

**STILLWATER TOWNSHIP BOARD OF EDUCATION**

Regular Meeting 7:00 P.M.-Library  
Agenda-May 11, 2026

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 7, 2026. 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 resolution approved:**

1. Motion to approve the Regular Board of Education Meeting minutes from April 27, 2026. (attachment)

**Moved By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_

**Vote:**

2. May 7<sup>th</sup> Sussex County School Boards Meeting Update- Mrs. Kraft

E. SUPERINTENDENT'S REPORT

Dr. Papa

- 1. District Goals Update

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. ACTION ITEMS:

PERSONNEL

Mr. DeGroat

**That the following Personnel resolutions 1-4 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 the following substitute paraprofessionals/main office secretaries for the remainder of the 2025-2026 school year, pending criminal history and background check:

Dora Salinas  
Clara Steffens

- 3. Motion, upon the recommendation of the Superintendent, to approve the following personnel for the summer speech work from July 1, 2026-August 31, 2026, funding source as listed:  
IDEA B Account Number: 20-250-200-104-011-000  
Jessica Garrigan: Speech Therapist- \$57.00/hour not to exceed \$912.00

4. Motion, upon the recommendation of the Superintendent, to retroactively approve the following after school program 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
SEEK	Steve Tiberi	N/A	Grade 6	Title IV 20-280-100-100

Moved By: \_\_\_\_\_ Seconded By: \_\_\_\_\_

Roll Call Vote:

**That the following Personnel resolutions 5-11 be approved as recommended by Superintendent:**

5. Motion, upon the recommendation of the Superintendent to approve contracts for the tenured instructional staff members for employment for the 2026-2027 school year from August 31, 2026 to June 30, 2027:

<u>Employee Name</u>	<u>Position</u>	<u>26-27 Step</u>	<u>Salary</u>
Bickhardt, Lorraine	Elementary	MA, L3	\$ 94,835.00
Bird, Michele	Elementary	BA, 13	\$ 79,347.00
Bradley, Kathleen	Preschool	MA, 7	\$ 74,297.00
Celentano, Brittany	Elementary	MA,L2	\$ 91,562.00
Collier, Lynda	Elementary	BA, L3	\$ 90,635.00
DiRienzo, Mary	Special Education	BA, 13	\$ 79,347.00
Earley, Meghan	Physical Ed/Health	BA, L2	\$ 87,362.00
Garrigan, Jessica	Speech	MA, L1	\$ 89,507.00
Green, Janessa	Preschool-Gross Motor/Relief	BA, 14	\$ 81,342.00
Hoon, Danielle	Middle School	MA+15, 5	\$ 72,827.00
Hurley, Colleen	School Nurse	BA+15, 15	\$ 86,612.00
Johnson, Beth	Elementary	MA, L3	\$ 94,835.00
LoCicero, Kerri	Special Education	BA, 8	\$ 70,682.00
Maeurer, Keri	Elementary	MA, L3	\$ 94,835.00
Mahedy, Janet	Middle School	MA+30, L3	\$ 96,835.00
McGowan, Ashley	Special Education	BA, 9	\$ 71,867.00
Newman, Jessica	Elementary	MA+15, L2	\$ 92,562.00
Pagano, Christine	Preschool	BA+15, L3	\$ 92,735.00
Riva, Maureen	Special Education	MA+30, 15	\$ 89,912.00
Robinson, Corrine	Elementary	MA, L3	\$ 94,835.00
Smetana, Jeanne	Social Worker	MA, 15	\$ 88,012.00
Steffens, Jessica	Elementary	MA, L2	\$ 91,562.00

Then, Erica	Elementary	BA, L1	\$ 85,307.00
Tiberi, Stephen	Physical Ed/Health	MA, 11	\$ 80,307.00

6. Motion, upon the recommendation of the Superintendent to approve contracts for the non-tenured instructional staff members for employment for the 2026-2027 school year from August 31, 2026 to June 30, 2027:

