

STILLWATER TOWNSHIP BOARD OF EDUCATION

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

Agenda-November 18, 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

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

D. BOARD BUSINESS

Mrs. Galante

That the following Board Business resolutions 1-3 be approved:

1. Motion to approve the Committee of the Whole Board of Education meeting minutes from November 4, 2024. (attachment)
2. Motion to approve the October 31, 2024 Board Secretary’s and Treasurer’s Reports which balanced in the amount of \$3,707,519.71 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of October 31, 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. (attachment)
3. Motion to approve the 2025 Board Reorganization Meeting & Committee of the Whole Meeting to be held on Monday, January 6, 2025 with a snow date of Tuesday, January 7, 2025 beginning at 7:00 pm.

Moved By: _____ Seconded By: _____

Vote:

4. Unofficial Election Results- Mrs. Metzgar

That the following Board Business resolutions 5-6 be approved:

5. Motion to approve the following board goals for the 2024-2025 school year:

2024-2025 Proposed Goals

1. Provide support to the Administration in the pursuit and achievement of the District Goals.
 2. The Board commits to pursuing training opportunities both individually and as a full Board including completion of the board self-evaluation.
 3. Provide support for the next strategic plan process.
 4. Continue to maintain open communication with our community and to support the district's communication efforts in relation to school funding changes.
-
6. Establish Board Goals Committee/Action plan process:

Motion to form an ad-hoc committee to develop board goals action plans with the following members (4 max):
 - 1.
 - 2.
 - 3.
 - 4.

Moved By: _____ Seconded By: _____

Vote:

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. PUBLIC HEARING ON BUSINESS ADMINISTRATOR/BOARD SECRETARY/TECHNOLOGY MANAGER CONTRACT & PUBLIC PARTICIPATION- Business Administrator Contract only

-Business Administrator/Board Secretary/Technology Manager contract: finalized due to pending staff negotiations.

J. ACTION ITEMS:

PERSONNEL

Mr. DeGroat

That the following Personnel resolutions 1-7 be approved as recommended by Superintendent:

1. Motion, upon the recommendation of the Superintendent, to approve attached professional days. (attachment)
2. Motion, upon the recommendation of the Superintendent, to approve contract from on or about November 19, 2024 to June 30, 2025 with Daniel O'Leary, as a part time, 12 month, 25 hours/week custodian, for an annual salary of \$18,600 (\$15.50/hr) to be pro-rated to start date, pending criminal history and background check. (attachment)

3. Motion, upon the recommendation of the Superintendent, to approve the following substitute teacher/paraprofessional/main office secretary for the 2024-2025 school year, beginning November 19, 2024:

Albina Voris

4. Motion, upon the recommendation of the Superintendent to approve the following instructional staff contracts for the 2024-2025 school year from August 28, 2024 to June 30, 2025 as per the SEA Agreement:

<u>Employee Name</u>	<u>Position</u>	<u>FTE</u>	<u>2024-2025 Step</u>	<u>2024-2025 Salary</u>
Barmore, Jocelyn	Preschool	1.0	BA, 2	\$ 61,377
Bickhardt, Lorraine	Elementary	1.0	MA, L3	\$ 92,235
Bird, Michele	Elementary	1.0	BA, 11	\$ 72,907
Both, Spencer	Music	0.8	BA, 1	\$ 48,461.60
Bradley, Katie	Preschool	1.0	MA, 5	\$ 68,927
Caccavale, Alexandra	Special Education	1.0	BA, 0	\$ 59,777
Celentano, Brittany	Elementary	1.0	MA,15	\$ 85,012
Ciccolella, Laura	Makerspace	0.81 (5.7/hrs/day)	MA, 8	\$ 59,021.06
Collier, Lynda	Elementary	1.0	BA, L3	\$ 88,035
Davies, Kayla	Preschool	1.0	BA+15, 5	\$ 66,727
Dennis, Brianne	Psychologist	0.2	MA+30, 12	\$ 16,260.40
DiRienzo, Mary	Special Education	1.0	BA, 11	\$ 72,907
Earley, Meghan	Physical Ed/Health	1.0	BA, 15	\$ 80,612
Fedorczyk, Alyssa	Special Education	1.0	BA, 7	\$ 66,897
Garrigan, Jessica	Speech	1.0	MA, 14	\$ 83,142
Green, Janessa	Preschool	1.0	BA, 12	\$ 74,802
Hoon, Danielle	Elementary	1.0	MA+15, 3	\$ 67,677
Hurley, Colleen	Nurse	1.0	BA+15, 15	\$ 83,812
Johnson, Beth	Elementary	1.0	MA, L3	\$ 92,235
Knapp, Ramona	Elementary	1.0	MA, L3	\$ 92,235
Leppert, Kayleigh	Elementary	1.0	BA, 7	\$ 66,897
LoCicero, Kerri	Special Education	1.0	BA, 6	\$ 65,712
Maeurer, Keri	Elementary	1.0	MA, L1	\$ 86,907
Mahedy, Janet	Middle	1.0	MA+30, L2	\$ 90,962
McGowan, Ashley	Special Education	1.0	BA, 7	\$ 66,897
Newman, Jessica	Elementary	1.0	MA+15, 15	\$ 86,112
Pagano, Christine	Preschool	1.0	BA, L3	\$ 88,035
Phlegar, Kaitlin	Special Education	1.0	MA, 8	\$ 72,482
Piazza, Melissa	Art/Mindfulness	1.0	BA, L3	\$ 88,035
Pittenger, Sarah	Special Education	1.0	BA, 2	\$ 61,377

