

May 12, 2025

The Stillwater Township Board of Education met on May 12, 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 Cheryl Williver, Vice 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 7, 2025. 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. Williver, Mrs. Frey, Mr. DeGroat, Mrs. Valeich, Mr. Franek, Mrs. Kraft and Mrs. Thibault.

Absent: Mrs. Galante and Mrs. Voris.

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.

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mrs. Thibault, second by Mrs. Frey at 7:01 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 Student Privacy, Personnel Matters, and Legal Matters 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.

Mrs. Thibault and Mrs. Cramer were excused from the meeting at 7:06 pm.

Motion made by Mr. DeGroat, second by Mrs. Valeich at 7:11 p.m. to come out of executive session. A voice vote was taken and unanimously approved.

Mrs. Thibault, Mrs. Cramer and the public returned to the meeting at 7:11pm.

Motion made by Mrs. Thibault, second by Mrs. Valeich to return to public session at 7:13 pm. A voice vote was taken and unanimously approved.

BOARD BUSINESS

That the following Board Business resolutions 1-4 be approved:

1. Motion to approve the Regular Board of Education Meeting minutes & executive session meeting minutes from April 28, 2025. (attachment)
2. Motion to approve the March 31, 2025 Board Secretary's and Treasurer's Reports which balanced in the amount of \$4,024,407.91 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of March 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. (attachment)

3. Motion to approve the 2025-2030 Strategic Plan for the Stillwater Township Board of Education. (attachment)
4. Motion to approve the following locations for posting all legal notices for the 2025-2026 school year:

Stillwater Post Office
Stillwater Town Hall
Swartswood Post Office
Stillwater Board of Education Office
Stillwater Elementary School

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

Voice Vote: Mrs. Galante-Absent; Mrs. Williver-Aye; Mr. DeGroat- Aye; Mr. Franek-Aye; Mrs. Frey- Aye; Mrs. Kraft-Abstain to motion #1, Aye to motions #2-4; Mrs. Thibault- Aye; Mrs. Valeich-Aye; and Mrs. Voris-Absent. Motions carried.

5. May 6th Sussex County School Boards Meeting Update was provided by Mrs. Kraft. Mrs. Houghtaling, Teacher of the Year from Kittatinny, was the guest of honor at this meeting. We also celebrated Mrs. Galante's ten years of service on the board.
6. Superintendent Search Update- The Stillwater Township Board of Education met on Friday evening, May 9th, to review the application materials submitted by the twenty-three candidates for Superintendent. Using the outcomes from the input survey and input sessions conducted with our stakeholders, the Board unanimously selected seven accomplished educational leaders, whom we think would be best suited to lead our school community, for first-round interviews. Those interviews will be conducted in closed sessions on the evenings of Wednesday, May 21 and Thursday, May 22. Second and third interviews with the candidates who advance through each round will be held in late May and early June. We look forward to posting future updates as our search process moves forward, and we appreciate your support as we work diligently to identify our next Superintendent.

SUPERINTENDENT'S REPORT

Dr. Kochis reported on the following items:

- Stillwater Township Meeting- 6th Grade Citizen Scientist Presentation. Thanked Mrs. Ciccolella and the 6th graders who presented. Also thanked the township for the partnership.
- Congratulated Krista Galante for her ten years of service on the board of education.
- Spring Concert Update- Thanked Mr. Both
- NJSLA Testing Update
- Thanked the board, staff, administration, and the community for all their support over the last 6 years.

CORRESPONDENCE

-Thank you to the board of education for the breakfast during teacher appreciation week!- SEA

-Thank you to the board of education for the breakfast during teacher appreciation week!- Mrs. Mahedy

PRESIDENT'S COMMENTS

Mrs. Williver, on behalf of the board, thanked Dr. Kochis for his service here at Stillwater. He will be missed, but good luck in Chester!

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. ***

Kaitlyn Hammerle-Millbrook Road- Wanted to echo Mrs. Williver in regards to Dr. Kochis leaving. She told her daughter and she started crying, must be a testament to the impact to the students here. Mrs. Hammerle also mentioned she was at the Superintendent Community input session and just reminded the board to ensure the next candidate is in tune with the community and know what they are coming into.

-JP Domiciano- Fairview Lake Road- Asked if we looked at new ways of revenue, such as renting out our fields.

ACTION ITEMS:

PERSONNEL

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 to approve Interim Superintendent contract with Braden Hirsch from June 1, 2025 to August 31, 2025, or until a permanent Superintendent is appointed, at a rate of \$550/day for 2-5 days per week, pending criminal history & background check. Contract was approved by the county office on May 1, 2025.
3. Motion to approve two consulting days for Braden Hirsch from May 19, 2025-May 30, 2025 to be paid at the daily rate of \$550/day.