<u>Name</u>	<u>Position</u>	<u>26-27 Step</u>	<u>Salary</u>
Ayres, Gabriella	Special Education	BA, 3	\$ 64,777.00
Both, Spencer	Music Teacher	BA, 3	\$ 64,777.00
Caccavale, Alexandra	Special Education	MA, 2	\$ 68,777.00
Ciccolella, Laura (5.7/hrs per day)	Makerspace (.81 FTE)	MA, 10	\$ 63,890.48
Davies, Kayla	Preschool	BA+15, 7	\$ 71,897.00
Dennis, Brianne	School Psychologist (.2FTE)	MA+30, 14	\$ 17,608.40
Fedorczyk, Alyssa	Elementary	BA, 9	\$ 71,867.00
Leppert, Kayleigh	Elementary	BA, 9	\$ 71,867.00
Mobilio, Chelsea	Preschool	MA, 4	\$ 70,742.00
Phlegar, Kaitlin	Special Education	MA, 10	\$ 78,462.00
Pittenger, Sarah	Special Education	BA, 4	\$ 65,942.00
Russ, Jennifer	Special Education (.75FTE)	MA, 15	\$ 66,009.00
Visco, Michelle	Interventionist	MA+30, 15	\$ 89,912.00

7. Motion, upon the recommendation of the Superintendent, to approve contracts for the following full-time Para-Professional staff members for employment for the 2026-2027 school year from September 1, 2026 to June 30, 2027:

<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	\$ 20.72	\$24,509.52	\$ 320.00	\$24,829.52
Perez, Emily	Preschool	\$ 16.53	\$19,556.76	\$ 500.00	\$20,056.76
Schneider, Katherine	Preschool	\$ 16.53	\$19,556.76	\$ 750.00	\$20,306.76
Walaszczyk, A. Cristina	Preschool	\$ 16.53	\$19,556.76	N/A	\$19,556.76

8. Motion, upon the recommendation of the Superintendent, to approve contracts for the following part-time Para-Professional staff members for employment for the 2026-2027 school year from September 1, 2026 to June 30, 2027:

<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	\$ 20.81	\$1.00/hr Teaching Certification	\$ 21.81	15 hours/week

Buff, Lori	Special Education	\$ 16.53	\$.50 Associates Degree	\$ 17.03	24.17 hours/week (4 hours and 50 minutes/day)
Callaghan, Sherri	Special Education	\$ 19.58	\$.50 Associates Degree	\$20.08	27.5 hours/week
Caserta, Rebecca	Special Education	\$ 16.53	\$ -	\$ 16.53	27.5 hours/week
Corbisiero, Sara	Special Education	\$ 16.43	\$ -	\$ 16.43	27.5 hours/week
Kerkhoven, Nicole	Special Education	\$ 16.53	\$ -	\$ 16.53	27.5 hours/week
LaRocco, Colleen	Special Education	\$ 16.43	\$ -	\$ 16.43	27.5 hours/week
Lewis, Maria	Special Education	\$ 19.47	\$ -	\$ 19.47	27.5 hours/week
Ponte, Isabel	Special Education	\$ 16.53	\$ -	\$ 16.53	27.5 hours/week
Schwartz, Kimberly	Special Education	\$ 16.40	\$ -	\$ 16.40	27.5 hours/week
Sheridan, Deirde	Special Education	\$ 16.53	\$ -	\$ 16.53	27.5 hours/week
Sipley, Jennifer	Special Education	\$ 16.53	\$ -	\$ 16.53	27.5 hours/week

9. Motion, upon the recommendation of the Superintendent, to approve contracts with the following 12 month staff for employment for the 2026-2027 school year from July 1, 2026 to June 30, 2027:

<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	\$ 53,592.76	Longevity: \$ 400.00	\$53,992.76
Culver, Charles	Part-Time Technology Coordinator	Part-Time	\$ 25,517.01	N/A	\$ 25,517.01
Hatch, Richard	Part-Time Custodian	Part-Time, 5 hours/day	\$16.40/hour	N/A	\$16.40/hour
Johnson, George	School Security Officer	Part-time	\$ 33.95/hour	N/A	\$33.95/hour
Kay, Robert	Custodian	Full-time	\$ 46,440.90	N/A	\$ 46,440.90
Kampka, Kimberly	Custodian	Part-time, 5 hrs/day	\$ 19,837.80 (\$16.53/hour)	N/A	\$19,837.80
Leahy, Thomas	School Security Officer	Part-time	\$ 37.53/hour	N/A	\$37.53/hour
Maggio, Michael	Head Custodian/Maintenance & Grounds Person	Full-time	\$ 78,428.41	Longevity: \$ 400.00	\$ 78,828.41
Post, Gary	Custodian	Full-time	\$54,294.27	Longevity: \$ 400.00	\$54,694.27
Reed, Megan	Assistant to the Business Administrator	Full-time	\$ 56,913.34	Longevity: \$ 400.00	\$57,313.34

