TEWKSBURY TOWNSHIP SCHOOL DISTRICT
173 Old Turnpike Road
Califon, New Jersey 07830
Phone: 908-439-2010 Fax: 908-439-2655

REGULAR BOARD MEETING AGENDA
August 23, 2023

7:00 PM REGULAR BOARD MEETING - Open to Public
Old Turnpike School Library

During public comment, public participants are invited to address the Board with questions or comments.

I. CALL TO ORDER Time:_____

II. SUNSHINE ANNOUNCEMENT

Welcome to a meeting of the Tewksbury Township Board of Education. The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, the Tewksbury Township Board of Education has caused notice of the time and place of this meeting to be published in the Courier News and the Hunterdon Democrat and notice of the meeting has been posted on the Tewksbury Township School District website. www.tewksburyschools.org.

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

Ms. Carrino	Mr. Charniga	Mr. Davidson	Ms. Fleming	Ms. Jardinella
Ms. Munoz	Ms. Niang	Dr. Simon	Ms. Stein	Dr. Shouffler Ms. Goguen

V. OPPORTUNITY FOR PUBLIC COMMENT

During this portion of the meeting, the in-person public participants are invited to address the Board with questions or comments on actionable agenda items only.

The public is requested to sign the register provided for this purpose and to state their name, address, and direct their comments to the Board President. While all comments will be considered and a response will be forthcoming if and when appropriate, the Board will not respond to the speakers at the time of their appearance.

The public comment period will be a maximum of thirty minutes in length unless there are unusual circumstances. Those appearing will be allocated three minutes to speak and no one will be permitted to speak twice until all those wishing to speak have had a turn. Civility and mutual respect is expected. Speakers should be courteous to Board members, District employees, students, and other members of the public.

Motion to close public comments _____ 2nd_____

All in Favor:
Roll Call:
Ms. Carrino____Mr. Charniga____Mr. Davidson____Ms. Fleming____Ms. Jardinella____Ms. Munoz____Ms. Niang____ Dr. Simon____Ms. Stein____

VI. PRESENTATION

- Updates to School Schedule, Curriculum, and Programs- Dr. Shouffler, Dr. Mitchell, and Ms. Moore

VII. CORRESPONDENCE

- Note from staff member

VIII. SUPERINTENDENT'S REPORT

- HIB Report - SSDS
- Enrollment Reports
- Emergency/Fire Drill Reports

School	Tewksbury Elementary School		
Month/Year	June 2023	June 2023	July 2023
Date	6/6/2023	6/12/2023	7/20/2023 11:20 AM
Drill Description	Fire Drill	Hold Drill	Fire Drill
Duration/ Time of Drill	5 minutes 2:10-2:15	5 minutes 2:47-2:2:52	5 minutes
Weather Conditions	Sunny	n/a	Sunny and warm
Conductor of Drill	Lisa Moore	Lisa Moore	D.Grover, L. Moore
Notification Method	Radios and Loudspeakers	Radios and Loudspeaker	Pulled station

School	Old Turnpike School
Month/Year	June 2023
Date	6/13/2023
Drill Description	Fire Drill
Duration/	4 min

Time of Drill	
Weather Conditions	**sunny**
Conductor of Drill	**Krowl/Mitchell**
Notification Method	**pull station**

IX. MINUTES

Motion to approve the following minutes:

- June 12, 2023 Committee of the Whole Meeting

Motion: _____ 2nd _____
Discussion
Roll Call:
Ms. Carrino____Mr. Charniga____Mr. Davidson____Ms. Fleming____Ms. Jardinella____Ms. Munoz____Ms. Niang____
Dr. Simon____Ms. Stein____

X. COMMITTEE REPORTS

A. Curriculum

Discussion

- Review of Opening Professional Days with Staff
- Substitute data
- Student Enrollment

Motion to approve the following:

1. Approve the revised Tewksbury Township School District's Virtual Instruction Plan for the 2023-2024 school year.
2. Approve Michael Mitchell as the Affirmative Action Officer.
3. Approve Megan Verderamo as the District Anti-Bullying Coordinator.
4. Approve Sheila Donovan as the Tewksbury Elementary School HIB Specialist.
5. Approve Mary Cutri-French as the Old Turnpike School HIB Specialist.
6. Approve Megan Verderamo as the School Safety Specialist.
7. Approve Megan Verderamo as the District Testing Coordinator.
8. Approve Megan Verderamo as Title IX Coordinator.
9. Approve Megan Verderamo as the Homeless Liaison.
10. Approve Sheila Donovan as the Tewksbury Elementary School Testing Coordinator.
11. Approve Mary Cutri-French as the Old Turnpike School Testing Coordinator.
12. Approve Sheila Donovan as the Tewksbury Elementary School 504 Plan Coordinator.
13. Approve Mary Cutri-French as the Old Turnpike School 504 Plan Coordinator.
14. Approve the use of the Charlotte Danielson 2013 Teacher Evaluation Model and Frontline Professional Growth Evaluation Tool.
15. Approve the use of the Kim Marshall Evaluation Rubric for the Administrator Evaluation.
16. Approve the adoption of the 2023-2024 Mentoring Plan.
17. Approve the adoption of the 2023-2024 Professional Development Plan.

18. Approve the following members of the School Improvement Panel (ScIP):
    - Tewksbury Elementary School
        - Lisa Moore-Principal
        - Megan Verderamo- Supervisor of Instruction and Programs
        - Camille Bristow-Teacher
        - Lori Nichols-Teacher

    - Old Turnpike School
        - Michael Mitchell-Principal
        - Megan Verderamo- Supervisor of Instruction and Programs
        - Alana Magro - Teacher
        - Katrina Moore - Teacher
        - Cathy Zisk - Teacher

19. Approve the following members of the 2023-2024 TES School Safety/Climate Team:

    - Lisa Moore-Principal
    - Megan Verderamo-Supervisor of Instruction and Programs
    - Sheila Donovan-School Guidance Counselor/Anti-Bullying Specialist
    - Amanda Kouzis-Parent
    - Liz Gentile-Teacher
    - Alyssa Forsythe-Teacher

20. Approve the following members of the 2023-2024 OTS School Safety/Climate Team:

    - Michael Mitchell-Principal
    - Tom Lobb-Teacher
    - Mary Cutri French-School Guidance Counselor/Anti-Bullying Specialist
    - Kelly Cullen-School Nurse
    - Megan Verderamo-Supervisor of Instruction and Programs
    - Bonnie Mendralla-Teacher
    - Jennifer Puppe-Parent

21. Approve the following members of the Data Quality Team:
    - Megan Verderamo-Supervisor of Instruction and Programs
    - Jennifer Shouffler-Superintendent
    - Kirsli Spinks-Network and Database Support Technician

22. Approve revisions to curriculum documents completed during summer and re-approve all district curriculum documents. Revisions include Grades K-4 Social Studies, Grade 6 Social Studies, Grades 6-8 Science, Grades 2-4 Aspire, Grades 5-8 ELA Aspire, Grades 5-7 Math Aspire

23. Approve the submission of the Student Safety Data System Report for the 2022-2023 school year to the NJ Department of Education.

24. In accordance with N.J.S.A. 18A:17-43.4 approve the establishment of a Threat Assessment Team for the 2023-2024 school year with the following members:

Tewksbury Elementary School	Old Turnpike School
Megan Verderamo-Supervisor of Instruction and Programs	Megan Verderamo-Supervisor of Instruction and Programs
Sheila Donovan-School Guidance Counselor	Mary Cutri-French-School Guidance Counselor
Steven Strange-Teacher	Thomas Lobb-Teacher
One of the following Tewksbury Police Department Members: Chief Tim Barlow Detective Tim Hanft Ptl. Ralph Hroncich	One of the following Tewksbury Police Department Members: Chief Tim Barlow Detective Tim Hanft Ptl. Ralph Hroncich