4. Motion to approve vacation day payout for William Kochis for an amount not to exceed \$15,991.74.
5. Motion, upon the recommendation of the Superintendent, to retroactively approve a leave absence for employee #430 from April 28, 2025 to May 8, 2025. This leave is covered by FMLA.
6. Motion upon the recommendation of the Superintendent, to approve advancement on guide for the following staff member:

Maureen Riva MA+15 to MA+30

7. Motion, upon the recommendation of the Superintendent, to approve the following substitute paraprofessional/main office secretary for the remainder of the 2024-2025 school year, pending criminal history and background check:

Alexa Shotwell

Moved By: Mr. DeGroat **Seconded By:** Mr. Franek

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

That the following Personnel resolutions 8-14 be approved as recommended by Superintendent:

8. Motion, upon the recommendation of the Superintendent to approve contracts for the tenured instructional staff members for employment for the 2025-2026 school year from August 27, 2025 to June 30, 2026:

<u>Employee Name</u>	<u>Position</u>	<u>25-26 Step</u>	<u>Salary</u>
Bickhardt, Lorraine	Elementary	MA, L3	\$ 93,470.00
Bird, Michele	Elementary	BA, 12	\$ 76,037.00
Bradley, Kathleen	Preschool	MA, 6	\$ 71,547.00
Celentano, Brittany	Elementary	MA,L1	\$ 88,142.00
Collier, Lynda	Elementary	BA, L3	\$ 89,270.00
DiRienzo, Mary	Special Education	BA, 12	\$ 76,037.00
Earley, Meghan	Physical Ed/Health	BA, L1	\$ 83,942.00
Garrigan, Jessica	Speech	MA, 15	\$ 86,447.00
Hurley, Colleen	School Nurse	BA+15, 15	\$ 85,147.00
Johnson, Beth	Elementary	MA, L3	\$ 93,470.00
LoCicero, Kerri	Special Education	BA, 7	\$ 68,132.00
Maeurer, Keri	Elementary	MA, L2	\$ 90,197.00
Mahedy, Janet	Middle School	MA+30, L3	\$ 95,470.00
Newman, Jessica	Elementary	MA+15, L1	\$ 89,142.00

Pagano, Christine	Preschool	BA, L3	\$ 89,270.00
Piazza, Melissa	Art	BA, L3	\$ 89,270.00
Riva, Maureen	Special Education	MA+30, 14	\$ 86,577.00
Robinson, Corrine	Elementary	MA, L3	\$ 93,470.00
Smetana, Jeanne	Social Worker	MA, 15	\$ 86,447.00
Steffens, Jessica	Middle School	MA, L1	\$ 88,142.00
Then, Erica	Elementary	BA, 15	\$ 81,847.00
Tiberi, Stephen	Physical Ed/Health	MA, 10	\$ 76,897.00

9. Motion, upon the recommendation of the Superintendent to approve contracts for the non-tenured instructional staff members for employment for the 2025-2026 school year from August 27, 2025 to June 30, 2026:

<u>Name</u>	<u>Position</u>	<u>25-26 Step</u>	<u>Salary</u>
Both, Spencer	Part-Time Music Teacher (.8FTE)	BA, 2	\$ 50,089.60
Caccavale, Alexandra	Special Education	BA, 1	\$ 61,812.00
Ciccolella, Laura (5.7/hrs per day)	Makerspace (.81 FTE)	MA, 9	\$ 61,154.49
Davies, Kayla	Preschool	BA+15, 6	\$ 69,247.00
Dennis, Brianne	School Psychologist (.2FTE)	MA+30, 13	\$ 16,916.40
Fedorczyk, Alyssa	Elementary	BA, 8	\$ 69,317.00
Green, Janessa	Preschool-Gross Motor/Relief	BA, 13	\$ 77,982.00
Hoon, Danielle	Elementary	MA+15, 4	\$ 70,177.00
Leppert, Kayleigh	Elementary	BA, 8	\$ 69,317.00
McGowan, Ashley	Special Education	BA, 8	\$ 69,317.00
Pittenger, Sarah	Special Education	BA, 3	\$ 63,412.00
Phlegar, Kaitlin	Special Education	MA, 9	\$ 75,102.00
Visco, Michelle	Interventionist	MA+30, 14	\$ 86,577.00

