Minutes February 1, 2023 Special Ethics Training Meeting and Regular Board Meeting
TEWKSBURY TOWNSHIP BOARD OF EDUCATION

The Special Ethics Training Meeting and Regular Board Meeting of the Tewksbury Township Board of Education was called to order by Ms. Stein at 6:30 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

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

SPECIAL MEETING BEGINS

PRESENTATION: Ethics Training presented by Joe Roselle, Esq. from Schenck Price Smith and King, LLP.

REGULAR BOARD MEETING BEGINS

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

PRESENTATION: Mr. Anthony Ardito, Ardito and Co. LLC presented the audit of the 2021-2022 school year. Ms. Megan Verderamo presented the Start Strong Assessment student results. This assessment is a new test from the state which was created to help support schools find students who may have had learning loss in the pandemic. Voorhees High School shared the Grade 9 PSAT scores. Tewksbury students averaged the highest total for the grade 9 PSAT.

CORRESPONDENCE: An email was received from a parent.

SUPERINTENDENT'S REPORT: Dr. Shouffler reported that her office is preparing for the QSAC evaluation happening next week. This is the NJDOE evaluation that all NJ public schools undergo every three years in order to prove they have met the requirements required by the state. Dr. Shouffler stated that our district along with one other district in Hunterdon County passed on the option to take a waiver on some QSAC points under the

Instruction and Program section since the Tewksbury students did well enough on their standardized tests during the pandemic. Dr. Shouffler credits the staff and students for their hard work and thanked the board for their support during the pandemic and with the return to school plan. Dr. Shouffler reported on the Student Safety Data System which is the data base that principals must fill out twice a year entering the numbers of HIB and other student infractions we have had in the past 6 months. In this period TES has had 1 simple threat, 8 HIB trainings for staff, and 24 HIB programs for students. OTS has had 1 simple threat incident, 1 student seclusion incident, 7 HIB trainings, and 7 HIB programs. Dr.Shouffler reviewed the steps that are taken during inclement weather and the decision to close the schools or call an early dismissal. There were no HIB cases for the month of January, 2023. The Board reviewed the enrollment reports and the Emergency/Fire Drill Reports.

School	Tewksbury Elementary School	Old Turnpike School
Month/Year	Jan. 2023	Jan. 2022
Date	1/4/2023	1/11/2023
Drill Description	Fire Drill	Fire Drill
Duration of Drill	4 Minutes started at 11:01	10 minutes
Weather Conditions	Sunny	Cold
Conductor of Drill	L. Moore; TTPD (Ralph, Matt) attended	Verderamo, Mitchell, Krowl, Ely, Scala
Notification Method	Pull Station	Pull station, Walkies

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

- December 7, 2022 Committee of the Whole Meeting
- December 7, 2022 Executive Session
- December 21, 2022 Regular Board Meeting
- January 4, 2023 Reorganization Meeting
- January 4, 2023 Committee of the Whole 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

CURRICULUM: Dr. Shouffler discussed the NJ Middle School Risk and Protective Factors Survey that the 7th and 8th grade students have been asked to participate in. This is an anonymous survey used by the state to inform state grant funding and community-based substance abuse programs.

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

- P 1648.11 The Road Forward COVID-19 – Health and Safety (M) (Abolished)
- P 1648.13 School Employee Vaccination Requirements (M) (Abolished)
- P 0152 Board Officers (Revised)

- P 0161 Call, Adjournment, and Cancellation (Revised)
- P 0162 Notice of Board Meetings (Revised)
- P & R 2423 Bilingual and ESL Education (M) (Revised)
- P 2425 Emergency Virtual or Remote Instruction Program (M) (Revised)
- R 2425 Emergency Virtual or Remote Instruction Program (M) (New)
- P & R 5200 Attendance (M) (Revised)
- P 5512 Harassment, Intimidation, or Bullying (M) (Revised)
- P 8140 Student Enrollments (M) (Revised)
- R 8140 Enrollment Accounting (M) (Revised)
- P & R 8330 Student Records (M) (Revised)
- R 8420.2 Bomb Threats (M) (Revised)
- R 8420.7 Lockdown Procedures (M) (Revised)
- R 8420.10 Active Shooter (M) (Revised)

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

FINANCE: The substitute rate is being reconsidered to comply with the rise in minimum wage. Ms. Goguen gave a budget update and requested a special finance committee to review the budget next week. The waiver for the SEMI is on the agenda. The district qualifies for this waiver when there are less than 40 students who receive free lunch. The staff and students on the food service advisory committee met last week. Students are happy with the quality of food. The December bill from Maschio's needed to be supplemented by board funds, and the manager is looking for ways to keep the menus less expensive without sacrificing the quality of the food. The board discussed ways to help promote Maschio's menus, including sending paper copies home on a monthly basis.

