August 23, 2023 Regular Board Meeting
TEWKSBURY TOWNSHIP BOARD OF EDUCATION

The Committee of the Whole Meeting of the Tewksbury Township Board of Education was called to order by Ms. Stein at 7:07 p.m. at Old Turnpike School.

Ms. Stein read the Sunshine Law:

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.

The Board pledged Allegiance to the Flag.

PRESENT: Ms. Carrino, Mr. Charniga, Ms. Fleming, Ms. Jardinella, Ms. Munoz, Ms. Niang, Dr. Simon, Ms. Stein

ABSENT: Mr. Davidson

ALSO PRESENT: Dr. Jennifer Shouffler-Superintendent, Heather Goguen-Business Administrator

OPPORTUNITY FOR PUBLIC COMMENT: None.

Motion was made by Ms. Stein and seconded by Dr. Simon to close the public comment portion of the meeting.

All in Favor: Ms. Carrino, Mr. Charniga, Ms. Fleming, Ms. Jardinella, Ms. Munoz, Ms. Niang, Dr. Simon, Ms. Stein
Absent: Mr. Davidson

PRESENTATION: Dr. Mitchell and Ms. Moore presented the changes to the new school schedule and curriculum that will be implemented through the 2023-2024 school year.

CORRESPONDENCE: The following correspondence was received: note from staff member, email about a local service.

SUPERINTENDENT'S REPORT: School will open on August 28th for the staff and August 30th for the students. The custodial/maintenance staff has worked diligently to clean and improve the school environment. Both schools have new outdoor signage to identify the schools and proudly display the "National Blue Ribbon of Excellence" designation. There is also a new sign outside of OTS to advertise upcoming events. The Tewksbury Elementary School parking lot was paved. Thanks to the PTA and a generous donation from the Nicholson family, OTS has a new courtyard area. Dr. Shouffler reviewed the School Safety Data Submission report which is submitted to the NJDOE to report school safety incidents every six months. The Board reviewed the HIB Report, Enrollment Reports and the 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/ Time of Drill	4 min
Weather Conditions	sunny
Conductor of Drill	Krowl/Mitchell
Notification Method	pull station

MINUTES: Motion was made by Ms. Stein and seconded by Ms. Munoz to approve the following minutes:

- June 12, 2023 Committee of the Whole Meeting
- June 12, 2023 Executive Session

Final Resolution: Motion carried on a roll call vote.
Yes: Ms. Carrino, Mr. Charniga, Ms. Fleming, Ms. Jardinella, Ms. Munoz, Ms. Niang, Dr. Simon, Ms. Stein
Absent: Mr. Davidson

CURRICULUM: The opening day schedule for staff includes 2 days for meetings, classroom organization, workshops, articulation and curriculum meetings. Substitute data was shared with the board. When there is insufficient substitute coverage, teaching staff covers any unfilled classes. We are still in need of more substitutes. There is a slight uptick in enrollment this year. Grade 1 now has 41 students and Dr. Shouffler discussed hiring another teacher's aide so that each class would have a teacher and an aide. It would be difficult to hire a new teacher at this stage and an aide may be a good solution.

Motion was made by Ms. Stein and seconded by Ms. Fleming to approve the following:

Approve the revised Tewksbury Township School District's Virtual Instruction Plan for the 2023-2024 school year.
Approve Michael Mitchell as the Affirmative Action Officer.

Approve Megan Verderamo as the District Anti-Bullying Coordinator.
Approve Sheila Donovan as the Tewksbury Elementary School HIB Specialist.
Approve Mary Cutri-French as the Old Turnpike School HIB Specialist.
Approve Megan Verderamo as the School Safety Specialist.
Approve Megan Verderamo as the District Testing Coordinator.
Approve Megan Verderamo as Title IX Coordinator.
Approve Megan Verderamo as the Homeless Liaison.
Approve Sheila Donovan as the Tewksbury Elementary School Testing Coordinator.
Approve Mary Cutri-French as the Old Turnpike School Testing Coordinator.
Approve Sheila Donovan as the Tewksbury Elementary School 504 Plan Coordinator.
Approve Mary Cutri-French as the Old Turnpike School 504 Plan Coordinator.
Approve the use of the Charlotte Danielson 2013 Teacher Evaluation Model and Frontline Professional Growth Evaluation Tool.
Approve the use of the Kim Marshall Evaluation Rubric for the Administrator Evaluation.
Approve the adoption of the 2023-2024 Mentoring Plan.
Approve the adoption of the 2023-2024 Professional Development Plan.
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

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

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

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

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

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

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

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

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

Final Resolution: Motion carried on a roll call vote.
Yes: Ms. Carrino, Mr. Charniga, Ms. Fleming, Ms. Jardinella, Ms. Munoz, Ms. Niang, Dr. Simon, Ms. Stein
Absent: Mr. Davidson

POLICY: There are two new policies that were created based on new legislation from the NJDOE over the summer; one for sick time and one for the threat assessment team.