25. Approve the revised 2023-2024 Old Turnpike School Code of Conduct Manual.

26. Approve the revised 2023-2024 Tewksbury Elementary School Code of Conduct Manual.

Motion: _____ 2nd _____
Discussion
Roll Call:
Ms. Carrino____Mr. Charniga____Mr. Davidson____Ms. Fleming____Ms. Jardinella____Ms. Munoz____Ms. Niang____
Dr. Simon____Ms. Stein____

B. Policy
Discussion

Motion to approve the following:

1. Approve to suspend Bylaw 0131 and adopt new Policy 1642.01 and new Regulation 1642.01 and revised Policy 2419 and new Regulation 2419 with one reading based on recently approved sick leave legislation that is effective immediately and recent New Jersey Department of Education guidance provided to school districts that is effective September 1, 2023

Motion: _____ 2nd _____
Discussion
Roll Call:
Ms. Carrino____Mr. Charniga____Mr. Davidson____Ms. Fleming____Ms. Jardinella____Ms. Munoz____Ms. Niang____
Dr. Simon____Ms. Stein____

C. Finance

Discussion

- Audit update
- OTS courtyard
- Summer project updates

Motion to approve the following:

1. Approval of Bills

   BE IT RESOLVED that the Board approve the attached lists of district bills for payment as presented by the School Business Administrator for the period June 13, 2023 through June 30, 2023 for a total amount of $1,152,450.39 and for the period July 1, 2023 through August 23, 2023 for a total amount of $1,882,697.03.

2. Acceptance and Approval of Board Secretary's Report for the month of June, 2023 and July, 2023.

3. BE IT RESOLVED that upon review of the Board Secretary's Reports for the month of June, 2023 and July, 2023 in consultation with appropriate district officials, the Board of Education certifies that no fund had been over expended in violation of NJAC 6A:23A-16:10(b); and the Board of Education further certifies, based on the Board Secretary's certification, that the total of encumbrances for each line item account does not exceed the line item appropriation in violation of NJAC 6A:23A-16:10(a).

4. Acceptance and Approval of Treasurer's Report for the month of June, 2023 and July, 2023.

5. **BE IT RESOLVED** that upon review of the Treasurer's Report for the month of June, 2023 and July, 2023 in consultation with appropriate district officials, the Board of Education certifies that no fund had been over expended in violation of NJAC 6A:23A-16:10(b); and the Board Secretary further certifies, based on the Board Treasurer's Report, that the total of encumbrances for each line item account does not exceed the line item appropriation in violation of NJAC 6A:23A-16:10(a).

   The Board Secretary certifies, pursuant to NJAC 6A:23A-16:10(c)(3), that the total of encumbrances for each line item account does not exceed the line item appropriation in violation of NJAC 6A:23A-16:10(a).

6. Approve the attached list of transfers.

7. Approve the following workshop/travel requests for the 2023-2024 school year.

   BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator make the findings and approve attendance and travel for the following workshops/meetings:

   - that travel is directly related to and within the scope of the employee or Board member's duties or responsibilities; and for employees, the school district's professional development plan;
   - that travel is critical to the instructional needs of the district or furthers the efficient operation of the district;

- that the travel is in compliance with state and federal travel payment guidelines; and
- that the travel is in compliance with the District policy on travel.