Motion was made by Ms. Stein and seconded by Ms. Carrino 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 December 22, 2022 through January 25, 2023 for a total amount of $1,585,376.36.

Acceptance and Approval of Board Secretary's Report for the month of December, 2022.

BE IT RESOLVED that upon review of the Board Secretary's Reports for the month of December, 2022 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 December, 2022.

BE IT RESOLVED that upon review of the Treasurer's Report for the month of December, 2022 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
Jeanette Pill	2/16/23	115.00	0	MUJC: Inclusion Do's, Don'ts and Do Betters, Grades K-12 -Virtual (ESSER funds)
Sheila Donovan	1/19/23	199.00	0	I&RS Services/504: Perfect Together - Virtual (ESSER funds)
Lisa Moore	2/7/23	185.00	0	School Safety & Violent Event Mgt. - Flemington, NJ (ESSER funds)
Sara Femiano	2/23/23	219.99	0	Self Regulation Interventions for Autism, ADHD, Emotional Challenges - Virtual (ESSER funds)
Mary Chandler	2/21 & 2/23/23	$50.00	0	National Association of Educational Office Professionals Virtual Summit-Skills for the 2st Century-Virtual
Bob Hoffman, Jr.	3/29/23 - 3/31/23	$400.00	Hotel $192.00 Mileage=$125.00 Tolls=$20.00 Parking=$40	School Transportation Supervisors (STS) 53rd Annual Conference, Atlantic City, NJ
Kirsli Spinks	1/26/23	$375.00	Mileage = $131.00 Tolls = $10.10 Parking = $20.00	NJ Association of School Administrators Techspo, Harrah's Resort, Atlantic City, NJ (Title IV Funds)
Peter Berg	3/8/23	$110.00	0	New Jersey Educational Computing Cooperative (NJECC) Annual NJ Technology Conference - Virtual (Title IV Funds)
Emily Searle	3/7/23-3/8/23	$130.00	Mileage $43.00	New Jersey Educational Computing Cooperative (NJECC) Annual NJ Technology Conference, Little Falls, NJ (Title IV Funds)

Peter Berg	2022-23	$500.00	0	Project Lead the Way - Virtual (Title IV Funds)
Kristen Reinhart	3/7/23 - 3/8/23	$215.00	Mileage = $47.75	NJECC Annual NJ Technology Conference, Little Falls, NJ
Anne Rose-Mason	2/16/23	$75.00	Mileage =$20.68	Hunterdon County Librarians Association 2023 Winter Workshop - Flemington, NJ
Emily Searle	2/16/23	$75.00	Mileage = $18.52	Hunterdon County Librarians Association 2023 Winter Workshop - Flemington, NJ
Dr. Jennifer Shouffler	3/27/23	$249.00	Mileage=$25.38	NJ Association of School Administrators (NJASA) Women's Leadership Conference - Somerset, NJ
Sara Femiano	5/3/23	$1,549.00	Mileage = $42.49	Nonviolent Crisis Intervention Certification Renewal Program - New Brunswick, NJ (ESSER funds)
Megan Verderamo	2/7/23	$185.00	0	School Safety & Violent Event Mgt. - Flemington, NJ
Robin Thompson	3/13/23	$145.00	Mileage = $49.07	Embracing the Whole Child/NJCEC Spring Conference, Mahwah, NJ

*Mileage will be reimbursed according to board policy.

