

August 21, 2023

The Stillwater Township Board of Education met on August 21, 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, Swartwood Post Office and the Stillwater School Website.

Mrs. Galante led the flag salute. The following Board members were present: Mrs. Galante, Mr. DeGroat, Mrs. Kraft, Mrs. Valeich, Mrs. Williver, Mr. Franek and Mrs. Thibault.

Absent: Mrs. Frey & Mrs. Voris.

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 Mr. DeGroat, second by Mrs. Valeich, to approve the Regular Board of Education meeting minutes and Executive Session Minutes from July 17, 2023. Motion approved by voice vote: Mrs. Galante- Aye; Mrs. Williver- Aye; Mrs. Kraft- Aye; Mrs. Valeich- Aye; Mr. DeGroat- Aye; Mr. Franek- Aye, Mrs. Thibault- Abstain.
2. Motion made by Mr. Franek, second by Mrs. Kraft, to approve the Preliminary (prior to audit) June 30, 2023 Board Secretary's and Treasurer's Reports which balanced in the amount of \$2,177,774.56 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of June 30, 2023 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 Mr. Franek, second by Mr. DeGroat, to approve the July 31, 2023 Board Secretary's and Treasurer's Reports which balanced in the amount of \$3,800,311.23 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of July 31, 2023 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. Resolution made by Mr. DeGroat, second by Mrs. Valeich, for the following board members and administration, as per contract, to attend the NJSBA Workshop on October 23-26, 2023:

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 of education has determined that the workshop, training and informational programs sponsored by New Jersey School Boards Association and set forth below are directly related to and within the scope of board members' and employees' duties; and

WHEREAS, The board of education has determined that the workshop, training and informational programs sponsored by New Jersey School Boards Association and set forth below are directly related to and within the scope of the traveler's current responsibilities and the board's professional development plan; and

WHEREAS, The board of education has determined that participation in the New Jersey School Boards Association workshop, training and informational programs requires school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district; and

WHEREAS, The board of education has determined that the school district travel expenditures to New Jersey School Boards Association programs 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 of education finds that a mileage reimbursement rate equal to that of the OMB mileage reimbursement rate of [\$.47] per mile is a reasonable rate; and

WHEREAS, The board of education has determined that participation in the New Jersey School Boards Association workshop training and informational programs is in compliance with the district policy on travel; therefore be it

RESOLVED, That the Stillwater board of education hereby approves the attendance of the listed number of school board members and district employees at the listed New Jersey School Boards Association workshop, training and informational programs, 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 following New Jersey School Boards Association workshop, training programs and informational events:

Dennis DeGroat

Krista Galante
Jennifer Kraft
Darrick Franek
Cheryl Williver
René Metzgar
William Kochis

Pursuant to OMB Circulars & A-5 travel regulations:

As per GSA rates, subject to change for October 2023 travel:

Max. First & last day meals & incidentals \$44.25

Max. daily meals & incidentals \$ 59.00

Lodging: \$119/night + fees per person/night

Group Registration: \$2,200

A roll call vote was taken and unanimously approved.

SUPERINTENDENT'S REPORT

Dr. Kochis reported on the following items:

- Thanked the 12 month staff for all their hard work in the summer.
- Vacant Positions: Part-Time Custodian & Part-Time Music Teacher
- KRHS is dropping of the machine tomorrow for the baseball fields
- Staff return 8/30/23 and students return 9/5/23!
- Back to School night- September 14th
- KRHS- Grant for a feasibility study

CORRESPONDENCE

None.

PRESIDENT'S COMMENTS

Mrs. Galante wished everyone good luck as the school year starts!