Williams, Kimberly	Part-Time Administrative Assistant to the Superintendent	Part-time 5.5 hrs/day	\$ 35,946.35	N/A	\$35,946.35
Witowski, Katelyn	Main Office Secretary	Full-time	\$44,805.00	N/A	\$44,805.00

10. Motion upon the recommendation of the Superintendent, to approve the employment contract with René Metzgar as School Business Administrator/Board Secretary/Technology Manager, from July 1, 2026-June 30, 2027, in the amount of \$140,080 plus longevity. Contract was approved by the county office on May 6, 2026.
11. Motion upon the recommendation of the Superintendent, to approve Kathleen Kane as Treasurer of School Monies from July 1, 2026 to June 30, 2027 for a stipend of \$3,972.43.

**Moved By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_

**Roll Call Vote:**

**PERSONNEL BLOCK MOTIONS: 12-24**

12. Motion to appoint Maureen Riva the Teacher in Charge for the 2026-2027 school year.
13. Motion to set the following substitute rates for the 2026-2027 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 1/200<sup>th</sup> of step 0 on the salary guide].  

Aide	\$103.50 per day (no sub cert)
Secretary	\$103.50 per day (no sub cert)
Nurse	\$200 per day
Custodian	\$15.92 per hour
14. Motion to approve renewal of Frontline Education to provide an Absentee Management System for the 2026-2027 school year in the amount of \$2,759.49
15. 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 2026-2027 school year.
16. 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 2026-2027 school year.
17. Motion to approve René Metzgar, Business Administrator/Board Secretary, as the Civil Rights Coordinator for the Food Service Program for the 2026-2027 school year.
18. Motion to appoint Jeanne Smetana, Social Worker, as HIB Specialist for the 2026-2027 school year.

19. Motion to approve updated Teacher Mentoring Plan. (Plan is located in the main office for review.)
20. Motion to approve the use of the Charlotte Danielson Framework for Teaching Evaluation Model for the 2026-2027 school year.
21. Motion to approve the use of the New Jersey Principal Evaluation for Professional Learning (NJPEPL) for the Principal for the 2026-2027 school year.
22. Motion to recognize the Stillwater Education Association as the official bargaining unit of the teaching faculty, custodians, paraprofessionals, and qualifying secretaries for the 2026-2027 school year.
23. Motion to recognize the Stillwater PTA as a volunteer organization for Stillwater School for the 2026-2027 school year.
24. Motion to approve the Special Education Parent Advisory Group (SEPAG) to be covered under the districts insurance policy to hold parent meetings at the Stillwater Elementary School for the 2026-2027 school year. All meetings must have a building use form completed and will be noted on the building use calendar each month.

**Moved By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_

**Vote:**

**POLICY**

**Mrs. Valeich**

1. Public Notice on Internet Safety Policy 6142.10 to satisfy E-Rate funding requirements for the 2026-2027 school year. (attachment)

**That the following Policy resolution be approved:**

2. Motion to approve the first reading of the following policy:  
     -Policy #6171.4 Special Education (attachment)

**Moved By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_

**Vote:**

**POLICY BLOCK MOTIONS: 3-4**

3. Motion to appoint the Superintendent as the Policy Coordinator for the 2026-2027 school year.

- Motion to appoint the New Jersey School Boards Association to provide Board of Education Policy update services for the 2026-2027 school year, at no additional cost to the district. (Included in annual board fees).