10. Motion, upon the recommendation of the Superintendent, to approve contracts for the following full-time Para-Professional staff members for employment for the 2025-2026 school year from August 27, 2025 to June 30, 2026:

<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	\$ 20.12	\$ 23,795.65	\$ 320.00	\$ 24,115.65
Leahy, Killian	Preschool	\$ 16.05	\$ 18,988.82	\$ -	\$ 18,988.82
Pavlick, Rebecca	Preschool	\$ 15.95	\$ 18,868.85	Bachelor's: \$750	\$ 19,618.85
Walaszczyk, A. Cristina	Preschool	\$ 16.05	\$ 18,988.82	\$ -	\$ 18,988.82

11. Motion, upon the recommendation of the Superintendent, to approve contracts for the following part-time Para-Professional staff members for employment for the 2025-2026 school year from August 27, 2025 to June 30, 2026:

<u>Name</u>	<u>Area</u>	<u>Base Hourly Rate</u>	<u>Adjustments</u>	<u>Total Hourly Rate</u>	<u>Contract Hours</u>
Castner, Denise	Preschool	\$ 20.20	\$1.00/hr Teaching Certification	\$21.20	15 hours/week
Buff, Lori	Special Education	\$ 16.05	\$.50 Associates Degree	\$16.55	24.17 hours/week (4 hours and 50 minutes/day)
Callaghan, Sherri	Special Education	\$ 19.01	\$.50 Associates Degree	\$19.51	27.5 hours/week
Caserta, Rebecca	Special Education	\$ 16.05	\$ -	\$ 16.05	27.5 hours/week
Kerkhoven, Nicole	Special Education	\$ 16.05	\$ -	\$ 16.05	27.5 hours/week
LaRocca, Colleen	Special Education	\$ 15.95	\$ -	\$ 15.95	27.5 hours/week
Lewis, Maria	Special Education	\$ 18.90	\$ -	\$18.90	27.5 hours/week
Perez, Emily	Part-Time Paraprofessional	\$ 16.05	\$.50 Associates Degree	\$16.55	27.5 hours/week
Ponte, Isabel	Special Education	\$ 16.05	\$ -	\$ 16.05	27.5 hours/week
Rusbach, Sara	Special Education	\$ 15.95	\$ -	\$ 15.95	27.5 hours/week
Schneider, Kathrine	Special Education	\$ 16.05	Bachelor's: \$0.75	\$16.80	27.5 hours/week
Sheridan, Deirde	Special Education	\$ 16.05	\$ -	\$16.05	27.5 hours/week
Sipley, Jennifer	Special Education	\$ 16.05	\$ -	\$ 16.05	27.5 hours/week

12. Motion, upon the recommendation of the Superintendent, to approve contracts with the following 12 month staff for employment for the 2025-2026 school year from July 1, 2025 to June 30, 2026:

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Base Pay</u>	<u>Adjustments</u>	<u>Total Pay</u>
Berger, Deborah	CST Secretary	Full-time	\$ 52,031.81	N/A	\$52,031.81
Culver, Charles	Part-Time Technology Coordinator	Part-Time	\$ 24,773.80	N/A	\$24,773.80
Johnson, George	School Security Officer	Part-time	\$ 32.96/hour	N/A	\$32.96/hour
Kay, Robert	Custodian	Full-time	\$ 45,088.25	N/A	\$ 45,088.25
Kampka, Kimberly	Custodian	Part-time, 5 hrs/day	\$ 19,260.00 (\$16.05/hour)	N/A	\$19,260.00

Leahy, Thomas	School Security Officer	Part-time	\$ 36.44/hour	N/A	\$36.44/hour
Maggio, Michael	Head Custodian/Maintenance & Grounds Person	Full-time	\$ 76,144.09	N/A	\$ 76,144.09
O'Leary, Daniel	Custodian	Part-time 5 hours per day	\$ 19,158.00 (\$15.97/hour)	N/A	\$ 19,158.00
Post, Gary	Custodian	Full-time	\$52,712.88	Longevity: \$ 400.00	\$53,112.88
Reed, Megan	Assistant to the Business Administrator	Full-time	\$ 55,255.67	Longevity: \$ 400.00	\$55,655.67
Roycroft, Lisa	Main Office Secretary	Full-time	\$ 49,669.99	N/A	\$49,669.99
Williams, Kimberly	Part-Time Administrative Assistant to the Superintendent	Part-time 5.5 hrs/day	\$ 34,899.37	N/A	\$34,899.37

13. Motion upon the recommendation of the Superintendent, to approve Kathleen Kane as Treasurer of School Monies from July 1, 2025 to June 30, 2026 for a stipend of \$3,856.73.
14. Motion to approve the Affiliation Agreement with East Stroudsburg University for 5 years for the partnership in the student teacher program.