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. Kraft, to approve the district/school wide professional development plan for the 2023-2024 school year. A voice vote was taken and unanimously approved.
3. Motion made by Mr. DeGroat, second by Mrs. Thibault, to accept with regret, the resignation of Heather Vivian, Paraprofessional, effective August 1, 2023. A 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 the following part-time Para-Professional staff members for employment for the 2023-2024 school year from August 30, 2023-June 30, 2024 to be paid at an hourly rate, pending criminal history and background checks:

<u>Name</u>	<u>Area</u>	<u>Base Hourly Rate</u>	<u>Adjustments</u>	<u>Total Hourly Rate</u>	<u>Contract Hours</u>
Schneider, Kathrine	Special Education	\$14.13	\$0.75/hr Bachelor's Degree	\$ 14.88	27.5 hours/week
Muller, Mika	Special Education	\$14.62	\$.50 Associates Degree	\$ 15.12	27.5 hours/week
Sheridan, Deirdre	Special Education	\$14.62	N/A	\$ 14.62	27.5 hours/week

A roll call vote was taken and unanimously approved.

5. Motion made by Mr. DeGroat, second by Mrs. Valeich, upon the recommendation of the Superintendent, to approve Ana Cristina Walaszczyk as a bus aide from September 1, 2023 to June 30, 2024 for a stipend in the amount of \$3,240, to be paid as worked. A voice vote was taken and unanimously approved.
6. Motion made by Mr. DeGroat, second by Mr. Franek, upon the recommendation of the Superintendent, to approve the following staff members to rotate/sub as a bus aide from September 5, 2023 to June 30, 2024 to be paid a daily rate of \$18.00, not to exceed a total of \$3,240 to be paid as per timesheets submitted:

Kathleen Pevarnik
Tracey Coombs
Lindsay Amabile
Killian Leahy

A voice vote was taken and unanimously approved.

7. Motion made by Mr. DeGroat, second by Mrs. Valeich, to approve the ST25 route bus aide to be funded 100% through IDEA-Basic funds for the 23-24 school year. A voice vote was taken and unanimously approved.
8. Motion made by Mr. DeGroat, second by Mrs. Williver upon the recommendation of the Superintendent, to approve advancement on guide for Maureen Riva from BA+15, Step 12 to MA, Step 12 for a total salary of \$77,827 for the 2023-2024 school year, pending receipt of official transcripts. A roll call vote was taken and unanimously approved.
9. Motion made by Mr. DeGroat, second by Mrs. Kraft, upon the recommendation of the Superintendent, to approve the following graduate classes at Centenary University for Maureen Riva:

<u>Title of Course</u>	<u>Dates</u>	<u>Cost</u>	<u>Reimbursement</u>
Special Populations	8/31/23-12/14/23	\$2,187	Yes, as per SEA Contract
Communications & Public Relations	8/31/23-12/14/23	\$2,187	No, as per SEA Contract

A voice vote was taken and unanimously approved.

10. Motion made by Mr. DeGroat, second by Mr. Franek, upon the recommendation of the Superintendent, to offer the following contract to the new non-tenured instructional staff member for employment for the 2023-2024 school year from August 30, 2023 to June 30, 2024, pending release from current district, receipt of official transcripts, and criminal history & background check:

<u>Name</u>	<u>Position</u>	<u>Step</u>	<u>Salary</u>
Visco, Michelle	Interventionist	MA+15, 12	\$78,827

A roll call vote was taken and unanimously approved.

11. Motion made by Mr. DeGroat, second by Mrs. Williver, upon the recommendation of the Superintendent, to change 25% of funding source for the following ESY staff:

<u>Name</u>	<u>Previous Funding Source</u>	<u>New Funding Source</u>	<u>Amount</u>
Deflippis, Briana	IDEA-B	ESSER 3 Summer Learning	\$844.88

A voice vote was taken and unanimously approved.

12. Motion made by Mr. DeGroat, second by Mrs. Thibault, upon the recommendation of the Superintendent, to approve the following substitute teacher/paraprofessional/main office secretary for the 2023-2024 school year:

Eileen Lockburner

A voice vote was taken and unanimously approved.

13. Motion made by Mr. DeGroat, second by Mrs. Valeich, upon the recommendation of the Superintendent, to approve the following substitute nurse for the 2023-2024 school year:

Jennifer Mondrone

A voice vote was taken and unanimously approved.

