Minutes April 26, 2023 Regular Board Meeting
TEWKSBURY TOWNSHIP BOARD OF EDUCATION

The Regular Board Meeting of the Tewksbury Township Board of Education was called to order by Ms. Stein at 6:00 p.m. at Old Turnpike School.

PRESENT: Ms. Carrino, Mr. Charniga, Mr. Davidson, Ms. Fleming, Ms. Jardinella, Ms.Munoz (arrived 6:04), Ms. Niang (arrived 6:09), Dr. Simon (arrived 6:04), Ms. Stein

ABSENT: None.

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

EXECUTIVE SESSION: Motion was made by Ms. Stein and seconded by Ms. Carrino to enter Executive Session. The time was 6:00 p.m.

Motion was made by Ms. Stein and seconded by Ms. Carrino to return to Open Session. The time was 6:54 p.m.

The Regular Board Meeting of the Tewksbury Township Board of Education was called to order by Ms. Stein at 7:00 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.

OPPORTUNITY FOR PUBLIC COMMENT: None.

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

All in Favor: Jillian Carrino, James Charniga, Greg Davidson, Karen Fleming, Susanne Jardinella, Suleyka Munoz, Khadija Niang, William Simon, Andrea Stein

PRESENTATION: None.

CORRESPONDENCE: A request to give an update on the gaga pit at OTS was received.

SUPERINTENDENT'S REPORT: Many fun field trips and programs are coming up for the students. Spring sports are well underway. NJSLA testing will be held in May for students in grades 3-8. The Board reviewed the HIB Report, Enrollment Reports and the Emergency/Fire Drill Reports.

School	Tewksbury Elementary School	
Month/Year	March 2023	April 2023
Date	3/27/2023	4/21/2023
Drill Description	Secure Drill (Lockout)	Fire Drill
Duration of Drill	2:45 to 2:50 PM	5 minutes 2:15 to 2:20
Weather Conditions	N/A	Sunny
Conductor of Drill	L.Moore/M. Verderamo	L. Moore
Notification Method	Radios and Loudspeakers	Radios and Loudspeakers

School	Old Turnpike School	
Month/Year	March 2023	April 2023
Date	3/27/2023 11:17 am & 3/29/2023 8:35 am	4/19/23
Drill Description	Secure (Lockout) & Secure (Hold!)	Fire Drill
Duration of Drill	5 minutes & 2 minutes	11:20 AM
Weather Conditions	sunny for both drills	Sunny
Conductor of Drill	Verderamo, Mitchell & Krowl 1st drill Mitchell & Scala 2nd	M. Mitchell & D. Krowl
Notification Method	PA system & walkies for both	Pull Station

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

- March 8, 2023 Committee of the Whole Meeting
- March 22, 2023 Regular Board Meeting
- March 22, 2023 Executive Session

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, James Charniga, Greg Davidson, Karen Fleming, Susanne Jardinella, Suleyka Munoz, Khadija Niang, William Simon, Andrea Stein
Absent: None.

CURRICULUM: Dr. Shouffler and Dr. Mitchell have been discussing the feasibility of having a gaga pit at OTS. Sufficient supervision could be a challenge. The PTA has been approached regarding funding, and Torin, an OTS student, is willing to undertake a fundraising effort for this project. More updates to come. Dr. Shouffler

has contracted a reading coach, Ms. Laurell Parris from Rutgers University, to help improve the teaching and learning of literacy. In the 2023-2024 school year, Ms. Parris will be offering demonstration reading lessons for the K-5 teachers with a goal of a more coherent and consistent literacy program through the grades.

POLICY: Motion was made by Ms. Stein and seconded by Ms. Carrino to approve the following policies on first reading:

P 0144	Board Member Orientation and Training (Revised)
P & R 2520	Instructional Supplies (M) (Revised)
P 3217	Use of Corporal Punishment (Revised)
P 4217	Use of Corporal Punishment (New)
P 5305	Health Services Personnel (M) (Revised)
P & R 5308	Student Health Records (M) (Revised)
P & R 5310	Health Services (M) (Revised)
P 6112	Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
R 6115.01	Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New)
P 6115.04	Federal Funds – Duplication of Benefits (M) (New)
P 6311	Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
P 7440	School District Security (M) (Revised)
P 9100	Public Relations (Abolished)
P 9140	Citizens Advisory Committees (Revised)
R 9140	Citizens Advisory Committee (M) (Abolished)

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, James Charniga, Greg Davidson, Karen Fleming, Susanne Jardinella, Suleyka Munoz, Khadija Niang, William Simon, Andrea Stein
Absent: None.

FINANCE: The final budget for the 2023-2024 school year is on tonight's agenda for approval. Ms. Goguen explained that there is one change which has to do with the Debt Service. There was $98 left from two years ago in the budget so we are forced to use that balance towards this year's debt service, and it reduces the amount of the tax levy by $98.00.