Moved By: Mr. DeGroat **Seconded By:** Mrs. Kraft

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

PERSONNEL BLOCK MOTIONS: 15-21

Motion to approve personnel block motions 15-21:

15. Motion to appoint Maureen Riva the Teacher in Charge for the 2025-2026 school year.
16. Motion to set the following substitute rates for the 2025-2026 school year:
Teacher \$115(with sub cert) [If the substitute is in the same position for more than forty (40) days the rate will be 1/200th of step 0 on the salary guide].

Aide	\$100.70 per day (no sub cert)
Secretary	\$100.70 per day (no sub cert)
Nurse	\$200 per day
Custodian	\$15.49 per hour
17. Motion to approve renewal of Frontline Education to provide an Absentee Management System for the 2025-2026 school year in the amount of \$2,555.08.

18. Motion to appoint Marissa Cramer, Principal as Affirmative Action Officer, Educational Stability Liaison, Human Resource Officer, Supervisor of Preschool, Attendance Officer, HIB Coordinator, and Gender Equity Officer for the 2025-2026 school year.
19. Motion to appoint Marissa Cramer, Supervisor of Special Education and Basic Skills, as the Homeless Liaison, Substance Awareness Coordinator, Coordinator of Section 504 of the Rehabilitation Act of 1973 for the handicapped for the 2025-2026 school year.
20. Motion to approve René Metzgar, Business Administrator/Board Secretary, as the Civil Rights Coordinator for the Food Service Program for the 2025-2026 school year.
21. Motion to appoint Jeanne Smetana, Social Worker, as HIB Specialist, and the Community and Parent Involvement Specialist for the 2025-2026 school year.

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

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

PERSONNEL BLOCK MOTIONS: 22-26

Motion to approve personnel block motions 22-26:

22. Motion to approve updated Teacher Mentoring Plan. (Plan is located in the main office for review.)
23. Motion to approve the use of the Charlotte Danielson Framework for Teaching Evaluation Model for the 2025-2026 school year.
24. Motion to approve the use of the New Jersey Principal Evaluation for Professional Learning (NJPEPL) for the Principal for the 2025-2026 school year.
25. Motion to recognize the Stillwater Education Association as the official bargaining unit of the teaching faculty, custodians, paraprofessionals, and qualifying secretaries for the 2025-2026 school year.
26. Motion to recognize the Stillwater PTA as a volunteer organization for Stillwater School for the 2025-2026 school year.

Moved By: Mr. DeGroat **Seconded By:** Mrs. Thibault

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

POLICY

1. Public Notice on Internet Safety Policy 6142.10 to satisfy E-Rate funding requirements for the 2025-2026 school year. (attachment)

That the following Policy resolution be approved:

2. Motion to approve the first reading of the following policies:
 - Policy #3220/3230 State Funds; Federal Funds (attachment)
 - Policy #9200 Orientation and Training of Board Members (attachment)

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

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

POLICY BLOCK MOTIONS: 3-4

Motion to approve policy block motions 3-4:

3. Motion to appoint the Interim Superintendent/Superintendent as the Policy Coordinator for the 2025-2026 school year.
4. Motion to appoint the New Jersey School Boards Association to provide Board of Education Policy update services for the 2025-2026 school year, at no additional cost to the district. (Included in annual board fees).

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

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

EDUCATION & CURRICULUM

That the following Education & Curriculum resolutions 1-7 be approved:

1. Motion to accept the following non-resident students of staff members for the 2025-2026 school year as per Policy 5118:

Student ID #s	Grade	Grade Level Size with Staff Student	New Request
0000000001	Kindergarten	37 (19/18)	Y

2250735884	First Grade	39 (20/19)	N
1102596522	Second Grade	30 (15/15)	N
5747860050	Second Grade	31 (16/15)	N
9483627092	Second Grade	32 (16/16)	N
6437432340	Fourth Grade	38 (19/19)	N
9223457155	Fifth Grade	28 (14/14)	N