Riva, Maureen	Special Education/Pinwheel	1.0	MA+15, 13	\$ 82,247
Robinson, Corrine	Elementary	1.0	MA, L3	\$ 92,235
Smetana, Jeanne	Social Worker	1.0	MA, 14	\$ 83,142
Steffens, Jessica	Middle	1.0	MA, 15	\$ 85,012
Then, Erica	Elementary	1.0	BA, 14	\$ 78,742
Tiberi, Stephen	Physical Ed/Health	1.0	MA, 9	\$ 73,667
Visco, Michelle	RTI	1.0	MA+30, 13	\$ 83,247

5. Motion, upon the recommendation of the Superintendent to approve the following full-time paraprofessional staff contracts for the 2024-2025 school year from August 28, 2024 to June 30, 2025 as per the SEA Agreement:

<u>Name</u>	<u>Area</u>	<u>Base Hourly Rate</u>	<u>Base Salary</u>	<u>Adjustments</u>	<u>Total Salary</u>
Coombs, Tracey	Preschool	\$19.53	\$ 23,102.57	N/A	\$ 23,102.57
Leahy, Killian	Preschool	\$15.58	\$ 18,435.75	N/A	\$ 18,435.75
Walaszczyk, A. Cristina	Preschool	\$15.58	\$ 18,435.75	N/A	\$ 18,435.75

6. 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:

<u>Name</u>	<u>Area</u>	<u>Base Hourly Rate</u>	<u>Adjustments</u>	<u>Total Hourly Rate</u>	<u>Contract Hours</u>
Buff, Lori	Special Education	\$15.58	\$.50 Associates Degree	\$16.08	24.17 hours/week (4 hours and 50 minutes/day)
Callaghan, Sherri	Special Education	\$18.46	\$.50 Associates Degree	\$18.96	27.5 hours/week
Caserta, Rebecca	Special Education	\$15.58	N/A	\$15.58	27.5 hours/week
Castner, Denise	Preschool	\$19.61	\$1.00/hr Teaching Certification	\$20.61	15 hours/week
Kerkhoven, Nicole	Special Education	\$15.58	N/A	\$15.58	27.5 hours/week
Perez, Emily	Special Education	\$15.58	Associates: \$0.50	\$16.08	27.5 hours/week
Ponte, Isabel	Special Education	\$15.58	N/A	\$15.58	27.5 hours/week

Schneider, Kathrine	Special Education	\$15.58	Bachelor's: \$0.75	\$16.33	27.5 hours/week
Sheridan, Deirde	Special Education	\$15.58	N/A	\$15.58	27.5 hours/week
Sipley, Jennifer	Special Education	\$15.58	N/A	\$15.58	27.5 hours/week

7. Motion, upon the recommendation of the Superintendent to approve the following non-instructional staff contracts for the 2024-2025 school year from July 1, 2024 to June 30, 2025 as per the SEA Agreement:

<u>Employee Name</u>	<u>Position</u>	<u>Base Salary</u>	<u>Longevity</u>	<u>Total Salary</u>
Berger, Deborah	CST Secretary	\$ 50,516.32	N/A	\$ 50,516.32
Kampka, Kimberly	PT Custodian (5hrs/day)	\$ 18,700.68 (\$15.58/hr)	N/A	\$ 18,700.68
Kay, Robert	Custodian	\$ 43,775.00	N/A	\$ 43,775.00
Post, Gary	Custodian	\$ 51,177.55	\$400	\$ 51,577.55
Roycroft, Lisa	Main Office Secretary	\$ 48,223.29	N/A	\$ 48,223.29

Moved By: _____ Seconded By: _____

Roll Call Vote:

That the following Personnel resolutions 8-12 be approved as recommended by Superintendent:

8. Motion, upon the recommendation of the Superintendent to approve the following staff contracts for the 2024-2025 school year from July 1, 2024 to June 30, 2025:

<u>Employee Name</u>	<u>FTE</u>	<u>Position</u>	<u>Salary</u>
Culver, Charles	Part-Time	Technology Coordinator	\$ 24,052.23
Kane, Kathleen	Part-Time	Treasurer of School Monies	\$ 3,744.40
Leahy, Thomas	Part-Time	Security Officer	\$ 35.38/hour
Maggio, Michael	1.0	Maintenance/Building & Grounds	\$ 73,926.30
Reed, Megan	1.0	Administrative Assistant to the Business Administrator	\$ 53,646.28
Williams, Kimberly	27.5 hrs/week	Part-Time Administrative Assistant to the Superintendent	\$ 33,882.88

9. Motion, upon the recommendation of the Superintendent, to approve contract with Marissa Cramer as Principal/Supervisor of Child Study Team, Special Education, BSI from July 1, 2024-June 30, 2025, in the amount of \$114,362.84.

