the Superintendent, to approve Colleen Hurley to receive a stipend of \$75.00 for attending the 6th Grade Activity night at Kittatinny Regional High School on March 22, 2024. To be paid through ESSER Beyond the School Day Grant. A voice vote was taken and unanimously approved.
5. Motion made by Mr. DeGroat, second by Mrs. Valeich, upon the recommendation of the Superintendent, to amend contract with Rebecca Caserta, Part-time paraprofessional, to extend hours from 5 hours/week to 27.5/hours per week beginning March 19, 2024-June 30, 2024, to be paid at the hourly rate of \$15.13, no adjustments. A roll call vote was taken and unanimously approved.
6. Motion made by Mr. DeGroat, second by Mrs. Williver, to approve William Kochis to attend NJASA Convention in Atlantic City, NJ May 15-17, 2024, 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,	\$241.26

Plus any other additional fees/taxes	
Registration	No Cost
<u>Meals & Incidental Expenses/day</u>	
Breakfast	\$13
Lunch	\$15
Dinner	\$26
Incidentals	\$5
TOTAL	\$59

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

A roll call vote was taken and unanimously approved.

POLICY

None.

EDUCATION & CURRICULUM

1. Be It Hereby Resolved by Mrs. Kraft, second by Mr. Franek, that upon the recommendation of the Superintendent, the Board affirms the Superintendent's decision regarding 2023-2024 Harassment, Intimidation, or Bullying Case #6-2324. A roll call vote was taken and unanimously approved.
2. Motion by Mrs. Kraft, second by Mrs. Frey, to approve Marley Balkau from Sussex County Community College to observe Melissa Piazza for 3 hours during the Spring 2024 semester. A voice vote was taken and unanimously approved.

BUILDING & GROUNDS

1. Mrs. Metzgar provided an update on the following Building & Grounds items:
 - 1988 Wing building cracks
 - 1966 flooring repairs
2. Motion made by Mrs. Williver, second by Mrs. Valeich, to approve building and use calendar for April 2024. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Williver, second by Mrs. Frey, to approve the purchase and installation of an additional Knox Box for use by the NJ State Police-Sussex Station. A voice vote was taken and unanimously approved.

TRANSPORTATION

None.

BUDGET & FINANCE

1. Revised Budget Calendar provided to board members.
2. Review of 2024-2025 Tentative Budget- Dr. Kochis & Mrs. Metzgar presented the 2024-2025 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 2024-2025 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>\$69,120</u>		
General Current Expense	<u>\$6,507,087</u>	<u>General Fund</u>	
Capital Outlay	<u>\$37,915</u>	..Budgeted Fund Balance	\$482,229
Special Revenue Fund	<u>\$1,162,425</u>	..Local Tax Levy	\$5,558,880
		..Capital Reserve	\$0.00
		..Capital Reserve Int.	\$15,000
		..Maintenance Reserve	\$0
		..Maintenance Res. Int.	\$3,000
Repayment of Debt	<u>\$ 0.00</u>	..Misc Revenue	\$5,000
		..Tuition	\$6,800
		..State Aid	\$540,213
		...SEMI	\$3,000
		Total General Fund:	\$6,614,122
Total Expenditures	<u><u>\$7,776,547</u></u>	<u>Special Revenue Fund</u>	
		..Federal & State Aid	\$ 1,162,425
		<u>Debt Service</u>	\$0.00
		Total Revenue	<u><u>\$ 7,776,547</u></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 2023-2024 budget was \$9,232. As of March 1, 2024 the amount spent to date is \$4,990.36. The 2024-2025 tentative budget includes a maximum travel appropriation of \$10,776. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded. Included in the 2024-2025 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 \$86,476 in Enrollment Adjustment which will support instructional costs in the 2024-2025 fiscal year budget.

Further be it resolved, the Stillwater Township Board of Education approves the use of

\$112,311 in Banked Cap which will support instructional costs in the 2024-2025 fiscal year budget.

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 2024-2025 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 budget workbook and narrative submission for the grant listed above for a total award of \$800,592 of PEA aid based on per pupil costs, \$123,168 general fund contribution as required, and the use of \$99,988.04 in carry over funds. Grand total of the 2024-2025 anticipated budget of \$1,023,748.04.

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 following checks from February 27, 2024-March 18, 2024 as attached:

Account	Check Numbers	Amount
Funds 10, 11, 12, 20	29323-29372, N0229, N0305, N0315	\$629,838.07
Capital Reserve	N/A	\$0
Student Activities	N/A	\$0
Cafeteria	N/A	\$0
Grand Total		\$629,838.07

A voice vote was taken and unanimously approved.

6. Motion made by Mrs. Thibault, second by Mr. DeGroat, to approve the attached list of purchase orders over \$1,000 for the 2023-2024 school year. A voice vote was taken and unanimously approved.

7. Motion made by Mrs. Thibault, second by Mrs. Valeich, to approve monthly travel as attached. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. Thibault, second by Mr. DeGroat, to accept the donation of a Peer Puzzle set from Meghan Earley, valued at \$650. A voice vote was taken and unanimously approved.
9. Motion made by Mrs. Thibault, second by Mr. DeGroat, to accept the additional \$140.47 from the Local Food For Schools Grant to be used for local produce for the cafeteria. A voice vote was taken and unanimously approved.

LEGISLATION

None.

COMMUNITY RELATIONS

Mrs. Voris reported on the following items:

- Stillwater PTA Family Fun Skate Night- March 28th.
- Stillwater PTA Tricky Tray- March 22nd
- Family Fun Night- Son Celebration- April 26th
- Stillwater Rec- Easter Egg Hunt- March 23rd at Veterans Field
- Stillwater Rec- Soccer Registration is now open
- Fairview Lake Easter Egg hunt-March 24th

UNFINISHED BUSINESS

1. Board member required training- Due December 31, 2024.
2. Board member Ethics/Financial Disclosure Forms

NEW BUSINESS

PUBLIC PARTICIPATION

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*for the record. ***Members of the public are requested to keep their comments to a maximum of 5 minutes. ***

Mrs. Thibault- Parent- Thanked Mrs. Hurley for the great communication from the nurse's office.

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mrs. Thibault, second by Mrs. Kraft at 8:36 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 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.

Mrs. Thibault and Mrs. Cramer were excused from the meeting at 8:36 pm.

Motion made by Mr. DeGroat and seconded by Mrs. Valeich at 9:07 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 Mr. DeGroat and second by Mrs. Valeich, to adjourn the meeting at 9:07 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar

Business Administrator/Board Secretary