Staff Member	Date	Registration	Other Expenses*	Event/Destination
Samantha Wu	10/17/23	$185.00	Mileage = $22.09	NJ Science Convention, Princeton, NJ
Barbara Simcox	2023-2024	$450.00	-0-	NJ Association of School Administrators Executive Administrative Assistant Annual Membership. Virtual Workshops include: 8/9/23 Tasks Critical to the Start of the School Year 11/7/23 Important and Relevant Issues for the Mid School Year 2/26/24 Moving Towards the Close of the School Year 4/29/24 Closing the School Year and Planning the Next Year
Jennifer Shouffler	9/18/23	-0-	-0-	Advanced K-12 Behavioral Threat Assessment and Management Training, Pennington, NJ
Jennifer Shouffler	10/4-10/6/23	$370	Mileage/Toll=$43.98 Food=$75.00	Hunterdon County Superintendent Conference, Shawnee Inn, PA
Heather Goguen	10/17/23	$125	Mileage = $29.52	New Jersey Association of Business Officials, Whippany, NJ - Policy Review and Updates
Heather Goguen	11/14/23	$125	Mileage = $29.52	NJASBO, Whippany, NJ - Food Service
Heather Goguen	12/12/23	$125	Mileage = $29.52	NJASBO, Whippany, NJ - Pension Update
Heather Goguen	2/15/24	$125	Mileage = $29.52	NJASBO, Whippany, NJ - Facilities
Heather Goguen	3/21/24	$125	Mileage = $29.52	NJASBO, Whippany, NJ - Purchasing Update
Nancy Morogiello	10/18/23	$235.00	-0-	NJAAP School Health Conference - Somerset, NJ

*Mileage will be reimbursed according to board policy.

8. Approve the submission of the IDEA application for the FY 2024, and accept the grant award upon subsequent approval for the FY 2024 IDEA application. Grant allocations:

Basic:	$122,303
Preschool:	$8,250

9. Approve the renewal of membership with the School Alliance Insurance Fund for the period of July 1, 2023 – July 1, 2026.

   Whereas, the Tewksbury Township School District, hereafter referred to as "Educational Facility" is a member of the School Alliance Insurance Fund, hereinafter referred to as "Fund"; and

   Whereas, the Educational Facility is afforded the following types of coverages: Worker's Compensation, Supplemental Indemnity – Worker's Compensation, Package (Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability), Excess Liability (AL/GL), School Leaders Professional Liability, and Excess Liability

   Whereas, the Educational Facility desires to renew said membership;

Now, therefore, be it resolved, as follows:

1. The Educational Facility agrees to renew its membership in the Fund for a period of three years beginning July 1, 2023 and ending July 1, 2026 at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the Fund presently existing or as from time to time amended by the Fund and/or the Department of Banking and Insurance.

2. The Educational Facility's Business Official, Heather Goguen, is hereby appointed as the Educational Facility's Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the Fund the Educational Facility's renewal of its membership.

10. Approve the renewal of insurance coverage for the period of July 1, 2023 – June 30, 2024 school year in accordance with the following:

Coverage	Insurer	Cost
Worker's Compensation	SAIF	$60,464
Supplemental Worker's Compensation	SAIF	$3,767
Package (includes Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability)	SAIF	$115,244
Student Accident	BMI	$4,734
School Leaders' Prof Liability	SAIF	$19,025
Excess Liability	SAIF	$7,114

11. Approve Hannon Floors for floor replacement in Board Office and Elementary School Main Office utilizing Co-op #65MCESCCPS contract bid #ESCNJ 19/20-05 at an amount of $44,609.00.

12. Approve Open Systems Integrators for upgrading card reader system throughout district utilizing Co-op #65MCESCCPS contract bid #ESCNJ 19/20-38 Term 6/6/23-6/5/24 at an amount of $67,686.00.

13. Approve EPlus for VOIP system upgrade through NASPO AR3227 at an amount of $68,492.00.

14. Approve KC Sign & Awnings for a new sign for Old Turnpike School and Blue Ribbon Lettering at both Old Turnpike School and Tewksbury Elementary School utilizing Co-op #65MCESCCPS contract bid #ESCNJ 21/22-26 at an amount of $37,785.00.

15. Approve Oak Security Group, LLC for door and lock replacement at Old Turnpike School and Tewksbury Elementary School utilizing Co-op #65MCESCCPS contract bid #ESCNJ 20-21-08 at an amount of $48,747.95.