10. Motion, upon the recommendation of the Superintendent, to approve contract with René Metzgar as School Business Administrator/Board Secretary/Technology Manager, from July 1, 2024-June 30, 2025, in the amount of \$131,858.97. Contract was approved by the county office on November 4, 2024.
11. Motion, upon the recommendation of the Superintendent, to approve revised contract with Kristin Oyen as the full-time special education long term maternity leave teacher beginning August 28, 2024-November 27, 2024 at a rate of \$392.04 per day (MA+15,11) no benefits, to be paid on the same schedule as all other substitute teachers.
12. Motion to approve the following employee to be charged to the IDEA Basic Grant for the 2024-2025 school year, revised due to contract settlement:

Name	Position	Estimated Salary to be charged to grant	% Charged to grant	Expense Account number
Jennifer Siple	Paraprofessional	\$14,445.50	92%	20-250-100-106

Moved By: _____ Seconded By: _____

Roll Call Vote:

POLICY

Mrs. Frey

That the following policy resolutions be approved:

1. Motion to approve the first reading of the following revised policy:

Policy#3570 District Records and Reports (attachment)

Moved By: _____ Seconded By: _____

Vote:

EDUCATION & CURRICULUM

Mrs. Kraft

That the following Education & Curriculum resolutions be approved:

1. Motion to rescind the following motion that was approved at the September 23, 2024 Regular Board of Education Meeting:
Motion made by Mrs. Kraft, second by Mrs. Frey, to approve Jessica Frank to provide the CPR Recertification class to 12 employees at a rate of \$20.00/person, for a total of \$240, pending receipt of required paperwork. A voice vote was taken and unanimously approved.
2. Motion to approve Scott Zymet to provide the CPR Recertification class to 12 employees at a rate of \$40.00/person, for a total of \$480, pending receipt of required paperwork.

Moved By: _____ Seconded By: _____

Vote:

BUILDING & GROUNDS

Mrs. Williver

That the following Building & Grounds resolutions be approved:

1. Motion to retroactively approve the revised building and use calendar for November 2024. (attachment)
2. Motion to approve building and use calendar for December 2024. (attachment)

Moved By: _____ Seconded By: _____

Vote:

TRANSPORTATION

Mrs. Valeich

That the following Transportation resolutions be approved:

1. Motion to approve the following field trips for the 2024-2025 school year:

Location	Grade
Stillwater Community Center	6

- Motion to approve transportation with Stocker Bus for the following field trips for the 2024-2025 school year:

Date	Location	Grade	Cost
January 17, 2025	Stillwater Community Center	6	\$300 (Funded by the Climate Grant)
February 21, 2025	Stillwater Community Center	6	\$300 (Funded by the Climate Grant)

Moved By: _____ Seconded By: _____

Vote:

BUDGET & FINANCE

Mrs. Thibault

- Handout: 2025-2026 Budget Calendar (attachment)

That the following Budget & Finance resolutions be approved:

- Motion to approve the following checks from October 16, 2024-November 18, 2024 as attached: (attachment)

Account	Check Numbers	Amount
Funds 10, 11, 12, 20	29801-29866, N1031, N1115	\$670,897.18
Capital Reserve	N/A	\$0
Student Activities	6688-6692	\$4,729.50
Cafeteria	2728-2730	\$16,157.04
Grand Total		\$691,783.72

- Motion to approve the attached list of purchase orders over \$1,000 for the 2024-2025 school year. (attachment)
- Motion to approve monthly travel as attached. (attachment)
- Motion to approve transfers from October 1, 2024 to October 31, 2024 as attached. (attachment)
- Motion to accept the donation of \$828.00 from Treadstone Risk Management for the purpose of the Staff Wellness Program for ActiveFit+.

7. Motion to approve the participation in the NexTrex Recycling Challenge for an additional year.

Moved By: _____ Seconded By: _____

Vote:

J. LEGISLATION Mrs. Kraft

K. COMMUNITY RELATIONS Mrs. Voris

L. UNFINISHED BUSINESS Mrs. Galante

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

M. NEW BUSINESS Mrs. Galante

1. Sussex County School Boards Association upcoming meetings:
-December 2, 2024-Hybrid Meeting, Sussex County Community College. Topic: The Vaping Issue in Our Schools
-February 3, 2025- Virtual- Topic: The Role of a School Business Administrator/Board Secretary
-May 6, 2025- Hybrid Meeting, Newton Country Club, Topic: County Teacher of the Year and Celebrations.

N. PUBLIC PARTICIPATION Mrs. Galante
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O. EXECUTIVE SESSION Mrs. Galante

P. ADJOURN