

**STILLWATER TOWNSHIP BOARD OF EDUCATION**

Regular Meeting- 7:00 P.M.-Library

Agenda-July 22, 2024

**A. CALL TO ORDER**

**Mrs. Galante**

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.

**B. FLAG SALUTE**

**Mrs. Galante**

**C. ROLL CALL**

**Mrs. Metzgar**

<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>ABSENT</b>
Dennis DeGroat		
Darrick Franek		
Margaret Frey		
Krista Galante		
Jennifer Kraft		
Karen Thibault		
Amy Valeich		
Christine Voris		
Cheryl Williver		

**D. BOARD BUSINESS**

**Mrs. Galante**

1. Motion to approve the Regular Board of Education meeting minutes & Executive Session meeting minutes from June 24, 2024. (attachment)

**E. SUPERINTENDENT'S REPORT**

**Dr. Kochis**

**F. CORRESPONDENCE**

**Mrs. Galante**

**G. PRESIDENT'S COMMENTS**

**Mrs. Galante**

**H. PUBLIC PARTICIPATION**

**Mrs. Galante**

*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. \*\**

**I. ACTION ITEMS:**

**PERSONNEL**

**Mr. DeGroat**

1. Motion, upon the recommendation of the Superintendent, to approve attached professional days. (attachment)
2. Motion to approve Membership dues to New Jersey Association of Educational Leaders (NJAELE) for William Kochis for the 2024-2025 school year at a total cost of \$585.00.
3. Motion, upon the recommendation of the Superintendent, to retroactively approve Jessica Garrigan to conduct additional hours outside of the ESY day, to be paid at a rate of \$57.00/hour, paid through IDEA Basic Grant:  
IDEA B Account Number: 20-250-100-101-011-000.

4. Motion, upon the recommendation of the Superintendent, to retroactively change funding source for the following ESY staff:

<u>Name</u>	<u>Previous Funding Source</u>	<u>New Funding Source</u>	<u>Amount</u>
Molly Riva	IDEA-Basic 20-250-100-106-011	IDEA-PS 20-251-100-106-011	\$1,150 (100%)

5. Motion, upon the recommendation of the Superintendent, to retroactively approve the following staff member to hold a Preschool Pops on the Playground Event at a rate of \$34/hour, not to exceed 1 hour on July 16, 2024 (rain date July 17<sup>th</sup>):

-Kayla Schumacher

6. Motion, upon the recommendation of the Superintendent, to approve the following substitute teachers/paraprofessionals/main office secretaries for the 2024-2025 school year:

-Caitlin Pittenger Zgola  
-Corrine Weisighan

7. Motion, upon the recommendation of the Superintendent, to approve the following substitute custodian for the 2024-2025 school year:

Glenn Eisenecker \$16.75/hour

8. Motion, upon the recommendation of the Superintendent, to approve the following graduate classes at the New Jersey City University for Christine Pagano:

<u>Title of Course</u>	<u>Dates</u>	<u>Cost</u>	<u>Reimbursement</u>
Classroom Management, Classroom Behavior and Positive Behavior Supports	September 2024-December 2024	\$2,551.16	Yes, as per SEA Contract
Introduction to Early Childhood Special Education: Establishing a Positive Urban Educational Environment	September 2024-December 2024	\$2,551.16	Yes, as per SEA Contract

9. Motion, upon the recommendation of the Superintendent, to approve the following graduate class at Felician University for Laura Ciccolella, no reimbursement as per SEA contract:

<u>Title of Course</u>	<u>Dates</u>	<u>Cost</u>
School Finance	August 28, 2024-October 16, 2024	\$897.00

10. Motion, 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 criminal history & background check:

<u>Name</u>	<u>Area</u>	<u>Base Hourly Rate</u>	<u>Adjustments</u>	<u>Total Hourly Rate</u>	<u>Contract Hours</u>
Sarah Rusbach	Special Education	\$15.13	N/A	\$15.13	27.5 hours/week
Maria Lewis	Special Education	\$18.35	N/A	\$18.35	27.5 hours/week

11. Motion, upon the recommendation of the Superintendent, to approve the following part-time School Security Officer from August 1, 2024 to June 30, 2025 to be paid \$32.00/hour, pending criminal history & background check:

-George Johnson (attachment)

12. Motion, upon the recommendation of the Superintendent, to approve Laura Ciccolella for summer curriculum writing for the Climate Change Unit, to be paid \$34/hour, not to exceed 40 hours, paid for by the Climate Change Education & Resilience grant, account #20-471-200-100.