16. Approve change order #1 with Capital Paving & Contracting for the Tewksbury Elementary School paving project, for a total of $51,855:

    a. 39.3 cubic yards of sub-base replacement at $550/cubic yard at $21,615.
    b. Curb replacement along the north drive. 96 linear feet of curbing at $315/linear foot at $30,240.

17. Accept the donation from the Tewksbury Township PTA, the Nicholson family and Hartman Landscaping for the landscaping and pavers for the OTS courtyard at an approximate value of $55,000.

18. Approve the Joint Transportation agreement between the Tewksbury Township School District and the Califon School District for the 2023-2024 school year. Tewksbury will transport 10 school choice students residing in Califon for the annual fee of $1,165 per student. Tewksbury Township School District shall also transport students for sports and field trips at a rate of $90/hour.

19. Approve FY23 NP Transportation Aid in the amount of $17,472.

20. Approve FY23 Extraordinary Aid in the amount of $237,019.

21. Approve the following PTA grant funding requests for the 2023-2024 school year:

Requested by	School	Event	Amount of Grant
Nancy Morogiello	TES	Amazon Gift Card to purchase multipacks of underwear/pants to remedy toileting accidents	$250.00
Patsy DelGrande/ Mary Cutri-French	OTS	Purchase of 15 wobble stools for students. These were used at TES and would be beneficial to have at OTS.	$1,950.00

Motion: _____ 2nd _____
Discussion
Roll Call:
Ms. Carrino____Mr. Charniga____Mr. Davidson____Ms. Fleming____Ms. Jardinella____Ms. Munoz____Ms. Niang____ Dr. Simon____Ms. Stein____

22. Approve the following TEF grant funding request for the 2023-2024 school year:

Requested by	School	Event	Amount of Grant

Becky Chapman	TES	Circus Minimus - 5 day residency. Theme will be character education, kindness, teamwork, perseverance, etc.	$4,500.00

Motion: _____ 2nd _____
Discussion
Roll Call:
Ms. Carrino____Mr. Charniga____Mr. Davidson____Ms. Fleming____Ms. Jardinella____Ms. Munoz____Ms. Niang____
Dr. Simon____Ms. Stein____

D. Technology
Discussion

E. Facilities
Discussion

F. Transportation
Discussion
- Update on new buses
- Update on school bus passes

Motion to approve the following:

1. Approve a bus safety talk and parking lot ride at the Tewksbury Elementary School Welcome Event for the incoming kindergarten students in August, 2023.

Motion: _____ 2nd _____
Discussion
Roll Call:
Ms. Carrino____Mr. Charniga____Mr. Davidson____Ms. Fleming____Ms. Jardinella____Ms. Munoz____Ms. Niang____
Dr. Simon____Ms. Stein____

G. Communication
Discussion

H. Other
Discussion
- September Board Meeting date

XI. LEGISLATIVE REVIEW
Discussion

XII. OPPORTUNITY FOR PUBLIC COMMENT

During this portion of the meeting, the in-person public participants are invited to address the Board with questions or comments on non-agenda items. The public is requested to sign the register provided for this purpose and to state their name, address, and direct their comments to the Board President. While all comments will be considered and a response will be forthcoming

if and when appropriate, the Board will not respond to the speakers at the time of their appearance.

The public comment period will be a maximum of thirty minutes in length unless there are unusual circumstances. Those appearing will be allocated three minutes to speak and no one will be permitted to speak twice until all those wishing to speak have had a turn. Civility and mutual respect is expected. Speakers should be courteous to Board members, District employees, students, and other members of the public.

Motion to close public comments _____ 2nd_____

All in Favor:
Roll Call:
Ms. Carrino____Mr. Charniga____Mr. Davidson____Ms. Fleming____Ms. Jardinella____Ms. Munoz____Ms. Niang____
Dr. Simon____Ms. Stein____

I. Personnel
Discussion

Motion to approve the following:

1. At the recommendation of the Superintendent, approve Ava Wentworth as a substitute teacher for the 2023-2024 school year.

