

December 16, 2024

The Stillwater Township Board of Education met on December 16, 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, Mrs. Kraft, Mr. Franek, Mrs. Frey, Mrs. Voris, and Mrs. Thibault.

Absent: Mr. DeGroat & Mrs. Valeich.

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. Mr. Anthony Ardito from Ardito & Company presented the 2023-2024 audit. He stated we are in good financial shape however, state aid remains unpredictable for the future. He also thanked the business office for continuing to do a wonderful job. The presentation is attached to the minutes.

### **That the following Board Business resolutions be approved:**

1. Motion to approve the Regular Board of Education meeting minutes from November 18, 2024. (attachment)
2. Motion to approve the November 30, 2024 Board Secretary's and Treasurer's Reports which balanced in the amount of \$3,689,887.30 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of November 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. (attachment)

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**Moved By:** Mrs. Thibault **Seconded By:** Mrs. Kraft

**Vote:** Mrs. Galante-Aye; Mrs. Williver-Aye; Mr. DeGroat-Absent; Mr. Franek-Aye; Mrs. Frey-Abstain motion # 1, Aye motion #2; Mrs. Kraft-Aye; Mrs. Thibault- Aye; Mrs. Valeich-Absent; and Mrs. Voris- Abstain motion # 1, Aye motion #2. Motions carried.

## SUPERINTENDENT'S REPORT

Dr. Kochis reported on the following items:

- Senior Luncheon
- Trep\$ Marketplace- Thanked Mrs. Mahedy & Mrs. Robinson
- Winter Concert- Thanked Mr. Both
- Announced & Congratulated the Teacher of the Year- Mrs. Johnson and the Support Staff Member of the Year- Mrs. Reed.

## CORRESPONDENCE

None.

## PRESIDENT'S COMMENTS

Mrs. Galante thanked Mrs. Metzgar for a great audit!

## 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

**That the following Personnel resolutions 1-5 be approved as recommended by Superintendent:**

1. Motion, upon the recommendation of the Superintendent, to approve attached professional days. (attachment)
2. Resolution for René Metzgar to attend the New Jersey Association of School Administrators Techspo conference on January 29-31, 2025:
  - 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 conference and informational programs sponsored by New Jersey Association of School

Administrators Techspo and set forth below are directly related to and within the scope of the employees duties; and

WHEREAS, The board of education has determined that the workshop, training and informational programs sponsored by New Jersey Association of School Administrators Techspo 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 Association of School Administrators Techspo 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 Association of School Administrators Techspo 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 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 Association of School Administrators Techspo 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 district employees at the listed New Jersey Association of School Administrators Techspo Network conference 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 Association of School Administrators Techspo, training programs and informational events:

New Jersey Association of School Administrators Techspo

January 29-31, 2025

Registration \$590

Hotel Room- \$97/night plus occupancy fees

Mileage- \$0.47/mile plus tolls

M&IE- \$68 per full day, First & Last: \$51/day

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

Gina McCabe-Richardson (pending criminal history & background check)

Ashley Smith (pending criminal history & background check)

Kim Schwarz

4. Motion, upon the recommendation of the Superintendent, to approve the following graduate classes, as per SEA contract:

<u>Name</u>	<u>Title of Course</u>	<u>Dates</u>	<u>Cost</u>	<u>School</u>	<u>Reimbursement</u>
Laura Ciccolella	Data Informed Leadership	1/14/25-3/11/25	\$897	Felician University	No, as per contract
Laura Ciccolella	School Finance	3/18/25-5/6/25	\$897	Felician University	No, as per contract
Christine Pagano	Seminar & Practicum in Early Childhood Education	January 2025-May 2025	\$2,570.40	New Jersey City University	Yes, as per contract
Christine Pagano	Family, Child, and School Interaction	January 2025-May 2025	\$2,570.40	New Jersey City University	Yes, as per contract

5. Motion, upon the recommendation of the Superintendent to approve the following revised full-time paraprofessional staff contract for the 2024-2025 school year from August 28, 2024 to June 30, 2025 to include longevity:

<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	\$320 Longevity	\$ 23,422.57

**Moved By:** Mrs. Williver **Seconded By:** Mrs. Frey

**Roll Call Vote:** Mrs. Galante-Aye; Mrs. Williver-Aye; Mr. DeGroat-Absent; Mr. Franek-Aye; Mrs. Frey- Aye; Mrs. Kraft-Aye; Mrs. Thibault- Aye; Mrs. Valeich-Absent; and Mrs. Voris-Aye. Motions carried.