2. Motion to authorize the Affirmative Action Team to conduct a needs assessment and develop a Comprehensive Equity Plan.
3. Motion to approve the 6th grade class trip to the YMCA Fairview Lake Camp on October 16 & 17, 2025. Student cost is \$119/student. Transportation to be paid for by the Board of Education.
4. Be It Hereby Resolved, that upon the recommendation of the Superintendent, the Board affirms the Superintendent's decision regarding 2024-2025 Harassment, Intimidation, or Bullying Case #4-2425.
5. Motion to approve the alternate method of compliance, in accordance with N.J.A.C. 6A:26-6.3(h)4ii and 4iii, by providing a toilet room adjacent to or outside the Stillwater School Kindergarten classroom (Room A15) in lieu of individual toilet rooms in each classroom for the 2025-2026 school year. Student use of the toilet room will be in line of sight by a faculty member to and from the bathroom.
6. Motion to approve the alternate method of compliance, in accordance with N.J.A.C. 6A:26-6.3(h)4ii and 4iii, by providing a toilet room adjacent to or outside the Stillwater School Preschool classroom (Room C14) in lieu of individual toilet rooms in each classroom for the 2025-2026 school year. Student use of the toilet room will be in line of sight by a faculty member to and from the bathroom.
7. Motion upon the recommendation of the Superintendent, to approve contract agreement from July 1, 2025-June 30, 2026 with Sussex County Educational Services Commission, for a LDTC, Kathleen Grennan for an hourly rate of \$106.00 plus 3% admin fee for up to 15 hours per month.

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

Roll Call Vote: Mrs. Galante-Absent; Mrs. Williver-Aye; Mr. DeGroat- Aye; Mr. Franek-Aye; Mrs. Frey- Aye; Mrs. Kraft- Abstain from motion #4, Aye to rest; Mrs. Thibault- Aye; Mrs. Valeich-Aye; and Mrs. Voris-Absent. Motions carried.

EDUCATION & CURRICULUM BLOCK MOTIONS: 8-15

Motion to approve education & curriculum block motions 8-15:

8. Motion to award the following professional services contract to J&B Therapy for as needed student services, beginning July 1, 2025 and concluding June 30, 2026; 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:

<u>Service</u>	<u>Rate</u>
Occupational Therapy	\$93.50/hour
Speech Therapy	\$93.50/hour
Physical Therapy	\$99.50/hour
Educational Support Services (LDTC)	\$99.50/hour
Psychologist Services	\$99.50/hour
Evaluations*	\$439.00/evaluation
Bilingual Evaluations	\$535.00/evaluation
Behavioral Support Services as provided by BCBA/Behavioral Supervisor	\$99.50/hour (3 hour/week minimum)
Behavioral Plans & Functional Behavior Assessments	\$99.50/hour
Behavioral Support Services as provided by a Behaviorist	\$99.50/hour
Reading Specialist	\$90.50/hour
Home Instruction	\$74.00/hour
Social Work Services	\$90.50/hour
*ABA Paraprofessional Services	\$43.00/hour
*Paraprofessional Services	\$37.00/hour
Teacher of the Deaf Services	\$153.00/hour
ESY Services- 1 hour or less	Billed hourly, 2 hour minimum
Administrative Fee	2%

*Includes, but is not limited to, evaluations for Occupational Therapy, Physical Therapy, Speech Therapy, Educational Assessments, and Psychological Evaluations.

9. Motion to approve agreement with Sussex County Educational Services Commission for ancillary educational services as needed for the 2025-2026 school year.
10. Motion to approve contract with 4M Consulting, LLC to provide Library-Media Specialist services at a rate of \$100/hour, not to exceed \$5,000 for the 2025-2026 school year.
11. Motion to approve per NJAC 6A:32-7.3 the compilation of state mandated and permitted pupil records for the purpose of promoting the educational welfare of the pupil including general student information, record of attendance, description of pupil progress, history and status of pupil health, and any other records required by the State Board of Education.
12. Motion to approve the guidance and counseling program for the 2025-2026 school year. (A copy of this program is available in the CST office.)
13. Motion to approve the English Language Learner program for the 2025-2026 school year. (Copy is available in the main office for review.)

14. Motion to approve the English Language Learner Entry and Exit Identification Process for the 2025-2026 school year. (Copy is available in the main office for review.)
15. Motion to readopt all current written curriculums for the 2025-2026 school year.

Moved By: Mrs. Valeich **Seconded By:** Mr. DeGroat

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

BUILDING & GROUNDS

That the following Building & Grounds resolutions 1-4 be approved:

1. Motion to approve building and use calendar for June 2025. (attachment)
2. Motion to approve & execute the Agreement between the Stillwater Township Board of Education and the Stillwater PTA for the PTA to purchase a shed to be placed on the property of the Stillwater School for PTA supplies, pending receipt proper documents.
3. Motion to approve the usage of our facility & Hold Harmless Agreement with Camp Nejeda for the Stillwater Township School to be used as a Student Evacuation Site for Camp Nejeda if needed.
4. Motion to approve contract with Murray Paving & Concrete through Gordian-NJESC Coop#65MCESCCPS, to install a new walking path around the perimeter of the field for a total cost of \$64,717.48, paid through the FY2025 Local Recreation Improvement Grant.

