

August 19, 2024

The Stillwater Township Board of Education met on August 19, 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. Williver led the flag salute. The following Board members were present: Mrs. Galante, Mrs. Williver, Mr. DeGroat, Mr. Franek, Mrs. Valeich, Mrs. Kraft, and Mrs. Voris.

Absent: Mrs. Frey & Mrs. Thibault.

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 Mr. Franek, to approve the Regular Board of Education meeting minutes & Executive Session meeting minutes from July 22, 2024. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Valeich, second by Mr. DeGroat, to approve the Preliminary (prior to audit) June 30, 2024 Board Secretary's and Treasurer's Reports which balanced in the amount of \$3,070,715.52 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of June 30, 2024 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. Resolution made by Mrs. Williver, second by Mr. DeGroat, for the following board members and administration, as per contract, to attend the NJSBA Workshop on October 21-24, 2024:

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
Jennifer Kraft
Cheryl Williver
René Metzgar
William Kochis

Pursuant to OMB Circulars & A-5 travel regulations:

As per GSA rates, subject to change for October 2024 travel:

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

Max. daily meals & incidentals \$ 59.00

Lodging Max: \$107/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:

- Stillwater School has received the Bronze Certification for Sustainable NJ. He thanked the committee for a great job!
- Professional Development days for staff on August 28th & 29th.
- Back to School Night- September 12th
- Thanked the 12 month employees for all their work over the summer.

CORRESPONDENCE

-None.

PRESIDENT'S COMMENTS

President Galante thanked Dr. Kochis for attending the presentation regarding the debrief of the Marjory Stoneman Douglas HS shooting.

She also wished the teachers good luck for the start of the school year!

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 Mr. Franek, to approve the district/school wide professional development plan for the 2024-2025 school year. A voice vote was taken and unanimously approved.

3. Motion made by Mr. DeGroat, second by Mrs. Williver, upon the recommendation of the Superintendent, to approve the following library volunteers for the 2024-2025 school year:
 - Kathleen Hunt
 - Peggy ColbertA voice vote was taken and unanimously approved.
4. Motion made by Mr. DeGroat, second by Mrs. Kraft, upon the recommendation of the Superintendent, to approve Ana Cristina Walaszczyk as a bus aide from September 1, 2024 to June 30, 2025 for a stipend in the amount of \$3,240, to be paid as worked. 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 the following staff members to rotate/sub as a bus aide from September 1, 2024 to June 30, 2025 to be paid a daily rate of \$18.00, not to exceed a total of \$3,240 to be paid as per timesheets submitted:
 - Tracey Coombs
 - Killian LeahyA roll call vote was taken and unanimously approved.
6. Motion made by Mr. DeGroat, second by Mr. Franek, to approve the ST25 route bus aide/subs to be funded 100% through IDEA-Basic funds for the 2024-2025 school year. Account number: 20-250-200-104-011. A voice vote was taken and unanimously approved.
7. Motion made by Mr. DeGroat, second by Mrs. Kraft, upon the recommendation of the Superintendent, to approve the following substitute paraprofessional/main office secretary for the 2024-2025 school year:
 - Leighann PuccioA 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 the District Threat Assessment Team for the 2024-2025 school year:
 - William Kochis
 - Marissa Cramer
 - Jeanne Smetana
 - Maureen Riva
 - Thomas Leahy
 - George JohnsonA voice vote was taken and unanimously approved.
9. Motion made by Mr. DeGroat, second by Mrs. Williver, upon the recommendation of the Superintendent, to approve advancement on guide for Maureen Riva for the 2024-2025 school year from MA, Step 12 to MA+15, Step 12 pending negotiations, and receipt of official transcripts. 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 approve the following graduate classes at Centenary University for Maureen Riva, no reimbursement as per SEA Contract:

<u>Title of Course</u>	<u>Dates</u>	<u>Cost</u>
Conflict Management	8/28/24-12/18/24	\$2,400
Continuous Improvement	8/28/24-12/18/24	\$2,400

A voice vote was taken and unanimously approved.

11. Motion made by Mr. DeGroat, second by Mrs. Williver, upon the recommendation of the Superintendent, to approve the following graduate classes at Felician University for Laura Ciccolella, no reimbursement as per SEA contract:

<u>Title of Course</u>	<u>Dates</u>	<u>Cost</u>
School Policy & Regulations	August 27, 2024- October 15, 2024	\$897.00
School and Community Relations	October 22, 2024- December 10, 2024	\$897.00

A voice vote was taken and unanimously approved.

12. Motion made by Mr. DeGroat, second by Mrs. Valeich, to approve the following employee to be charged to the IDEA Basic Grant for the 2024-2025 school year:

<u>Name</u>	<u>Position</u>	<u>Estimated Salary to be charged to grant</u>	<u>% Charged to grant</u>	<u>Expense Account number</u>
Jennifer Sipley	Paraprofessional	\$12,326	81% (Pending Negotiations)	20-250-100-106

A voice vote was taken and unanimously approved.

13. Motion made by Mr. DeGroat, second by Mrs. Kraft, to accept with regret, the resignation of Maria Amella, Paraprofessional, effective August 26, 2024. A voice vote was taken and unanimously approved.
14. Motion made by Mr. DeGroat, second by Mrs. Williver, to accept with regret, the resignation of Lindsay Amabile, Paraprofessional, effective August 13, 2024. A voice vote was taken and unanimously approved.

POLICY

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

Policy#3542.2 School Meal Program Arrears
 Policy#3571.4 Audit
 Policy#5113 Attendance, Absences, and Excuses
 Policy#5141.8 Sports Related Concussion and Head Injury

Policy#6114 Emergencies and Disaster Preparedness
Policy#6140 Curriculum Adoption

A voice vote was taken and unanimously approved.