PUBLIC HEARING REGARDING 2023-2024 BUDGET

WHEREAS pursuant to N.J.S.A. 18A:22-13, the Board is required to conduct a public hearing for the 2023-2024 budget; and

WHEREAS on March 8, 2023 the Board of Education adopted a preliminary budget for the operation of the Tewksbury Township School District during the 2023-2024 school year and submitted it to the County Superintendent of Schools for approval, and

WHEREAS, having received that approval, the budget and notice of a public hearing were advertised in the Hunterdon Democrat and Courier News. Now,

THEREFORE, be it resolved that the Board hereby opens the public hearing on the 2023-2024 Budget.

· Discussion

· Public Comments
· Motion to close public hearing and adopt the 2023-2024 Budget.

Motion was made by Ms. Stein and seconded by Ms. Carrino to close public hearing

All in Favor: Jillian Carrino, James Charniga, Greg Davidson, Karen Fleming, Susanne Jardinella, Suleyka Munoz, Khadija Niang, William Simon, Andrea Stein

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

Adoption of 2023-2024 Budget:

Resolved, that the Tewksbury Township Board of Education adopts the following budget for the 2023-2024 school year as approved by the Hunterdon County Department of Education County Superintendent.

2023-2024	General Fund	Special Revenues	Debt Service	Total
Total Expenditures	$16,172,758	$150,194	$740,081	$17,063,033
Less Anticipated Revenue	$2,858,980	$150,194	$98	$3,009,272
Taxes To Be Raised	$13,313,778	$0	$739,983	$14,053,761

BE IT RESOLVED, that the Tewksbury Township Board of Education, in the County of Hunterdon, New Jersey, approves the following capital projects and withdrawal of $571,250 from the Capital Reserve account to provide funding for the following projects/equipment for the 2023-2024 school year:

Paving of Tewksbury Elementary School parking lot	$451,250
Card Reader System Upgrades (both schools)	$ 70,000
Door upgrades at OTS	$ 50,000

Total costs for these projects are $571,250, which represent expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.
BE IT RESOLVED, that the Tewksbury Township Board of Education, in the County of Hunterdon, New Jersey, approves the following security projects and architect fees and withdrawal of $187,000 from the Emergency Reserve account to provide funding for the following projects/equipment for the 2023-2024 school year:

VOIP Migration to cloud of phone system (both schools)	$100,000

Network Core Switches and access points (both schools)	$ 75,000
Blue Lights for Emergency Notification System at OTS	$ 12,000

Total costs for these projects are $187,000, which represent expenditures for security elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

WHEREAS, the Tewksbury Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of $150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of $20,000 for all staff and board members.

BE IT FURTHER RESOLVED that the Board of Education establish the maximum dollar limit of $95,850 for professional services for the 2023-2024 school year and confirms $142,082 was established as the 2022-2023 school district maximum of which $50,463 has been spent to date.

WHEREAS, the budget includes the following appropriations:

Legal	$24,000
Audit Fees	$17,850
Architect	$54,000
Total	$95,850

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 March 23, 2023 through April 26, 2023 for a total amount of $1,237,450.72.

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

BE IT RESOLVED that upon review of the Board Secretary's Reports for the month of March, 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 March, 2023.

BE IT RESOLVED that upon review of the Treasurer's Report for the month of March, 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 2022-2023 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
Megan McCoy	5/5/23	$225.	$38.00 Mileage	NJ Association of School Psychologists Spring Conference, Newark, NJ
Megan Verderamo	4/26/23	$75.00	-0-	FEA Legal One - How to Meet the Challenges of K-2 and High School Gifted and Talented Identification and Programming (Virtual)
Kara Swan	5/23/23	$125.00	$18.99 Mileage	NJASBO Accounts Payable Overview, Whippany, NJ
Karen Morrow	7/12-14/23	$569.00	-0-	WRS Certified Teacher Conference with Fundations Reading Conference - Online

Robin Thompson	5/31/23	-0-	-0-	The Director 360: Beyond Compliance-Role of Director of Special Ed Services and Current Challenges, Cornerstone Day School, Cranford, NJ

*Mileage will be reimbursed according to board policy.

Approve the following field trips for the 2022-2023 school year.

Grade	Destination	Date	Cost to Student (cost of attendance not paid by district)
5-8 Band	OTS Jazz Band will perform for Tewksbury Elementary School students in the hopes of inspiring them to join the band when they attend OTS.	May, 2023	-0-

Approve the following school event:

School	Event	Description	Date	Advisor
OTS	Donation Drive for Veterans	Collect needed items to donate to local veteran organizations.	May 1- May 31, 2023	Dee Krowl Bonnie Mendralla

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, James Charniga, Greg Davidson, Karen Fleming, Susanne Jardinella, Suleyka Munoz, Khadija Niang, William Simon, Andrea Stein
Absent: None.

