Minutes March 8, 2023 Committee of the Whole 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 7:00 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.

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

ABSENT: None

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

OPPORTUNITY FOR PUBLIC COMMENT: None.

Motion was made by Ms. Stein and seconded by Ms. Carrino 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
Absent: None.

PRESENTATION: Ms. Megan Verderamo, Supervisor of Instruction and Programs, gave a presentation on Intervention Programs. Ms. Heather Goguen, Business Administrator and Dr. Jennifer Shouffler, Superintendent, gave a presentation on the tentative 2023-2024 school budget.

CORRESPONDENCE: None.

SUPERINTENDENT'S REPORT: Dr. Shouffler informed the Board that last week, the school security team and the Tewksbury Police Department hosted a walk-through of both schools for the local EMS and Fire Departments in order to familiarize these emergency responders with the schools and gather suggestions for improvements.

MINUTES: Approval of the February 1, 2023 Special Ethics Training and Regular Board Meeting and the February 22, 2023 Regular Board Meeting will be voted on at the next meeting.

CURRICULUM: Dr. Shouffler shared more information on the Footprints program offered by the Hunterdon Prevention Services.

POLICY: None.

FINANCE: The 7th grade team is planning a trip to Legoland and will be voted on at the next board meeting if there are no objections. Ms. Goguen shared proposals for leasing or purchasing new copiers since several of the copiers are in need of replacement. Shared services agreements with Califon, one for a librarian and one for child study team services, were shared with the board and will be voted on at the next board meeting. There is a resolution to participate with the Alliance for Competitive Energy Services (ACES) for gas that will be voted on at the next board meeting. Our contact with ACES will review what we are currently paying and if there is a savings the district can participate, but there is no obligation.

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

Adoption of Tentative 2023-2024 Budget:

Resolved, that the Tewksbury Township Board of Education adopts the following tentative budget for the 2023-2024 school year and authorizes the Board Secretary to submit to the Hunterdon County Department of Education County Superintendent for approval in accordance with the statutory deadline and to make all necessary adjustments to the budget to comply with State regulations.

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	$0	$3,009,174
Taxes To Be Raised	$13,313,778	$0	$740,081	$14,053,859

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	$414,250
Card Reader System Upgrades (both schools)	$ 70,000
Sign (OTS) and Blue Ribbon Lettering (both schools)	$ 37,000
Door upgrades at OTS	$ 50,000

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.

And to advertise said tentative budget in the Hunterdon County Democrat or Courier News in accordance with the form suggested by the State Department of Education and according to law.
BE IT FURTHER RESOLVED, that a public hearing be held at Old Turnpike School, Tewksbury Township, New Jersey on April 26, 2023 at 7:00 pm, for the purpose of conducting a public hearing on the budget for the 2023-2024 School Year.

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 tentative budget includes the following appropriations:

Legal	$24,000
Audit Fees	$17,850

Architect	$54,000
Total	$95,850

Approve the following Funding/Grants for the 2022-2023 school year:

Provider	Grade	Title	Amount of Grant
Mr. George Contrino Lowes	TES, PK-4	New garden gates at TES. Mr. Contrino will use donations from Lowes to build the garden gates.	Approximately $1,000
TEF	6	3/13/23 program facilitated by Dr. Peter Stupak, Main Engine Start - Electromagnet investigation for 6th graders	$600.00

Approve the following assemblies at Tewksbury Elementary School:

	Grade	Description	Date	Cost	Staff Contact
B	3	Annual Arbor Day Program - presentation by Tom Sheppard, HC Chief Park Naturalist. Nature walk with Mr. Sheppard and 3rd grade. Each 3rd grader will receive a seedling with instructions.	4/28/23	-0-	Lisa Moore
C	6	Owls of the County - a mixture of a slide show and various props (taxidermied owl, body parts) presented by Mr. Tom Sheppard, HC Chief Park Naturalist. During the program, Mr. Sheppard will talk about how owls use and depend on the trees and forest for nesting. He will also discuss how to find owls, owl calls and challenges they face.	4/28/23	-0-	Michael Mitchell

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
Kirsli Spinks	3/30/23	$199	Mileage=$54	Professional Chrome OS Administrator Certification Camp

*Mileage will be reimbursed according to board policy.