13. Motion, upon the recommendation of the Superintendent, to approve Mary DiRienzo to mentor Alexandra Caccavale for a stipend of \$550 for the 2024-2025 school year.

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14. Motion, upon the recommendation of the Superintendent, to approve Kristin Oyen as the full-time special education long term maternity leave teacher to begin August 28, 2024-November 27, 2024 at a rate of \$384.66 per day (MA+15,11), pending negotiations, no benefits, to be paid on the same schedule as all other substitute teachers. (attachment)
15. Motion, upon the recommendation of the Superintendent, to retroactively approve the following CST member to conduct summer evaluations at a rate of \$57.00/hour for additional time, not to exceed 6 hours (12 hours total), paid through IDEA Basic Grant:  
IDEA B Account Number: 20-250-200-104-011-000  
Brianne Dennis

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## **POLICY**

**Mrs. Frey**

1. Motion to approve the first reading of the following revised policies:
  - Policy#3542.2 School Meal Program Arrears (attachment)
  - Policy#3571.4 Audit (attachment)
  - Policy#5113 Attendance, Absences, and Excuses (attachment)
  - Policy#5141.8 Sports Related Concussion and Head Injury (attachment)
  - Policy#6114 Emergencies and Disaster Preparedness (attachment)
  - Policy#6140 Curriculum Adoption (attachment)

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## **EDUCATION & CURRICULUM**

**Mrs. Kraft**

1. Motion to approve professional development keynote speaker Gian Paul Gonzalez at a total cost of \$4,000 to be split with KRHS, Fredon, Hampton, Sandyston, and Stillwater. Stillwater's portion of \$800 will be paid out of the ARP ESSER-Accelerated Learning Coaching Grant. Account# 20-488-200-500. Kittatinny will be the LEA.
2. Motion to approve professional development training on Literacy Workshop for the 2024-2025 school year at a total cost of \$21,600 to be split with Fredon, Hampton, Sandyston, and Stillwater. Stillwater's portion of \$5,400 will be paid out of the ESEA Title II Grant (88.7%) & remainder to the general fund. Account # 20-275-200-530. Sandyston-Walpack will be the LEA.
3. Motion upon the recommendation of the Superintendent, to approve shared service contract agreement for the 2024-2025 school year with Kittatinny Regional High School, for a Spanish Teacher, Stella Goyo-Shields, for an annual cost of \$51,181.16. KRHS will be LEA.

4. Motion to approve the cost of the lifeguards for the Grade 4 Aquatics program at Kittatinny Regional High School from September 30, 2024-October 4, 2024 for a total cost of \$650 to be paid to KRHS.
5. Motion to approve the revised Safe Return Plan for the Stillwater Township Elementary School as required by ARP ESSER Funding. (attachment)
6. Motion upon the recommendation of the Superintendent, to approve revised 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 & Fredon will be the LEAs.
7. Motion upon the recommendation of the Superintendent, to retroactively approve contract agreement from July 1, 2024-June 30, 2025 with Sussex County Educational Services Commission, for a LDTC, Kathleen Grennan for an hourly rate of \$104.00 plus 3% admin fee for up to 15 hours per month.