TECHNOLOGY: None.

FACILITIES: The ROD grants were submitted this morning by the architect. We should hear whether or not they have been approved by the end of the summer. Ms. Goguen is in the process of putting together the paperwork for a grant through the NJ Clean Energy Program from the Board of Public Utilities. This grant will pay for 75% of the costs for new dishwashers and ice machines. A vendor has been in this week to look at the old appliances and will be providing estimates of replacement costs. We are renewing the contract for the YMCA tonight at the same cost as the 2022-2023 school year.

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

Approve the contract with the Hunterdon County YMCA to provide before and after care school programs for the 2023-2024 school year for a fee of $8,000 payable to the Tewksbury Township School District.

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, James Charniga, Greg Davidson, Karen Fleming, Susanne Jardinella, Suleyka Munoz, Khadija Niang, William Simon, Andrea Stein
Absent: None.

TRANSPORTATION: None.

COMMUNICATIONS: None.

OTHER: The decision to move the June 14th meeting to June 12th, and possibly canceling the June 21st meeting was discussed.

LEGISLATIVE REVIEW: None.

OPPORTUNITY FOR PUBLIC COMMENT:

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

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, James Charniga, Greg Davidson, Karen Fleming, Susanne Jardinella, Suleyka Munoz, Khadija Niang, William Simon, Andrea Stein
Absent: None.

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

Approve the renewal of the following teachers as after-school tutors using ARP ESSER funds.

Name	Grade	Compensation	Hours
Amy Allen	Gr. 5-8	$67.02	Up to 10 hours, including 2 hours of prep time
Nicole Amato	Middle School ELA	$67.02	Up to 10 hours, including 2 hours of prep time

Approve the additional hours for the chaperones of the middle school (5th grade and grade 6,7,8 band and chorus students) Music Trip to Dorney Park in May, 2023.

Name	Compensation	Hours
Nicole Polinger	$40/hour	Up to 5 hours
Chris Shaffer	$40/hour	Up to 5 hours
Bonnie Mendralla	$40/hour	Up to 5 hours
Emily Searle	$40/hour	Up to 5 hours
Heather Olla	$40/hour	Up to 5 hours
Tom Lobb	$40/hour	Up to 5 hours
Dee Krowl	$40/hour	Up to 5 hours
Monica Scala	$40/hour	Up to 5 hours
Kelly Scardelli	$40/hour	Up to 5 hours
Alana Magro	$40/hour	Up to 5 hours
Scott Steinman	$40/hour	Up to 5 hours

Approve the hours for the chaperones of the Middle School Dance in May, 2023.

Name	Compensation	Hours
Bonnie Mendralla	$40/hour	Up to 4 hours
Dee Krowl	$40/hour	Up to 4 hours
Nicole Amato	$40/hour	Up to 3 hours
Tom Lobb	$40/hour	Up to3 hours

Approve the hours for the chaperone of the Middle School Spring Concert in May, 2023

Name	Compensation	Hours
Dee Krowl	$40/hour	Up to 3 hours

Approve the internship placement for the following students from The Principles of Teaching Program at Hunterdon County Polytech.

Name of Intern	Dates (from 12:00pm-2:00pm)	School	Teacher Requested
Emily Starkweather	May 4, 5, 11, 12, 18, 19, 25 and 26	TES	Ms. Bristow - Gr. 2
Tori Sebastiano	May 4, 5, 11, 12, 18, 19, 25 and 26	OTS	Ms. Olla - Gr. 7 S.E.

At the recommendation of the Superintendent, approve Amanda O'Brien as a full time Paraprofessional beginning on or about May 1, 2023 through June 30, 2023 at Instructional Aide Step 3, $17.56 per hour, pending criminal history review.

At the recommendation of the Superintendent, approve Sandra Brinkhoff as a full time Art Teacher beginning August 28, 2023 through June 30, 2024 at Step 10 MA $77,652.00. (TES-TCH-ART-01)

At the recommendation of the Superintendent, approve Nelly Smith as a full time Paraprofessional effective on or about May 1, 2023 through June 30, 2023 at Instructional Aide Step 3 $17.56 per hour, pending criminal history review.

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, James Charniga, Greg Davidson, Karen Fleming, Susanne Jardinella, Suleyka Munoz, Khadija Niang, William Simon, Andrea Stein
Absent: None.

OLD BUSINESS: Ms. Niang inquired about the Blue Ribbon sign and the design.

NEW BUSINESS: None.

ADJOURNMENT: Motion was made by Ms. Stein and seconded by Ms Carrino to adjourn the meeting. The time was 7:39 p.m.

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, James Charniga, Greg Davidson, Karen Fleming, Susanne Jardinella, Suleyka Munoz, Khadija Niang, William Simon, Andrea Stein
Absent: None.

Respectfully submitted,

Heather Goguen
Board Secretary