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

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

	Grade	Description	Date	Cost	Staff Contact
A	2	Footprints for Life-Hunterdon Prevention Resources. This is a research-based primary prevention program designed to build assets and teach skills through the use of puppets and stories that feature "real-life" situations.This program is designed to promote development of necessary assets to deter the first use of alcohol and other drugs.	3/20, 3/27, 4/3, 4/17, 4/24, 5/1	-0-	Sheila Donovan Megan Verderamo

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, Greg Davidson, Karen Fleming, Suleyka Munoz, Khadija Niang, William Simon, Andrea Stein
No: James Charniga, Susanne Jardinella
Absent: None

TECHNOLOGY: Dr. Shouffler advised the board that there was an issue at the school today and both schools were unable to make outgoing calls. Comcast finally showed up at 6:30 p.m. but were unable to resolve the problem and will return tomorrow.

FACILITIES: There is a bid opening for the paving project at Tewksbury Elementary School on Tuesday, March 14th and it will be awarded at the March 22nd meeting.

TRANSPORTATION: None.

COMMUNICATIONS: None.

OTHER: None.

LEGISLATIVE REVIEW: None.

OPPORTUNITY FOR PUBLIC COMMENT: Ms. Brandi Harkins, Califon, NJ commented that she appreciated the presentation by Ms. Verderamo this evening. Ms. Harkins would like the district to continue to work on the gifted and talented program.

Motion was made by Ms. Stein and seconded by Dr. Simon 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
Absent: None.

PERSONNEL: Dr. Shouffler spoke about discussions she has heard at the state and county level pertaining to the evidence of a real and growing teacher shortage. One idea is to create a path for paraprofessionals to go back to school to get their teacher certification. Hunterdon County is partnering with TCNJ to create such a program. The current TEA contract does not provide for credit reimbursement for paraprofessionals. Is this something that should be considered in the future?

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 Beyond the School Day funds.

Name	Grade	Compensation	Hours
Tracy Barnes	Kindergarten ELA & Math	$17.87/hour	Up to 10 hours, including 2 hours of prep time
Bonnie Mendralla	Middle School Math	$67.02/hour	Up to 10 hours, including 2 hours of prep time
Joelle Capece	Middle School Math & ELA	$49.38/hour	Up to 10 hours, including 2 hours of prep time

Approve two additional hours for the following teachers to facilitate two TES Grade 3 Family Nights to be held on March 2nd and March 15th, using ARP ESSER Beyond the School Day funds.

Name	Compensation	Hours
Alyssa Forsythe	$40.85/hour	Up to 2 hours
Jaime Levy	$65.49/hour	Up to 2 hours
Pam Nugent	$63.95/hour	Up to 2 hours

Approve Henry McCarthy as a substitute teacher for the 2022-2023 school year, pending criminal history review.

Approve Joelle Capece as an after school OTS Track Team Aide to support a student during practices and meets at the student supervision rate of $40/hour.

At the recommendation of the Superintendent, approve Jennifer Rubino as a part time Paraprofessional, effective on or about March 14, 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, Greg Davidson, Karen Fleming, Susanne Jardinella, Suleyka Munoz, Khadija Niang, William Simon, Andrea Stein
Abstain from motion to approve OTS Track Team Aide: James Charniga
Absent: None

OLD BUSINESS: None.
NEW BUSINESS: Ms. Jardinella would like the district to do more with mathematics.

EXECUTIVE SESSION: None.

ADJOURNMENT: Motion was made by Ms. Stein and seconded by Ms. Munoz to adjourn the meeting. The time was 8:42 p.m.

All in Favor: 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