**That the following Personnel resolutions 6-9 be approved as recommended by Superintendent:**

6. Motion, upon the recommendation of the Superintendent, to approve the following revised substitute rates effective January 1, 2025 due to the increase in the NJ State Minimum wage requirement:

Aide	\$100.70 per day (no sub cert)
Secretary	\$100.70 per day (no sub cert)
Custodian	\$15.49 per hour

7. Motion, upon the recommendation of the Superintendent, to approve the following revised contracts from January 1, 2025-June 30, 2025 due to the increase in the NJ State Minimum wage requirement, salaries to be prorated to start date of January 1, 2025:

<b>Name</b>	<b>Position</b>	<b>Base Hourly Rate</b>	<b>Adjustments</b>	<b>Total Hourly Rate</b>
LaRocca, Colleen	Part-Time Paraprofessional	\$15.49	N/A	\$15.49
Rusbach, Sara	Part-Time Paraprofessional	\$15.49	N/A	\$15.49

<b>Name</b>	<b>Position</b>	<b>Base Hourly Rate</b>	<b>Base Salary</b>	<b>Adjustments</b>	<b>Total Salary</b>
Pavlick, Rebecca	Full-Time Paraprofessional	\$15.49	\$18,324.67	Bachelor's: \$750	\$19,074.67

8. Motion, upon the recommendation of the Superintendent, to approve the following staff member to sub as a bus aide from December 17, 2024 to June 30, 2025 to be paid a daily rate of \$18.00 (\$9.00/run), to be paid as per timesheets submitted:

-Holly DeStefano

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

-Kristin Oyen  
 -Molly Riva  
 -Megan Hurley-pending receipt of sub certification

**Moved By:** Mrs. Williver **Seconded By:** Mr. Franek

**Roll Call Vote:** Mrs. Galante-Aye; Mrs. Williver-Aye; Mr. DeGroat-Absent; Mr. Franek-Aye; Mrs. Frey- Aye; Mrs. Kraft-Aye; Mrs. Thibault- Aye; Mrs. Valeich-Absent; and Mrs. Voris-Aye. Motions carried.

**POLICY**

**That the following policy resolutions be approved:**

1. Motion to approve the second & final reading of the following revised policy:

Policy#3570 District Records and Reports (attachment)

2. Motion to approve the Entrance and Exit Criteria for Title I. (attachment)

**Moved By:** Mrs. Frey      **Seconded By:** Mrs. Kraft

**Vote:** Mrs. Galante-Aye; Mrs. Williver-Aye; Mr. DeGroat-Absent; Mr. Franek-Aye; Mrs. Frey- Aye; Mrs. Kraft-Aye; Mrs. Thibault- Aye; Mrs. Valeich-Absent; and Mrs. Voris-Aye. Motions carried.

### **EDUCATION & CURRICULUM**

**That the following Education & Curriculum resolutions be approved:**

1. Motion to approve Ginnie’s House to hold a free staff training on February 24, 2025, parent night on February 25, 2025 (snow date February 27, 2025), and student presentation for grades 5 & 6 on February 28, 2025 on the topic of Social Media Safety.
2. Motion to retroactively approve Chris Henke as the pianist for the 2024 holiday concert and rehearsals for a total of \$150.00.
3. Motion to approve Chris Henke as the pianist for the 2025 spring concert and rehearsals for a total of \$150.00.

