

February 24, 2025

The Stillwater Township Board of Education met on February 24, 2025 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 7:01 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 7, 2025. 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. Valeich, Mr. Franek, Mrs. Frey, Mrs. Voris, Mrs. Kraft and Mrs. Thibault.

Absent: Mr. DeGroat.

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 to approve the Committee of the Whole Board of Education meeting minutes & Executive Session Minutes from February 10, 2025.

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

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

2. Motion to approve the January 31, 2025 Board Secretary's and Treasurer's Reports which balanced in the amount of \$3,682,732.90 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of January 31, 2025 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.

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

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

## **SUPERINTENDENT'S REPORT**

Dr. Kochis reported on the following items:

- County School Safety Specialist Meeting
- Budget Committee met
- CORE Team activity- Students recognized for acts of kindness presentation

## **CORRESPONDENCE**

None.

## **PRESIDENT'S COMMENTS**

None.

## **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 be approved as recommended by the Superintendent:**

1. Motion, upon the recommendation of the Superintendent, to approve attached professional days. (attachment)
2. Motion to approve René Metzgar to attend the NJASBO Convention in Atlantic City, NJ, June 4-6, 2025, as per contract.

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 has determined that the training programs, seminars, conventions and conferences sponsored by New Jersey Association of School Business Administrators and set forth below are directly related to and within the scope of listed administrator's current responsibilities and/or applicable professional development plans; and

WHEREAS, The Board has determined that the participation in the NJASBO training programs, and seminars, conventions and conferences requires school district travel expenditures and that this travel is critical to the administrative and /or instructional needs of the district and/or furthers the efficient operation of the district, and /or will help improve administrator's skills and knowledge related to district operations: and

WHEREAS, The Board has determined that the school district travel expenditures to NJASBO training programs, seminars, conventions and conferences 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 finds that a mileage reimbursement rate equal to that of the OMB mileage reimbursement rate of [\$.47] per mile is a reasonable rate, plus parking and tolls; and

WHEREAS, The Board has determined that participation in the NJASBO training programs, seminars, conventions and conferences is in compliance with the district policy on travel; therefore be it

RESOLVED, That the board of education hereby approves the attendance of the listed district employees the listed NJASBO training programs, seminars, conventions and conferences 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 NJASBO training programs, seminars, conventions and conferences:

|                                                       |            |
|-------------------------------------------------------|------------|
| René Metzgar                                          |            |
| Ocean Resort, Atlantic City, NJ, June 4-6, 2025 \$248 |            |
| Plus any other additional fees/taxes                  |            |
| Registration                                          | \$500      |
| <u>Meals &amp; Incidental Expenses/day</u>            |            |
| Breakfast                                             | \$16       |
| Lunch                                                 | \$19       |
| Dinner                                                | \$28       |
| <u>Incidentals</u>                                    | <u>\$5</u> |
| TOTAL                                                 | \$68       |
| 1 <sup>st</sup> and last day                          |            |
| <u>M&amp;IE Rate 75% \$51.00/day</u>                  |            |

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

-Megan Hurley (previously approved as sub paraprofessional)

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

-Ashley Smith

5. Motion to approve Alexandra Caccavale to complete her Clinical Experience as required by William Paterson University Alternate Route Special Education Certification Program for the Fall of 2025.

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

**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-Aye; and Mrs. Voris-Aye.  
Motions carried.

## **POLICY**

None.

## **EDUCATION & CURRICULUM**

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

1. Motion to reschedule the Project Self Sufficiency presentation 'Bedtime Routines' preschool parent night from March 4, 2025 to April 8, 2025.
2. Motion to approve the purchase of the 6<sup>th</sup> grade t-shirts by the Board of Education, in the amount not to exceed \$300.
3. Motion to approve Colleen Hurley to hold a health night for 4<sup>th</sup> grade girls and their parents on March 5, 2025, in the Stillwater School Library, at no cost to the district.

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

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

## **BUILDING & GROUNDS**

1. Buildings and Grounds Update- Mrs. Metzgar provided an update on the following:
  - Frozen Univent Pipes
  - 1988 Gym Wall Cracks
  - Kitchen Painting

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

2. Motion to approve building and use calendar for March 2025. (attachment)

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

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

## **TRANSPORTATION**

None.

## **BUDGET & FINANCE**

1. Budget Committee Update & Revised Budget Calendar (attachment)- Mrs. Thibault provided an update on the 2025-2026 budget:

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

2. Motion to approve the following checks from January 28, 2025-February 24, 2025 as attached: (attachment)

| Account              | Check Numbers                         | Amount              |
|----------------------|---------------------------------------|---------------------|
| Funds 10, 11, 12, 20 | 29971-30026, N0131, N0214, void#29985 | \$646,271.19        |
| Capital Reserve      | N/A                                   | \$0                 |
| Student Activities   | 6695                                  | \$878.92            |
| Cafeteria            | 2735                                  | \$16,871.06         |
| <b>Grand Total</b>   |                                       | <b>\$664,021.17</b> |

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

5. Motion to approve transfers from January 1, 2025 to January 31, 2025 as attached. (attachment)

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

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

### **LEGISLATION**

None.

### **COMMUNITY RELATIONS**

Mrs. Voris reported on the following items:

- Kittatinny Softball Registration-Closing March 2<sup>nd</sup>
- Kittatinny Educational Foundation- Dinner Dance-March 29, 2025
- Kittatinny Players Newsies- February 27<sup>th</sup>-March 1<sup>st</sup>
- Stillwater Rec Commission- Senior Citizen safety series- March 18<sup>th</sup>
- Stillwater Rec Commission Easter Egg Hunt- April 12<sup>th</sup>
- PTA Skate Nights- March 6<sup>th</sup> & March 20<sup>th</sup>
- PTA Tricky Tray- March 29<sup>th</sup>

### **UNFINISHED BUSINESS**

1. Board member required training- Due December 31, 2025
2. Upcoming Sussex County School Boards Meetings:
  - March 31, 2025- 2025 Sussex County Unsung Hero Awards Ceremony- Sparta High School
  - May 6, 2025- Hybrid Meeting, Newton Country Club, Topic: County Teacher of the Year and Celebrations.
3. Board member Ethics/Financial Disclosure Forms

### **NEW BUSINESS**

1. Strategic Planning- Dates: March 19<sup>th</sup>, April 1<sup>st</sup>, and April 7<sup>th</sup>. Community invites will be sent out.

### **PUBLIC PARTICIPATION**

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Mrs. Frey commended the security officers for how well student pick up runs.

### **EXECUTIVE SESSION**

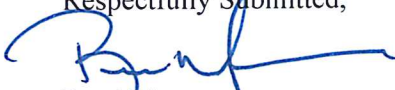
BE IT HEREBY RESOLVED by Mrs. Frey second by Mr. Franek at 7:24 pm the Stillwater Township Board of Education pursuant to N.J.S.A. 10:4-12 and 10:4-13 that said public body hold a closed session for the purpose of discussing Legal Matters & Student Privacy it is expected that the minutes taken of this 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 Mrs. Thibault, second by Mrs. Frey at 7:30 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 Mrs. Thibault and second by Mrs. Valeich, to adjourn the meeting at 7:31 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



René Metzgar  
Business Administrator/Board Secretary