Moved By: \_\_\_\_\_ Seconded By: \_\_\_\_\_

Vote:

**EDUCATION & CURRICULUM**

Mrs. Frey

**That the following Education & Curriculum resolutions 1-5 be approved:**

- Motion to adopt the attached curricula and textbooks for the 2026-2027 school year. (attachment)
- Motion to approve Atlas Subscription and curriculum migration from the Faria Education Group for the 2026-2027 school year for a total cost of \$3,000.14.
- Motion to accept the following non-resident students of staff members for the 2026-2027 school year as per Policy 5118:

Student ID #	Grade	Grade Level Size with Staff Student	New Request
0000000001	Second	34 (17/18)	Yes
9223457155	Sixth	29 (14/15)	No
9483627092	Fifth	37 (17/20)	No
2250735884	Third	34 (17/17)	No
6437432340	Fifth	29 (14/15)	No
5747860050	Third	34 (17/17)	No
6915607931	First	37 (19/18)	No
1102596522	Third	34 (17/17)	No

- Motion upon the recommendation of the Superintendent, to approve contract agreement from July 1, 2026-June 30, 2027 with Tricia Smith, for a LDTC, for a daily rate of \$550 not to exceed 30 days or \$16,500, pending receipt of proper paperwork and criminal history background check.
- Motion to approve Callie Gerber to complete 40 practicum hours with Colleen Hurley for a Field Experience through Grand Canyon University for the Spring 2026 semester.

Moved By: \_\_\_\_\_ Seconded By: \_\_\_\_\_

Roll Call Vote:

**EDUCATION & CURRICULUM BLOCK MOTIONS: 6-12**

- 6. Motion to approve agreement with Sussex County Educational Services Commission for ancillary educational services as needed for the 2026-2027 school year.
- 7. 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 2026-2027 school year.
- 8. 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.
- 9. Motion to approve the guidance and counseling program for the 2026-2027 school year. (A copy of this program is available in the CST office.)
- 10. Motion to approve the English Language Learner program for the 2026-2027 school year. (Copy is available in the main office for review.)
- 11. Motion to approve the English Language Learner Entry and Exit Identification Process for the 2026-2027 school year. (Copy is available in the main office for review.)
- 12. Motion to readopt all current written curricula for the 2026-2027 school year.

Moved By: \_\_\_\_\_ Seconded By: \_\_\_\_\_

Vote:

**BUILDING & GROUNDS**

**Mr. Franek**

**That the following Building & Grounds resolutions 1-2 be approved:**

- 1. Motion to approve the revised building and use calendar for May 2026. (attachment)
- 2. Motion to approve building and use calendar for June 2026. (attachment)

Moved By: \_\_\_\_\_ Seconded By: \_\_\_\_\_

Vote:

**BUILDING & GROUNDS BLOCK MOTIONS: 3-9**

3. Motion to approve the maintenance contract with Morris County Elevator from July 1, 2026-June 30, 2027, at a yearly cost of \$2,916.
4. Motion to approve the generator maintenance contract with GenServe from July 1, 2026-June 30, 2027, at a yearly cost of \$2,450.
5. Motion to adopt the IPM Plan for the 2026-2027 school year. (A copy of this plan is available for review in the business office.)
6. Motion to adopt the Chemical Hygiene Plan for the 2026-2027 school year. (A copy of this plan is available for review in the business office.)
7. Motion to approve the Biosecurity Management Plan for the 2026-2027 school year. (Copies of this plan are available for review in the board office.)
8. Motion to adopt the School Emergency Operations Plan for the 2026-2027 school year. (A copy of this plan is available for review in the main office.)
9. Motion to adopt the Safety and Security Plan for the 2026-2027 school year. (A copy of this plan is available for review in the main office.)

**Moved By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_

**Vote:**

**BUILDING & GROUNDS BLOCK MOTIONS: 10-14**

10. 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 2026-2027 school year.
11. Motion to charge a security fee of \$37.53/hour, to organizations who request security officers for their events for the 2026-2027 school year.
12. Motion to appoint René Metzgar and Danny Papa as Safety Coordinators 2026-2027 school year.
13. Motion to appoint Thomas Leahy & George Johnson as the School Safety Specialists for the 2026-2027 school year.
14. 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 2026-2027 school year.