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

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

BUILDING & GROUNDS BLOCK MOTIONS: 5-11

Motion to approve building & grounds block motions 5-11:

5. Motion to approve the maintenance contract with Morris County Elevator from July 1, 2025-June 30, 2026, at a yearly cost of \$2,916.
6. Motion to approve the generator maintenance contract with GenServe from July 1, 2025-June 30, 2026, at a yearly cost of \$2,098.

7. Motion to adopt the IPM Plan for the 2025-2026 school year. (A copy of this plan is available for review in the business office.)
8. Motion to adopt the Chemical Hygiene Plan for the 2025-2026 school year. (A copy of this plan is available for review in the business office.)
9. Motion to approve the Biosecurity Management Plan for the 2025-2026 school year. (Copies of this plan are available for review in the board office.)
10. Motion to adopt the School Emergency Operations Plan for the 2025-2026 school year. (A copy of this plan is available for review in the main office.)
11. Motion to adopt the Safety and Security Plan for the 2025-2026 school year. (A copy of this plan is available for review in the main office.)

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

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

BUILDING & GROUNDS BLOCK MOTIONS: 12-16

Motion to approve building & grounds block motions 12-16:

12. Motion to charge a custodial fee of \$35.00 per hour to organizations using the building when it is normally scheduled to be closed for the 2025-2026 school year.
13. Motion to charge a security fee of \$36.44/hour, to organizations who request security officers for their events for the 2025-2026 school year.
14. Motion to appoint René Metzgar and the Interim Superintendent/Superintendent as Safety Coordinators 2025-2026 school year.
15. Motion to appoint Thomas Leahy & George Johnson as the School Safety Specialists for the 2025-2026 school year.
16. Motion to appoint Michael Maggio as Right to Know Officer, Integrated Pest Management Coordinator, Indoor Air Quality Designee, Chemical Hygiene Officer, PEOSH Contact Person, and AHERA Contact Person for the 2025-2026 school year.

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

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

TRANSPORTATION

That the following Transportation resolutions 1-4 be approved:

1. Motion to approve the return bus fee of \$75.00 for the 2025-2026 school year, for any student returned to the school if no one is at the bus stop.
2. Motion to approve Stocker Bus to provide a bus for Preschool Orientation on June 5, 2025 for a cost of \$75.00.
3. Motion to approve Stocker Bus to provide transportation to Camp Nejeda for the 6th Grade recognition party to be held on June 3, 2025, with a rain date of June 4, 2025. No cost to the district.
4. Motion to approve the Resolution for participation in Joint Transportation Agreement for Special Education, Public/Private School, and Field Trips, with the Sussex County Regional Cooperative for the 2025-2026 school year as needed.

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

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

BUDGET & FINANCE

That the following Budget & Finance resolutions 1-10 be approved:

1. Motion to approve the following checks from April 29, 2025-May 12, 2025 as attached: (attachment)

Account	Check Numbers	Amount
Funds 10, 11, 12, 20	30131-30174, N0430 & N0505	\$408,102.10
Capital Reserve	N/A	\$0
Student Activities	6698-6699	\$601.39
Cafeteria	2739-2740	\$2,693.22
Grand Total		\$411,396.71

2. Motion to approve the attached list of purchase orders over \$1,000 for 2024-2025 school year. (attachment)
3. Motion to approve monthly travel as attached. (attachment)
4. Motion to approve transfers from March 1, 2025 to March 31, 2025 as attached. (attachment)
5. Motion to approve the attached requisition for taxes for the Stillwater Township for the 2025-2026 school year. (attachment)

6. Motion to approve the following tuition rates for the 2025-2026 school year:

Regular Education: Kindergarten: \$21,000
Grades 1-5: \$21,000
Grade 6: \$21,000

Preschool Disabilities Full Day: \$30,000
Behavioral Disabilities: \$29,000
Learning/Language Disabilities: \$29,000

Extended School Year Program (Regional) \$850
Extended School Year Program (OOD) \$900

7. Motion to approve the Business Administrator/Board Secretary to submit the 2024-2025 Extraordinary Aid application and accept funds if awarded.
8. Motion to approve 3rd year cost reimbursable contract renewal with Maschio's Food Service Inc. as the cafeteria food service vendor for the 2025-2026 school year. The management fee will be \$9,992.00 and the Guaranteed Return of \$1,000 from July 1, 2025 through June 30, 2026, at a total cost of the contract at \$142,194.18 as stated on Form 23.
9. Motion to accept the funds of \$15,000 for the Climate Change Education and Resilience Continuation Discretionary grant for the period June 1, 2025-May 31, 2026.
10. Motion to approve the 2025-2026 membership participation fee for Morris County Cooperative Pricing Council ("Township of Randolph") in the amount of \$1,100.