Approve the following Tewksbury Elementary School and Old Turnpike School donation drives:

School	Donation Event	Description	Date	Advisor
TES	Pajama Project	Collect New Pajamas to be donated to Hunterdon Family Services for children who are displaced.	Feb. 28 - March 15	Sheila Donovan, Patsy DelGrande
TES	Open Cupboard Food Pantry	Schoolwide canned food drive for Open Cupboard Food Pantry - celebrating 100th day with 100s of cans.	Jan. 23 - Feb. 9	Sheila Donovan, Alyssa Forsythe
OTS	Souper Bowl of Caring	Students vote for the team they think will win the Super Bowl by placing a soup can in a designated box. Donations will go to Flemington Food Pantry.	Feb. 6 - Feb 10	Jessica Mukherjee
OTS	Metroschool Pledge Drive	7th Grade Class Pledge Drive. Raising money that will go directly to the student account. There is no door-to-door selling or delivering of products. Proceeds go to student's own account for the 8th Grade DC trip.	February, 2023	Dee Krowl Bonnie Mendralla

Approve the following TEF Grant for the 2022-2023 school year:

Grade	Title	Cost
5	Wonders of the Universe Science Residency - Pearl Observatory	$2,600.00

Approve the Resolution regarding Special Education Medicaid Initiative (SEMI) Program Waiver of Requirements.

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the following resolution regarding Special Education Medicaid Initiative (SEMI) Program:

Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for 2023-2024, and

Whereas, the Tewksbury Township Board of Education desires to apply for this waiver due to the fact that the district projects having fewer than 40 Medicaid eligible classified students.

Now, Therefore Be It Resolved that the Tewksbury Township Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Hunterdon an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2023-2024 school year.

Approve the annual tuition of $7,500.00 for the 2023-2024 Preschool Program.

Acknowledge the following proposals for the District's Broker of Record - Employee Health Benefits, which were received on January 3, 2023:

NAME
Brown & Brown
Henry O. Baker/IMAC
Centric
Conner, Strong & Buckelew

It is recommended that the Board approve Centric as Broker of Record to provide Employee Health Benefit Services to the District for the 2022-2023 school year.

Accept the Emergent needs and Capital maintenance funding from the School Development Authority in the amount of $11,540.

Approve the change in the substitute pay rate from $90 for the first 5 days and $120 thereafter to $120.

Approval of 2021-2022 School Audit.

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the 2021-2022 Audit Report conducted by Ardito and Co. (ACFR) and Audit Management Program (AMR).

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, that the Board Secretary be directed to file the necessary reports with the State Department of Education.

Recommendations:
None

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

TECHNOLOGY: None.

FACILITIES: Ms. Goguen spoke with LAN architects regarding the paving project at TES. The advertisement has gone out and the bid will be due on March 14th and awarded on the March 22nd agenda.

Motion was made by Ms. Stein and seconded by Ms. Fleming to amend the Facilities motion below and remove the HVAC upgrades at Gym (New HVAC System)

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

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

Approve, upon the recommendation of the Superintendent, that the Tewksbury Township Board of Education, in the County of Hunterdon, New Jersey authorizes Parette Somjen Architects to submit all necessary plans and paperwork to the Department of Education concerning the following projects at Old Turnpike School:

a. RTU Replacement at All-Purpose Room
b. RTU Replacement at Atrium (+/ 13 Units)
c. Air Conditioning Upgrades at Kitchen
d. ~~HVAC upgrades at Gym (New HVAC System)~~
e. Stage Repairs and Floor Replacement at All-Purpose Room

It is also recommended that the Board approve and authorize, upon the recommendation of the Superintendent, the amendment of the current Long Range Facilities Plan to include the above projects, and

BE IT FURTHER RESOLVED, this project shall be a "Regular Operating District Grant" project and the Board of Education is seeking State funding but will fund the remaining portion of the Project through the District's Capital Reserve Account.

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

TRANSPORTATION: The new bus scheduled for delivery in January is now scheduled for the end of April. Bus inspections are taking place on 2/2/23.

COMMUNICATIONS: None.

OTHER: None.

LEGISLATIVE REVIEW: On January 4th bill S-588 was signed into law. This legislation directs the NJ

Department of Education to develop New Jersey Student Learning Standards in information literacy and media literacy. Once we are given the new standards we will need to make these changes to our OTS Digital Literacy Course Curriculum and include them in TES library classes.

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

PERSONNEL: Dr. Shouffler thanked the three teachers that have handed in their letters of retirement: Becky Palmer, Janet Wadler and Joan Condren.