2. Approve the additional hours for after school tutoring ARP Beyond the School Day funds for the 2022-2023 school year.

Name	Grade	Compensation	Hours
Liz Gentile	Kindergarten	$65.49/hour	9 hours, including 2 hours of prep time

3. Approve the additional hours for the following chaperone of the 7th Grade trip to LegoLand in June, 2023.

Name	Compensation	Hours
Cathy Zisk	$40/hour	1 hour, 20 minutes

4. Approve the following honoraria positions for the 2023-2024 school year:

Name	Position	Stipend
Daniela DiGiovanni	Girls Soccer Head Coach (shared position)	$2,200.50
Frederick deJaager	Girls Soccer Head Coach (shared position)	$2,200.50
Robert Lovering	Boys Soccer Head Coach	$3,554.00

Darcy Harp	Field Hockey Head Coach	$4,401.00

5. Approve the maternity leave extension request from Yahna Fiscarelli, 5th Grade Elementary Science and Social Studies Teacher. Ms. Fiscarelli is requesting unpaid leave, with a return date of November 1, 2023. (TES-TCH-05-02)

6. At the recommendation of the Superintendent, approve Kelly Scardelli as a 5th Grade Elementary Science and Social Studies Maternity Leave Replacement Teacher effective August 28, 2023 through approximately November 1, 2023, at an annual salary of $63,836 (prorated). (TES-TCH-05-02)

7. Accept, with regret, the letter of resignation from Kyle Rizzolo, Custodian, effective August 11, 2023. (DIST-CUST-07)

8. At the recommendation of the Superintendent, approve Micardo Earle as a Custodian effective on or about August 28, 2023 through June 30, 2024, at Step 5 $39,225 (prorated), pending criminal history review. (TES-TCH-05-02)

9. Accept, with regret, the letter of resignation from Emily Searle, Library Media Specialist, effective August 24, 2023. (OTS-TCH-MEDIA-01)

10. Approve the following staff members as medical aides for OTS after school soccer practice and games at the student supervision rate of $40/hour. Only 1 aide will work per day.

    - Kelly Cullen
    - Bonnie Mendralla (back-up 1)
    - Heather Olla (back-up 2)

11. Approve the following staff member as an OTS cross country track aide for practices and meets at the student supervision rate of $40/hour.

    - Heather Olla

12. Approve the job description for the Superintendent.

13. Approve the maternity leave extension request from Susan Moyer, TES Speech Pathologist. Ms. Moyer is requesting to use her accrued sick days, followed by NJFLA, with a return date of December 11, 2023. (DIST-SPE-CST-01)

Motion: _____ 2nd _____
Discussion
Roll Call:
Ms. Carrino____Mr. Charniga____Mr. Davidson____Ms. Fleming____Ms. Jardinella____Ms. Munoz____Ms. Niang____
Dr. Simon____Ms. Stein____

XIII. OLD BUSINESS

XIV. NEW BUSINESS

XV. EXECUTIVE SESSION

Motion _____ 2nd _____ Enter closed session at _____p.m.

WHEREAS, Chapter 231, P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in executive or private session under certain limited circumstances, and:
WHEREAS, said law required the Board of Education to adopt a resolution at a public meeting before it can meet in such an executive or private session;
NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Township of Tewksbury that it does hereby determine that it is necessary to meet in executive session at this time to discuss personnel and legal matters for approximately thirty minutes. The matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting. Action may be taken.

Motion _____ 2nd _____ Enter open session at _____p.m.

XVI. ADJOURNMENT

Motion _____ 2nd _____ Time of Adjournment:_____p.m.

All in Favor:
Roll Call:
Ms. Carrino____Mr. Charniga____Mr. Davidson____Ms. Fleming____Ms. Jardinella____Ms. Munoz____Ms. Niang____
Dr. Simon____Ms. Stein____