Moved By: Mrs. Thibault **Seconded By:** Mr. DeGroat

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

BUDGET & FINANCE BLOCK MOTIONS: 11-17

Motion to approve budget & finance block motions 11-17:

11. Motion to award the following professional services contracts beginning July 1, 2025 and concluding June 30, 2026; 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:

Service	Vendor	Cost
Behavioral Consultant	Applied Behavioral Consulting (ABC), LLC	\$130.00/hour, not to exceed \$37,440.
Asset Appraisal Firm	Kroll, LLC	\$6,800
School Physician	Skylands Pediatrics	\$2,000

District Architect	Parette Somjen Architects	\$57-\$186/hour rates Fees are approved at a total cost per project.
VSWS Operator	Pace Analytical Services, LLC	\$2,400
Water Testing	Pace Analytical Services, LLC	Varies per test as required by DEP, Costs not to exceed \$15,000
Board Attorney	Methfessel & Werbel, Esqs.	\$170/hour Not to exceed \$40,000
Board Auditor	Ardito & Co., LLC	\$15,450
Accounting/Personnel Software Provider	CDK Systems	\$10,466
Payroll Computer Service Provider	R&L Datacenters, Inc.	Not to exceed \$20,000
Student Data Base System	Realtime, Inc.	\$16,702.82
Physical Therapy	Joanne Welles	\$125/hour, Not to exceed \$20,000

12. Motion to award the following Extraordinary Unspecifiable Services (EUS) contracts that require expertise, extensive training, and proven reputation for the 2025-2026 School Year:

Service	Vendor	Cost
Environmental Consultants	Westchester Environmental, LLC	Per test/report. Not to exceed \$10,000.
Medical Insurance Agent of Record	Treadstone Risk Management, LLC	No Cost to District
Risk Management Consultant	Arthur Gallagher- Michael Chymiy	No Cost to District

13. Motion to approve the following individuals or firms in their respective positions for the 2025-2026 school year:

Energy Cooperation	ACES
Insurance Fund	NJ Schools Insurance Group
Medical Insurance Fund	Schools Health Insurance Fund

14. Motion to designate the Provident Bank as depository for the following accounts for the 2025-2026 school year:

Regular Checking - Signed by President, Business Administrator and Superintendent/or Treasurer of school monies

Payroll Account - Signed by Business Administrator or Treasurer of School Monies

Payroll Agency Account - Signed by Business Administrator or Treasurer of School Monies

HRA Account- Signed by Business Administrator or Superintendent

Cafeteria Account - Signed by President, Business Administrator and Superintendent /or Treasurer of School Monies

State Unemployment Trust Account-Business Administrator or Superintendent or/ Treasurer of School Monies

Petty Cash Account – Signed by Business Administrator or Superintendent. Maximum check amount is \$40.00.

Capital Account - Signed by President, Business Administrator and Superintendent/or Treasurer of School Monies

Maintenance Reserve Account- Signed by President, Business Administrator and Superintendent/or Treasurer of School Monies

In the event the Business Administrator is not available, the Superintendent may sign the Payroll and Payroll Agency Accounts.

In the event the President is not available, the Vice President may sign in his/her place.

15. Motion to designate the Provident Bank as depositor for the Student Activity Account - Signed by the two of the following; Superintendent, Business Administrator/Board Secretary, Principal, and one 6th grade teacher.
16. Motion to designate Valley National & NJ Cash Management as depositor for a Capital Investment Account – signed by the Business Administrator/Board Secretary.
17. Motion to appoint the Business Administrator/Board Secretary as Investment Officer, and to designate the following banks as depositories for the investment of school funds:

Valley National Bank
TD Bank
PNC Bank
First National Bank of Hope
Provident Bank
Beneficial Bank
New Jersey Cash Management Fund

Moved By: Mrs. Thibault **Seconded By:** Mr. DeGroat

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

BUDGET & FINANCE BLOCK MOTIONS: 18-25

Motion to approve budget & finance block motions 18-25:

18. Motion to appoint the Superintendent as claims auditor for the 2025-2026 school year to approve checks and emergency account transfers during the month that cannot wait for the board meeting. Such checks will appear on the bills list and transfers will be confirmed by the board at the next regular meeting.