**BUILDING & GROUNDS**

**Mrs. Williver**

1. Buildings and Grounds Update- Mrs. Metzgar
2. Motion to approve building and use calendar for August 2024. (attachment)
3. Motion to approve JM Carpet Express to complete repairs to the cafeteria & gym floors in the amount of \$3,900.
4. Motion to authorize René Metzgar, Business Administrator, to implement emergency contract approval in accordance with Title 18A-18A-7, as authorized by the County Office for the purpose of septic repairs.
5. Motion to approve CJ Vanderbeck and Son, Inc. for the 2024 boiler cleaning in the amount of \$11,800.  
Other quote: Combustion Service Corp.- \$16,600
6. Motion to accept the following time and material quotes for the 2024-2025 school year:

Service	Company	Rates
Locksmith	Able Security Locksmiths	Hourly Rate: \$120/hour Travel Time: \$79 Mark Up: 25%
Heating/Cooling/Boiler Repairs	CJ Vanderbeck and Son, Inc.	Hourly Rate: \$140/hour Overtime Rate: \$210/hour Mark Up: 20%

Plumbing/Water UV System/Soda Ash	Iron Mountain Mechanical	Hourly Rate: \$165/hour Emergency Rate: \$247.50/hour Mark Up: 20%
Electrician	Meyer Electric	Hourly Rate: \$125/hour Travel Time: Hourly rate only for Emergencies Mark Up: 25%

**TRANSPORTATION**

**Mrs. Valeich**

- Motion to approve Kittatinny Regional High School for Joint Transportation coordination services for aid in lieu students for the 2024-2025 school year as listed:  
 Administrative fee of 4%-Est: \$659.12  
 Estimated Aid in lieu: 14 students- \$16,478  
 Costs may change if enrollment at nonpublic or charter changes-AIL for 2024-2025 is \$1,177/student.
- Motion to approve renewal of school activities transportation contract with Stocker Bus Company for the 2024-2025 school year in the following amounts as listed:

Route	Prev. Yrs Cost	Aide	# of Days	CPI 5.81%	Inc/Dec	Total renewal Cost
FT19-20	\$6,710.42	0	180	\$ 389.77	0	\$7,100.19

**TOTAL ANNUAL COST      \$7,100.19**

\*Stillwater will only be charged for attended trips.

ID Number	Destination	Departure/Return	Basis of Bus	Renewal Cost	NJSA 18A:39-3	Total
FT19-20-1	Ideal Farms, Lafayette, NJ	9:00 am/ 2:00 pm	54 Passenger school bus	\$329.12	19.12	348.24
FT19-20-2	Sussex Fairgrounds, Augusta, NJ	9:00 am/ 12:30 pm	54 Passenger school bus	\$239.85	13.93	253.78
FT19-20-3	Turtle Back Zoo, West Orange, NJ	8:45 am/ 2:30 pm	54 Passenger school bus	\$446.27	25.92	472.19
FT19-20-4	Crayola Factory, Easton, PA	8:45 am/ 2:30 pm	54 Passenger school bus	\$457.42	26.57	483.99
FT19-20-5	Rizzo's Wildlife World, Flanders, NJ	9:00 am/ 1:45 pm	54 Passenger school bus	\$373.73	21.71	395.44
FT19-20-6	Jockey Hollow, Morristown, NJ	8:40 am/ 2:30 pm	54 Passenger school bus	\$446.27	25.92	472.19
FT19-20-7	Quiet Valley, Stroudsburg, PA	8:40 am/ 2:30 pm	54 Passenger school bus	\$457.42	26.57	483.99
FT19-20-8	Kittatinny Regional HS, Newton, NJ	12:30 pm/ 2:15 pm	54 Passenger school bus	\$161.76	9.39	171.15