14. Motion made by Mr. DeGroat, second by Mrs. Williver, to approve the following employee to be charged to the IDEA Basic Grant for the 2023-2024 school year:

Name	Position	Estimated Salary to be charged to grant	% Charged to grant	Expense Account number
Jennifer Siple	Paraprofessional	\$9,233.55	64%	20-250-100-106

A voice vote was taken and unanimously approved.

POLICY

None.

EDUCATION & CURRICULUM

None.

BUILDING & GROUNDS

1. Mrs. Metzgar provided an update on the following Building & Grounds items:
 - Exhaust Fan Replacement Project
 - 1941 Drainage Project
 - Cafeteria Serving Line
 - Phone System
2. Motion made by Mr. Franek, second by Mrs. Williver, to approve building and use calendar for September 2023. A voice vote was taken and unanimously approved.
3. Motion made by Mr. Franek, second by Mrs. Williver, 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.

TRANSPORTATION

1. Motion made by Mrs. Valeich, second by Mr. DeGroat, to approve the attached bus routes and stops for the 2023-2024 school year. 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 July 18, 2023-August 21, 2023 as attached:

Account	Check Numbers	Amount
Funds 10, 11, 12, 20	28910-28994, N0718, N0719, N0721, N0731, N0815. Void#28980, 28981, 28982	\$ 716,841.01
Student Activities	N/A	N/A
Cafeteria	2698	\$ 6,475.30
Grand Total		\$723,316.31

A voice vote was taken and unanimously approved.

2. 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.
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 transfers from July 1, 2023 to July 31, 2023 as attached. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Thibault, second by Mrs. Valeich, to approve appropriation of the Maintenance of Equity (MOEq) Aid in the amount of \$150,000 as of July 1, 2023. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Thibault, second by Mrs. Kraft, to approve School Device Coverage to provide an optional parent paid insurance program for student chromebooks at a cost of \$20/device/year. A voice vote was taken and unanimously approved.
7. Motion made by Mrs. Thibault, second by Mr. DeGroat, to accept the following 2023-2024 tuition student beginning September 5, 2023-June 30, 2024:

Sending District	Student	Tuition Cost	Program
Mount Olive	02112012	\$22,000	Grade 6

A voice vote was taken and unanimously approved.

LEGISLATION

Mrs. Kraft reported on the following items:

Over the past couple of weeks, Governor Murphy signed various bills affecting public school districts and students into law.

Social Media Impact Study- establishes a “Commission on the Effects of Social Media Usage on Adolescents” to study the extent of social media usage in and out of public schools, and to determine the effects that use has on students’ health and academic performance.

Expanding Medicaid-Funded School Health Services- is designed to expand the state’s school-based Medicaid reimbursement program to include covered behavioral health services.

Suicide Prevention Training-

Requires additional school district personnel to complete a training program on suicide prevention. Prior to this law, public school teaching staff members received instruction in suicide prevention as part of their professional development requirements. This law provides that a school district employee who was not subject to that requirement, and an employee of a contracted service provider who has regular contact with students, will be required to complete a one-time training program in suicide prevention, awareness and response identified by the NJDOE.

Extending Flexibility to Hire Retirees- extends the flexibility for school districts to hire retirees for the 2023-2024 school year, which is aimed to alleviate the staffing shortage.

COMMUNITY RELATIONS

No Report.

UNFINISHED BUSINESS

1. Board member required training- Due December 31, 2023.
2. NJSBA Conference Registration October 23-26, 2023. Please notify Mrs. Metzgar by October 1st if you are unable to attend.

NEW BUSINESS

1. Board negotiations training- scheduled for September 11, 2023.
2. Board/District Goal Setting Meeting- Scheduled for September 25, 2023.

PUBLIC PARTICIPATION

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None.

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mrs. Thibault, second by Mrs. Valeich at 7:33 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 Legal Matters 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 Thibault, second by Mr. Franek at 8:05 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, second by Mrs. Valeich to adjourn the meeting at 8:05 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar

Business Administrator/Board Secretary