

September 8, 2025

The Stillwater Township Board of Education met on September 8, 2025 at 7:00 p.m. in the Stillwater School Library for a Committee of the Whole 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 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. Frey, Mrs. Voris, Mrs. Kraft, Mrs. Thibault, Mr. DeGroat and Mr. Franek.

Absent: Mrs. Valeich.

Also present were Danny Papa, 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

That the following Board Business resolutions be approved:

1. Motion to approve the Regular Board of Education Meeting minutes and Executive Session meeting minutes from August 18, 2025. (attachment)
2. Motion to approve the July 31, 2025 Board Secretary's and Treasurer's Reports which balanced in the amount of \$3,750,656.77 pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of July 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)

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

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

3. New Superintendent 90 Day Entry Plan- Dr. Papa (attachment)
-Dr. Papa reviewed with the board his 90-day entry plan, goals, and the status of progress to complete these goals. He thanked Mrs. Metzgar, Mrs. Cramer, and the staff for all the assistance in this transition.

4. NJQSAC Scores 2024-2025 Report- Dr. Papa (attachment)
 -Dr. Papa reported out on the following scores for QSAC:
 NJQSAC Scoring Areas:
 Instruction and Program- 81%
 Fiscal Management- 100%
 Governance- 100%
 Operations- 100%
 Personnel-100%

PUBLIC PARTICIPATION

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Kaitlyn Hammerle-952 Millbrook Road- How would the board address twins enrolling into preschool? If they both get in, siblings should be able to get in as well. Asked if the board would consider the ease to bring the kids to one place. Supporting families, and the stability to keep the families together at one school. She strongly asked the board to consider adding siblings to the priority list for preschool.

COMMITTEE REPORTS

PERSONNEL

That the following Personnel resolutions 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 retroactively approve unpaid leave of absence for employee #968 from August 27, 2025 to on or about September 24, 2025. This leave is covered under FMLA.
3. Motion to retroactively accept with regret, the resignation of Lisa Roycroft, Main Office Secretary, effective September 3, 2025.
4. Motion, upon the recommendation of the Superintendent, to approve the following before & after school programs for the 2025-2026 school year. The stipend for each teacher is \$410:

Club Name	Staff Member #1	Staff Member #2	Grade Level	Grant/Account
Garden Club-Fall	Corrine Robinson	Erica Then	Multi	Climate Grant 20-471-100-100

5. Motion, upon the recommendation of the Superintendent, to approve the following substitute teacher/paraprofessional/main office secretary for the 2025-2026 school year:

Caitlin Pittenger-Zgola

6. Motion to approve the following employee to be charged to the IDEA Basic Grant for the 2025-2026 school year:

Name	Position	Estimated Salary to be charged to grant	% Charged to grant	Expense Account number
Katherine Schneider	Paraprofessional	\$12,326	84%	20-250-100-106

7. Motion, upon the recommendation of the Superintendent, to approve employment contract with Katelyn Witowski, School Secretary, for the 2025-2026 school year from September 9, 2025 to June 30, 2026 for a total salary of \$43,500 to be prorated to start date. (attachment)

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

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

POLICY

1. Preschool Admissions Policy Discussion- The Board and Administration reviewed options regarding the preschool waitlist, specifically the consideration of siblings. Following discussion, a straw poll was conducted, and the Board agreed to accommodate siblings when possible. The long-term goal is to open an additional preschool classroom for the 2026–2027 school year, pending available funding and approval from the PEA Department. In the interim, a formal policy will be developed, as this is the first year the preschool program has reached full capacity.

EDUCATION & CURRICULUM

That the following Education & Curriculum resolutions be approved:

1. Motion to approve Brandy Wright from Liberty University to complete 30 practicum hours in Mrs. Bickhardt's class for the 2025 Fall Semester.

2. Motion, upon the recommendation of the Superintendent, to approve the District Threat Assessment Team for the 2025-2026 school year:
 - Danny Papa
 - Marissa Cramer
 - Jeanne Smetana
 - Maureen Riva
 - Thomas Leahy
 - George Johnson

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

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

BUILDING & GROUNDS

1. Building and Grounds Update- Mrs. Metzgar provided an update on the following items:
 - 1941 Classroom Ceilings
 - PTA Shed delivered!
2. Integrated Pest Management Plan- Mrs. Metzgar
The plan calls for the use of non-toxic means of addressing pest infestations. Mr. Maggio has been trained in these procedures and is the coordinator of the program. The extermination service that we use must conform to these practices. If there is a situation that requires the use of toxic chemicals, the public must be informed and signs displayed 72 hours before and after the application. Annually we send a letter to parents about the program with a copy of the policy. A copy of the policy is also available on our website.

That the following Building & Grounds resolutions be approved:

3. Motion to approve revised building and use calendar for September 2025. (attachment)
4. Motion to approve Article 12 maintenance agreement annual addendum of the uniform state memorandum of agreement between education and law enforcement officials and to re-adopt the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials and authorize the submission of same to the County Superintendent, County Prosecutor and Law Enforcement Officials. (Copy is available in the Superintendent's Office for review).

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

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

TRANSPORTATION

That the following Transportation resolutions be approved:

1. Motion to approve the following field trip for the 2025-2026 school year:

Location	Grade
Kittatinny Regional High School	Aquatic Safety Program-Grade 4

2. Motion to approve the following new bus stops for the 2025-2026 school year:

ST9- 919 County Road 619
ST8- 961 County Road 521

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

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

BUDGET & FINANCE

1. Finance Update- Mrs. Metzgar provided an update on the following items:

-2024-2025 Audit
-Charter School Enrollment

That the following Budget & Finance resolutions be approved:

2. Motion to approve transfers from July 1, 2025 to July 31, 2025 as attached. (attachment)
3. Motion to accept the SHIF Staff Wellness grant award in the amount of \$7,600 for the 2025-2026 school year.

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

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

COMMUNITY RELATIONS

Mrs. Voris reported on the following items:

- Sussex County Day- September 14th at the Sussex County Fairgrounds
- First PTA Meeting is scheduled for September 15th at 6:00pm
- PTA Welcome Back day of fun- September 19th 6-8pm
- PTA Mums Sale- now through September 19th, pick up is September 27th
- PTA Fall Vendor Fair- September 27th
- Stillwater Historical Society hosts Catherine McCall- September 28th

LEGISLATIVE

None.

PUBLIC PARTICIPATION

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Kaitlyn Hammerle-952 Millbrook Road-Thanked the Board for listening to the concerns regarding the preschool enrollment policy and thanked the board for supporting the families.

Shaun Garber- 950 Millbrook Road- Asked if the school has to pay for the children that attend charter schools.

Meghan Jaworski- 967 Millbrook Road- Thanked the board for clarifying siblings for the entire school in regards to the preschool policy.

JP Domiciano- 908 Fairview Lake Rd- He questioned asking other school districts. He commented that we should make up our own rules and not follow other districts and be the first to do things.

EXECUTIVE SESSION

BE IT HEREBY RESOLVED by Mrs. Thibault, second by Mrs. Williver at 7:44 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 the 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. Cramer was excused from the meeting at 7:58 pm

Mrs. Thibault was excused from the meeting at 7:58 pm

Motion made by Mr. DeGroat and second by Mr. Franek at 8:02 p.m. to come out of executive session and return to public session. A voice vote was taken and unanimously approved.

ADJOURNMENT

Motion made by Mr. DeGroat and second by Mrs. Williver, to adjourn the meeting at 8:02 p.m. A voice vote was taken and unanimously approved.

Respectfully Submitted,



Rene Metzgar
Business Administrator/Board Secretary