19. Motion to approve the chart of accounts for the budgetary process and authorizes the Superintendent and the Business Administrator to implement the 2025-2026 budget and to commit funds within budgetary limitations pursuant to the policies and regulations of the State Board and Stillwater Board of Education.
20. Motion to authorize the Business Administrator to make regular payments of such standard bills as Health & Dental Benefits, Utilities, Board's Share of Social Security, Pensions, Unemployment Tax, Salaries, Tuition, Transportation and Cafeteria expense bills, for the 2025-2026 school year.
21. Motion to authorize the Superintendent, for the 2025-2026 school year, to declare items as surplus and properly dispose of them.
22. Motion to appoint René Metzgar, Business Administrator/Board Secretary for the 2025-2026 school year, as Public Agency Compliance Officer for purchasing and liaison official with the authority to recommend the appropriate corrections to the district's contracting procedures as required by the NJ Division of Contract Compliance and Equal Opportunity Office.
23. Motion to approve René Metzgar and Marissa Cramer as accountability officers for federal grants for the 2025-2026 school year.
24. Motion to assign the authority, responsibility and accountability for the purchasing activity as a Qualified Purchasing Agent of the board of education to René Metzgar, Business Administrator/Board Secretary and to set the bid threshold for the 2025-2026 school year at \$44,000 as allowed by law and to approve competitive quotations for amounts less than \$6,600.
25. Motion to adopt the 2025-2026 Purchasing Manual for the Stillwater Township Board of Education. (A copy of this manual is available for review in the business office.)

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

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

BUDGET & FINANCE BLOCK MOTIONS: 26-30

Motion to approve budget & finance block motions 26-30:

26. Motion to adopt the Standard Operating Procedures and Internal Controls Manual for the Stillwater Township Board of Education. (A copy of this manual is available for review in the business office.)
27. Motion to authorize the School Business Administrator/Board Secretary as custodian of Board of Education Records for OPRA compliance, for the 2025-2026 school year.
28. Motion to authorize payroll deductions for Tax Sheltered annuities, disability income

protection plans, and other depositories authorized by the staff with Equitable, AIG Valic, Lincoln Investment, Prudential, Aflac, Health Equity, Visions Credit Union for the 2025-2026 school year.

29. Motion to approve the following resolution authorizing the purchasing agent for the 2025-2026 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

WHEREAS, Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and other cooperatives and

WHEREAS Stillwater Township Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

NOW THEREFORE, BE IT RESOLVED, that the Stillwater Township Board of Education does hereby authorize the District's purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property and other cooperatives as listed:

Hunterdon County Cooperative, Morris County Cooperative, Educational Services Commission of NJ, Camden County Educational Services Commission, approved NJ State contract vendors, WSCA State contracts, NJ Edge, and approved National Joint Powers Alliance/Sourcewell Contract vendors.

30. Motion to approve travel limitation for regular business travel up to \$1,500 per person for administration, custodial, maintenance, and secretaries for the 2025-2026 school year.

Moved By: Mrs. Thibault **Seconded By:** Mr. DeGroat

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

COMMUNITY RELATIONS

-Field Day, May 23rd with rain date of May 27th
-6th Grade Promotion- June 11th
-June 7th Stillwater Day

LEGISLATIVE

Mrs. Kraft provided the following legislative report:

Governor Murphy recognized the achievements of the state's 242,000 children who receive special education instruction and the work of teachers, parents, school administrators and others who support them by proclaiming "Special Education Week in New Jersey," May 11-17, 2025.

In his proclamation, the governor “calls upon all residents to recognize the achievements of New Jersey’s special education students and the outstanding contributions made by educators, school board members, schools and agencies for the disabled, and their parents.”

UNFINISHED BUSINESS

1. Board member required training- Due December 31, 2025.

NEW BUSINESS

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.

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mrs. Thibault, second by Mr. DeGroat at 7:46 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 Superintendent Evaluation 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.

Mrs. Cramer & Mrs. Metzgar were excused from the meeting at 7:46 pm

Motion made by Mr. DeGroat, second by Mrs. Thibault at 7:59 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. Valeich and second by Mr. Franek, to adjourn the meeting at 8:00 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



Rene Metzgar
Business Administrator/Board Secretary