FT19-20-9	Kittatinny Regional HS, Newton, NJ	11:20 am/ 2:10 pm	54 Passenger school bus	\$251.01	14.58	265.59
	KRHS, Newton, NJ		54 Passenger school bus,			
FT19-20-10	(includes stop at Dairy Queen, Newton, NJ)	8:45 am/ 1:30 pm	additional stop at Dairy Queen	\$312.39	18.14	330.53
FT19-20-11	High Point Regional High School, Sussex, NJ	8:45 am/ 2:30 pm	54 Passenger school bus	\$373.73	21.71	395.44
FT19-20-12	Lafayette Township School, Lafayette, NJ	8:30 am/ 2:00 pm	54 Passenger school bus	\$362.58	21.06	383.64
FT19-20-13	Fredon School, Newton, NJ	8:30 am/ 11:00 am	54 Passenger school bus	\$184.06	10.69	194.75
FT19-20-14	Sandyston-Walpack School, Layton, NJ	8:30 am/ 11:00 am	54 Passenger school bus	\$184.06	10.69	194.75
FT19-20-15	McKeown School, Newton, NJ	12:00 pm/ 2:00 pm	54 Passenger school bus	\$184.06	10.69	194.75
FT19-20-16	Kittatinny Regional HS, Newton, NJ	8:45 am/ 1:00 pm	54 Passenger school bus destination	\$278.90	16.2	295.1
FT19-20-17	Fairview Lake YMCA, Stillwater, NJ	2:35 pm/ N/A - parent pick up	54 Passenger school bus, one way only	\$83.66	4.86	88.52
FT19-20-18	Sussex Tech, Sparta, NJ	8:25 am/ 2:30 pm	54 Passenger school bus	\$373.73	21.71	395.44
FT19-20-19	Sparta HS, Sparta, NJ	8:25 am/ 2:30 pm	54 Passenger school bus	\$373.73	21.71	395.44
FT19-20-20	Sparta HS, Sparta, NJ	8:45 am/ 11:00 am	54 Passenger school bus	\$184.06	10.69	194.75
FT19-20-21	Sussex Tech, Sparta, NJ	8:45 am/ 11:00 am	54 Passenger school bus	\$184.06	10.69	194.75
FT19-20-22	Kittatinny Regional HS, Newton, NJ	9:25 am/ 11:50 am	54 Passenger school bus	\$195.22	11.34	206.56
FT19-20-23	Hills House, Hackettstown, NJ	8:45 am/ 12:45 pm	54 Passenger school bus	\$273.33	15.88	289.21

**BUDGET & FINANCE**

**Mrs. Thibault**

- Motion to approve the following checks from June 25, 2024-June 30, 2024 as attached: (attachment)

Account	Check Numbers	Amount
Funds 10, 11, 12, 20	29551-29595, N0628,N0630, N0631	\$193,252.07
Capital Reserve	N/A	\$0
Student Activities	N/A	\$0
Cafeteria	2723-2724	\$6,358.56
<b>Grand Total</b>		<b>\$199,610.63</b>

2. Motion to approve the following checks from July 1, 2024-July 22, 2024 as attached: (attachment)

Account	Check Numbers	Amount
Funds 10, 11, 12, 20	29596-29635, N0715	\$235,492.58
Capital Reserve	N/A	\$0
Student Activities	6686	\$728.00
Cafeteria	2725	\$2,211.03
<b>Grand Total</b>		<b>\$238,431.61</b>

3. Motion to approve the attached list of purchase orders over \$1,000 for the 2023-2024 school year. (attachment)
4. Motion to approve the attached list of purchase orders over \$1,000 for the 2024-2025 school year. (attachment)
5. Motion to approve monthly travel as attached. (attachment)
6. ~~Motion to approve transfers from June 1, 2024 to June 30, 2024 as attached. (attachment)~~
7. Motion to authorize the submission of the IDEA Grant applications for FY2025, and accepts the grant award of these funds upon subsequent approval of the FY2025 application as listed:  
 IDEA Basic- \$80,052  
 IDEA PS- \$5,843
8. Motion to approve the procedures for using legal council in accordance with 6A:23A-5.2, as attached. (attachment)
9. 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. This change is due to a merger of Cornell, Merlino, & Osborne LLC and Methfessel & Werbel, P.C.

Service	Vendor	Cost
Board Attorney	Methfessel & Werbel, P.C.	\$170/hour Not to exceed \$40,000

J. **LEGISLATION**

**Mrs. Kraft**



K. COMMUNITY RELATIONS

Mrs. Voris

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L. UNFINISHED BUSINESS

Mrs. Galante

1. Board member required training- Due December 31, 2024
2. NJSBA Convention- October 21-24, 2024
3. School Board Petitions due to the County Clerk's Office by July 29, 2024 by 4:00 pm.

M. NEW BUSINESS

Mrs. Galante

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N. PUBLIC PARTICIPATION

Mrs. Galante

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O. EXECUTIVE SESSION

Mrs. Galante

BE IT HEREBY RESOLVED by 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.

P. ADJOURN