EDUCATION & CURRICULUM

1. Motion made by Mrs. Kraft, second by Mr. DeGroat, to approve professional development training on Managing Behaviors in the Classroom from Beyond Behaviors on October 14, 2024 at a total cost of \$1,000 to be split with Fredon, Hampton, Sandyston, and Stillwater. Stillwater's portion of \$250 will be paid out of PEA funds. Stillwater will be the LEA. A voice vote was taken and unanimously approved.
2. Motion made by Mrs. Kraft, second by Mrs. Williver, to approve professional development training on SAVVAS Math Program for the 2024-2025 school year at a total cost of \$6,350 to be split with Fredon, Hampton, Sandyston, and Stillwater. Stillwater's portion of \$1,587.50 will be paid out of the ESEA Title IV (90.7%) & remainder to the general fund. Account # 20-280-200-500. Stillwater will be the LEA. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Kraft, second by Mr. DeGroat, to rescind the following motion that was approved at the July 22, 2024 Regular Board of Education Meeting:
Motion made by Mrs. Kraft, second by Mr. DeGroat, 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. A voice vote was taken and unanimously approved.
A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Kraft, second by Mrs. Williver to approve professional development training on Literacy Workshop for the 2024-2025 school year at a total cost of \$19,800 to be split with Fredon, Hampton, Sandyston, and Stillwater. Stillwater's portion of \$4,950 will be paid out of the ESEA Title II Grant (96.8%) & remainder to the general fund. Account # 20-275-200-530. Sandyston-Walpack will be the LEA. A voice vote was taken and unanimously approved.
5. Motion made by Mrs. Kraft, second by Mr. DeGroat, upon the recommendation of the Superintendent, to approve the revised 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 \$51,811.66. KRHS will be LEA. A voice vote was taken and unanimously approved.
6. Motion made by Mrs. Kraft, second by Mr. Franek, to approve the Title I District School Parental Involvement & Family Engagement Requirements for the 2024-2025 school year as attached. A voice vote was taken and unanimously approved.

7. Motion made by Mrs. Kraft, second by Mr. DeGroat, to approve agreement with Morris County Educational Services Commission for Professional Support services as needed for the 2024-2025 school year. A voice vote was taken and unanimously approved.
8. Motion made by Mrs. Kraft, second by Mrs. Williver, to approve the Stillwater Township School Chapter 27 Emergency Virtual or Remote Instruction Plan and submit to the County Office. A voice vote was taken and unanimously approved.

BUILDING & GROUNDS

1. Mrs. Metzgar provided an update on the following items:
 - New School Website
 - Knox Box
 - Septic System
 - Drain pipe under building
 - Tiles installed in gym & cafeteria
 - Generator
 - WiFi Access Points
2. Motion made by Mrs. Williver, second by Mrs. Valeich, to approve building and use calendar for September 2024. A voice 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 2024-2025 school year. A voice vote was taken and unanimously approved.

BUDGET & FINANCE

1. Motion made by Mrs. Valeich, second by Mr. DeGroat, to approve the following checks from July 23, 2024-August 19, 2024 as attached:

Account	Check Numbers	Amount
Funds 10, 11, 12, 20	29636-29687, N0723, N0730, N0731, N0732, N0733, N0815, void ck#29646, void ck#29554, Void N0717	\$463,232.53
Capital Reserve	N/A	\$0
Student Activities	N/A	\$0
Cafeteria	N/A	\$0
Grand Total		\$463,232.53

A voice vote was taken and unanimously approved.

2. Motion made by Mrs. Valeich, second by Mr. DeGroat, to approve the attached list of purchase orders over \$1,000 for the 2024-2025 school year. A voice vote was taken and unanimously approved.
3. Motion made by Mrs. Valeich, second by Mr. DeGroat, to approve monthly travel as attached. A voice vote was taken and unanimously approved.
4. Motion made by Mrs. Valeich, second by Mr. DeGroat, 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.
5. Motion made by Mrs. Valeich, second by Mr. DeGroat, to authorize the withdrawal of \$30,000 from the Maintenance Reserve account for the purpose of the storm drain pipe liner repairs (\$5,482.00) and for the septic repairs (est. \$24,518). Any unused funds will be returned to the maintenance reserve account. A roll call vote was taken and unanimously approved.
6. Motion made by Mrs. Valeich, second by Mr. DeGroat, to accept the following donation for the Schoolyard Garden & Greenhouse from Cerbo's, valued at \$300:
 - 3 container trees/shrubs
 - 15 assorted perennialsA voice vote was taken and unanimously approved.

LEGISLATION

None.

COMMUNITY RELATIONS

Mrs. Voris reported on the following items:

- Senior Citizen ice cream social- Stillwater Rec Center- August 31st .
- Fall Soccer registration is open.
- PTA Event-This Thursday- Donations/Swap for gently used backpacks and sports gear at Veterans Park.

UNFINISHED BUSINESS

1. Board member required training- Due December 31, 2024
2. NJSBA Convention- October 21-24, 2024

NEW BUSINESS

1. Board/District Goal Setting Meeting- Scheduled for September 23, 2024.
2. Mrs. Metzgar & Dr. Kochis discussed a suggested change in the agenda layout for future meetings.

PUBLIC PARTICIPATION

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None.

EXECUTIVE SESSION

None.

ADJOURN

Motion made by Mr. DeGroat and second by Mrs. Valeich, to adjourn the meeting at 7:34 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar
Business Administrator/Board Secretary