**Moved By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_

**Vote:**

**TRANSPORTATION**

**Mrs. Voris**

- 1. Emergency Bus Evacuation Drill Report- Dr. Papa

**That the following Transportation resolutions 2-4 be approved:**

- 2. Motion to approve the return bus fee of \$75.00 for the 2026-2027 school year, for any student returned to the school if no one is at the bus stop.
- 3. Motion to approve Stocker Bus to provide a bus for Preschool Orientation on June 8, 2026 for a cost of \$75.00.
- 4. Motion to approve Stocker Bus to provide transportation to Camp Nejeda for the 6<sup>th</sup> Grade recognition party to be held on May 28, 2026, with a rain date of June 1, 2026. No cost to the district.

**Moved By: \_\_\_\_\_ Seconded By: \_\_\_\_\_**

**Vote:**

**BUDGET & FINANCE**

**Mrs. Thibault**

**That the following Budget & Finance resolutions 1-8 be approved:**

- 1. Motion to approve the following checks from April 28, 2026-May 11, 2026 as attached: (attachment)

Account	Check Numbers	Amount
Funds 10, 11, 12, 20	30821-30853, N0430	\$410,802.28
Capital Reserve	N/A	\$0
Student Activities	6717	\$504.00
Cafeteria	2766-2767	\$14,153.29
<b>Grand Total</b>		<b>\$425,459.57</b>

- 2. Motion to approve the attached list of purchase orders over \$1,000 for 2025-2026 school year. (attachment)
- 3. Motion to approve monthly travel as attached. (attachment)
- 4. Motion to approve the attached requisition for taxes for the Stillwater Township for the 2026-2027 school year. (attachment)
- 5. Motion to approve the following tuition rates for the 2026-2027 school year:

Regular Education: Kindergarten: \$21,000  
Grades 1-5: \$21,000  
Grade 6: \$22,000

Preschool Disabilities Full Day: \$25,000  
 Autism: \$30,000  
 Behavioral Disabilities: \$29,000  
 Learning/Language Disabilities: \$25,000

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

6. Motion to approve the 2026-2027 membership participation fee for Morris County Cooperative Pricing Council (“Township of Randolph”) in the amount of \$1,100.
7. Motion to accept \$850 in gift certificates for US Games from the American Heart Association from the Kids Heart Challenge.
8. Motion to approve the purchase of a new color photo copier for the teaching staff from TA Mountford in the amount of \$10,110.00. OMNIA Partners Contract #R241203.

Moved By: \_\_\_\_\_ Seconded By: \_\_\_\_\_

**Roll Call Vote:**

**BUDGET & FINANCE BLOCK MOTIONS: 9-17**

9. Motion to award the following professional services contracts beginning July 1, 2026 and concluding June 30, 2027; 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
Asset Appraisal Firm	Kroll, LLC	\$2,200
School Physician	Skylands Pediatrics	\$2,000
District Architect	Parette Somjen Architects	\$59-\$186/hour rates Fees are approved at a total cost per project.
VSWS Operator	Water Management Services, Inc. Ronald Busacco	\$5,100
Water Testing	Pace Analytical Services, LLC	Varies per test as required by DEP, Costs not to exceed \$15,000
Board Attorney	Methfessel & Werbel, Esqs.	\$175/hour Not to exceed \$40,000
Board Auditor	Ardito & Co., LLC	\$15,991
Accounting/Personnel Software Provider	CDK Systems	\$11,685
Payroll Computer Service Provider	R&L Datacenters, Inc.	Not to exceed \$20,000

Student Data Base System	Realtime, Inc.	\$17,705.00
Physical Therapy	Joanne Welles	\$135/hour, Not to exceed \$20,000

10. Motion to award the following Extraordinary Unspecifiable Services (EUS) contracts that require expertise, extensive training, and proven reputation for the 2026-2027 School Year:

Service	Vendor	Cost
Environmental Consultants	Westchester Environmental, LLC	Per test/report. Not to exceed \$10,000.