Motion was made by Ms. Stein and seconded by Dr. Simon to approve the following:

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

Final Resolution: Motion carried on a roll call vote.
Yes: Ms. Carrino, Mr. Charniga, Ms. Jardinella, Ms. Munoz, Ms. Niang, Dr. Simon, Ms. Stein
Absent: Mr. Davidson
Abstain: Ms. Fleming

FINANCE: The audit of school year 2022-2023 is underway. The auditor will update the board later in the school year, most likely in January, 2024. Ms. Goguen recognized and thanked the PTA, the Nicholson family and Hartman Landscaping for the donation of a beautiful courtyard at OTS. The custodial team has worked very hard this year to make the buildings look great. There will be facilities walk throughs for the Board at the September 27th meeting for OTS and at the October 11th meeting for TES. The board meeting will also be held at TES on October 11th. The largest capital project completed over the summer was the TES parking lot. Another project was the new sign at OTS and Blue Ribbon lettering and school names on the buildings at both schools. The TES entrance has also been painted navy blue in the entrance area. The main office at TES had the flooring replaced, an accent wall painted and Mrs. Moore and Mrs. Callahan covered the counters in contact paper. This is a beautiful improvement to the overall look of the main office. The card reader system at both schools is being upgraded and should be completed in the Fall. The phone system is being migrated to the cloud. The district received their nonpublic transportation aid and extraordinary aid for the fiscal year 2022-2023.

Motion was made by Ms. Stein and seconded by Ms. Fleming to approve the following:

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.

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

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).

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

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).

Approve the attached list of transfers.

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.

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

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.

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

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.

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.

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

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.

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.

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.

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.

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.

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

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

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

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

Final Resolution: Motion carried on a roll call vote.
Yes: Ms. Carrino, Mr. Charniga, Ms. Fleming, Ms. Jardinella, Ms. Munoz, Ms. Niang, Dr. Simon, Ms. Stein
Absent: Mr. Davidson

TECHNOLOGY: Students and parents at OTS have been picking up their chromebooks.

FACILITIES: Discussed under Finance section.

TRANSPORTATION: The new buses ordered last school year are still delayed and hopefully will arrive some time this Fall/Winter. Bus passes will be emailed to parents this week.

Motion was made by Ms. Stein and seconded by Dr. Simon to approve the following:

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

Final Resolution: Motion carried on a roll call vote.
Yes: Ms. Carrino, Mr. Charniga, Ms. Fleming, Ms. Jardinella, Ms. Munoz, Ms. Niang, Dr. Simon, Ms. Stein
Absent: Mr. Davidson

COMMUNICATIONS:

OTHER: The September 13th board meeting conflicts with OTS Back to School night. It is suggested to change it to another night. September 6th was the night selected.

LEGISLATIVE REVIEW: None.

OPPORTUNITY FOR PUBLIC COMMENT: Ms. Faith Ross, Lebanon, NJ spoke about the librarian leaving and asked if there would be a replacement.

Motion was made by Ms. Stein and seconded by Ms. Fleming to close the public comment portion of the meeting.

All in Favor: Ms. Carrino, Mr. Charniga, Ms. Fleming, Ms. Jardinella, Ms. Munoz, Ms. Niang, Dr. Simon, Ms. Stein
Absent: Mr. Davidson

PERSONNEL: Motion was made by Ms. Stein and seconded by Ms. Carrino to approve the following:

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

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

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

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

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)

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)

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

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.

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

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)

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

Approve the job description for the Superintendent.

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)

Final Resolution: Motion carried on a roll call vote.
Yes: Ms. Carrino, Mr. Charniga, Ms. Fleming, Ms. Jardinella, Ms. Munoz, Ms. Niang, Dr. Simon, Ms. Stein
Absent: Mr. Davidson
Abstain: Mr. Charniga abstained from OTS Cross Country Track Aide

OLD BUSINESS: None.

NEW BUSINESS: None.

EXECUTIVE SESSION: Motion was made by Ms. Stein and seconded by Ms. Carrino to enter Executive Session. The time was 8:34 p.m.

Motion was made by Ms. Stein and seconded by Dr. Simon to return to Open Session. The time was 8:59 p.m.

ADJOURNMENT: Motion was made by Ms. Stein and seconded by Ms. Munoz to adjourn the meeting. The time was 8:59 p.m.

Final Resolution: Motion carried on a roll call vote.
Yes: Ms. Carrino, Mr. Charniga, Ms. Fleming, Ms. Jardinella, Ms. Munoz, Ms. Niang, Dr. Simon, Ms. Stein
Absent: Mr. Davidson

Respectfully submitted,

Heather Goguen
Board Secretary