**Moved By:** Mrs. Kraft      **Seconded By:** Mrs. Williver

**Vote:** Mrs. Galante-Aye; Mrs. Williver-Aye; Mr. DeGroat-Absent; Mr. Franek-Aye; Mrs. Frey- Aye; Mrs. Kraft-Aye; Mrs. Thibault- Aye; Mrs. Valeich-Absent; and Mrs. Voris-Aye. Motions carried.

### **BUILDING & GROUNDS**

1. Mrs. Metzgar reported on the following Building & Grounds items:
  - School Website
  - LRFP 5 year major amendment

**That the following Building & Grounds resolutions be approved:**

2. Motion to approve building and use calendar for January 2025. (attachment)
3. Motion to approve the 2024 Long Range Facility Plan (LRFP) Major Amendment for the Stillwater Township Board of Education. (attachment)

Moved By: Mrs. Williver    **Seconded By:** Mrs. Frey

**Roll Call Vote:** Mrs. Galante-Aye; Mrs. Williver-Aye; Mr. DeGroat-Absent; Mr. Franek-Aye; Mrs. Frey- Aye; Mrs. Kraft-Aye; Mrs. Thibault- Aye; Mrs. Valeich-Absent; and Mrs. Voris-Aye. Motions carried.

**TRANSPORTATION**

**That the following Transportation resolutions be approved:**

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

Date	Location	Grade	Cost
May 1, 2025 (Rain Date: May 5, 2025)	Turtle Back Zoo	1	\$472.19

2. Motion to approve the following new bus stop for the 2024-2025 school year:

ST6- 941 Route 619

Moved By: Mr. Franek    **Seconded By:** Mrs. Williver

**Vote:** Mrs. Galante-Aye; Mrs. Williver-Aye; Mr. DeGroat-Absent; Mr. Franek-Aye; Mrs. Frey- Aye; Mrs. Kraft-Aye; Mrs. Thibault- Aye; Mrs. Valeich-Absent; and Mrs. Voris-Aye. Motions carried.

**BUDGET & FINANCE**

**That the following Budget & Finance resolutions be approved:**

1. Motion to approve the following checks from November 19, 2024-December 16, 2024 as attached: (attachment)

Account	Check Numbers	Amount
Funds 10, 11, 12, 20	29867-29915, N1127, N1206, N1213	\$649,320.19
Capital Reserve	N/A	\$0
Student Activities	6693-6694	\$996.00
Cafeteria	2731-2732	\$30,199.28
<b>Grand Total</b>		<b>\$680,515.47</b>

2. Motion to approve the attached list of purchase orders over \$1,000 for the 2024-2025 school year. (attachment)

3. Motion to approve monthly travel as attached. (attachment)
4. Motion to approve transfers from November 1, 2024 to November 30, 2024 as attached. (attachment)
5. Motion to accept the annual audit for the Stillwater Township Board of Education for the year ended June 30, 2024. There were no audit findings or recommendations. (attachment)

**Moved By:** Mrs. Thibault **Seconded By:** Mrs. Frey

**Roll call Vote:** Mrs. Galante-Aye; Mrs. Williver-Aye; Mr. DeGroat-Absent; Mr. Franek-Aye; Mrs. Frey- Aye; Mrs. Kraft-Aye; Mrs. Thibault- Aye; Mrs. Valeich-Absent; and Mrs. Voris-Aye. Motions carried.

### **LEGISLATION**

None.

### **COMMUNITY RELATIONS**

Mrs. Voris reported on the following items:

- Newton Moose Lodge-Cookie Exchange event December 22<sup>nd</sup>
- Pancakes with Santa at AMC Mohican Outdoor Center
- Santa will be flying into Blairstown Airport-December 21<sup>st</sup>
- Stillwater Rec Commission-Toys for Tots- Deadline- December 20<sup>th</sup>

### **UNFINISHED BUSINESS**

1. Board member required training- Due December 31, 2024
2. Upcoming Sussex County School Boards Meetings:
  - 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.

### **NEW BUSINESS**

-KRHS printed newsletter



**PUBLIC PARTICIPATION**

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None.

**EXECUTIVE SESSION**

None.

**ADJOURN**

Motion made by Mrs. Thibault, second by Mrs. Frey 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