11. **Schools Health Insurance Fund Renewal- WHEREAS**, a number of school boards in the State of New Jersey have joined together to form the **SCHOOLS HEALTH INSURANCE FUND** hereafter referred to as "SHIF", as permitted N.J.S.A. 18A:18B-1 et seq., and;

**WHEREAS**, the SHIF has received approval by the Commissioner of the Department of Banking and Insurance on August 10, 2015;

**WHEREAS**, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a school board joint insurance fund;

**WHEREAS**, the governing body of Stillwater Township Board of Education, hereinafter referred to as "SCHOOL BOARD" has determined that membership in the SHIF is in the best interest of said SCHOOL BOARD.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the SCHOOL BOARD hereby agrees as follows:

- i. SCHOOL BOARD shall become a member of the SHIF for the period outlined in the SCHOOL BOARD's Indemnity and Trust Agreement.
- ii. SCHOOL BOARD will participate in the following type (s) of coverage (s):
  - a.) Health Insurance as defined pursuant to N.J.S.A. 17B:17-4, the SHIF's Bylaws, and the SHIF's Plan of Risk Management.
- iii. SCHOOL BOARD accepts and approves the SHIF's Bylaws and agrees to be bound by the terms thereof.
- iv. SCHOOL BOARD shall execute an application for membership and any accompanying certifications.
- v. SCHOOL BOARD agrees to commit to the four principles of the SHIF which are:
  - a.) A long term philosophy on rates.
  - b.) A willingness to work with bargaining units to achieve plan design changes.

- c.) Professional management with stability and commitment.
- d.) Rating structure based on actuarial numbers.

**BE IT FURTHER RESOLVED** that the governing body of the SCHOOL BOARD is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the SHIF as required by the SHIF's Bylaws, and to deliver these documents to the SHIF's Executive Director with the express reservation that these documents shall become effective only upon:

- i. Approval of the SCHOOL BOARD by the SHIF.
  - ii. Receipt by the SHIF of a Resolution from the SCHOOL BOARD accepting SCHOOL BOARD's SHIF assessment.
  - iii. Approval by the Commissioner of the New Jersey Department of Banking and Insurance of SCHOOL BOARD as a member of the SHIF.
12. BE IT RESOLVED by the Stillwater Township Board of Education that René Metzgar, School Business Administrator/Board Secretary, is hereby appointed as Fund Commissioner to the School Health Insurance Fund, effective July 1, 2026 and further name Daniel Papa as alternate Fund Commissioner to the School Health Insurance Fund, effective July 1, 2026 to represent the Stillwater Township Board of Education.

13. Motion to approve the following individuals or firms in their respective positions for the 2026-2027 school year:

Energy Cooperation	ACES
Insurance Fund	TBA- Out for Quotes
Medical Insurance Fund	Schools Health Insurance Fund

14. Motion to designate the Provident Bank as depository for the following accounts for the 2026-2027 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 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 Hope Bank  
Provident Bank  
Beneficial Bank  
NJARM  
New Jersey Cash Management Fund

Moved By: \_\_\_\_\_ Seconded By: \_\_\_\_\_

**Roll Call Vote:**

**BUDGET & FINANCE BLOCK MOTIONS: 18-25**

18. Motion to appoint the Superintendent as claims auditor for the 2026-2027 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 2026-2027 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 2026-2027 school year.
21. Motion to authorize the Superintendent, for the 2026-2027 school year, to declare items as surplus and properly dispose of them.
22. Motion to appoint René Metzgar, Business Administrator/Board Secretary for the 2026-2027 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 2026-2027 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 2026-2027 school year at \$53,000 as allowed by law and to approve competitive quotations for amounts less than \$7,950.
25. Motion to adopt the 2026-2027 Purchasing Manual for the Stillwater Township Board of Education. (A copy of this manual is available for review in the business office.)

**Moved By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_

**Vote:**

**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 2026-2027 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, and Visions Credit Union for the 2026-2027 school year.
29. Motion to approve the following resolution authorizing the purchasing agent for the 2026-2027 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, OMNIA, and approved National Joint Powers Alliance/Sourcwell 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 2026-2027 school year.

Moved By: \_\_\_\_\_ Seconded By: \_\_\_\_\_

Vote:

**COMMUNITY RELATIONS**

**Mrs. Voris**

**LEGISLATIVE**

**Mrs. Kraft**

**J. UNFINISHED BUSINESS**

**Mrs. Galante**

1. Board member required training- Due December 31, 2026.

**K. NEW BUSINESS**

**Mrs. Galante**

1. Superintendent Evaluation & Board Self Evaluation- Due May 22, 2026

- L. **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. \*\**

- M. **EXECUTIVE SESSION** **Mrs. Galante**  
BE IT HEREBY RESOLVED by 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 contract negotiations, personnel & 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.

- N. **ADJOURN**