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

Approve the following substitute teachers for the 2022-2023 school year, pending criminal history review:

- Mackenzie Rinehart
- Carol Ann Hontz
- Susan Lacamera
- Corrine Blair

Accept, with best wishes, the letter of retirement from Becky Palmer, Special Education Teacher, effective July 1, 2023. (TES-TCH-SPED-01)

Accept, with best wishes, the letter of retirement from Janet Wadler, Art Teacher, effective July 1, 2023. (TES-TCH-ART-01)

Accept the paternity leave request from Joseph Frankosky, Special Education Teacher, effective on or about April 27, 2023, through the remainder of the 2022-2023 school year using NJFLA. (TES-TCH-SPED-02)

Approve the maternity leave request for Susan Moyer, Tewksbury Elementary School Speech Pathologist, effective approximately April 14, 2023 through November 17, 2023. Ms. Moyer will use accrued sick days in accordance with the TEA contract followed by NJFLA. (TES-0025)

Approve the monthly visitation of therapy dogs with their handlers, provided by The Bright and the Beautiful Therapy Dogs, an American Kennel Club recognized therapy dog organization, as follows:

OTS Paul Roland-Bernese Mountain Dog, Penny
TES Deanna Cuchiaro-Mixed Breed, Brie
TES Joe Pelley-Mixed Breed Beagle, Bojangles

Approve the renewal of the following teachers as an after-school tutors using ESSER II and ARP Beyond the School Day funds.

Name	Grade	Compensation	Hours
Patsy DelGrande	Grade 4	$60.21/hour	Up to 10 hours, including 2 hours of prep time

Jodi DenBleyker	Grade 6 Math	$65.49/hour	Up to 10 hours, including 2 hours of prep time

Approve the following honoraria positions for the 2022-2023 school year:

Name	Honoraria Position	Compensation
Darcy Harp	Head Girls Lacrosse Coach	$4,401
Alana Magro	Assistant Girls Lacrosse Coach	$2,198
Nick Pung	Head Boys Lacrosse Coach	$3,554
Jose Pung	Assistant Boys Lacrosse Coach	$3,046
Heather Olla	Head Softball Coach	$4,401
Patty Jennings	Assistant Softball Coach	$3,721
Tom Lobb	Head Baseball Coach	$4,401
Peter Berg	Assistant Baseball Coach	$3,721
Cathy Zisk	Head Track Coach	$4,401
Frederick deJaager	Assistant Track Coach	$3,721

Approve the following club and advisors for the 2022-2023 school year:

Advisors	Name of Club	Description	Stipend	Supply Budget
Dee Krowl Monica Scala	Scrapbooking Club	Grade 5-8 . Students will create a keepsake album focusing on middle school. Meets 1x per week 2:30-4:00.	$1,500 (shared)	$500.00

Approve payment for the following 1/6/23 OTS school dance chaperones:

Staff Member	# of Hours	Rate	Total
Dee Krowl	5	$40/hour	$200.00
Nicole Amato	5	$40/hour	$200.00
Patty Jennings	3	$40/hour	$120.00
Tom Lobb	3	$40/hour	$120.00

Approve payment for the following chaperones for after school hours while attending the Peer Leadership Conference on 2/2/23.

Staff Member	# of Hours	Rate	Total
Amy Allen	Up to 2	$40/hour	Up to $80.00
Rick DeJaager	Up to 2	$40/hour	Up to $80.00
Scott Sipos	Up to 2	$40/hour	Up to $80.00
Scott Steinman	Up to 2	$40/hour	Up to $80.00

Samantha Wu	Up to 2	$40/hour	Up to $80.00
Dee Krowl	Up to 2	$40/hour	Up to $80.00

Approve the following teachers to facilitate two TES Grade 3 Family Nights to be held in February and March (dates TBD), using ESSER II and ARP Beyond the School Day funds.

Name	Compensation	Hours
Alyssa Forsythe	$40.85/hour	Up to 4 hours, including 2 hours of prep time
Jaime Levy	$65.49/hour	Up to 4 hours, including 2 hours of prep time
Pam Nugent	$63.95/hour	Up to 4 hours, including 2 hours of prep time

Accept, with best wishes, the letter of retirement from Joan Condren, Special Education Teacher, effective July 1, 2023. (TES-TCH-SPED-02)

Accept the letter of resignation from Mia Baldwin, Paraprofessional employed through Hunterdon County Educational Services Commision, effective on or about February 2, 2023.

Approve Megan Verderamo as the Law Enforcement Liaison for the 2022-2023 school year.

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

OLD BUSINESS: 8th grade needs donated sets for the play and 7th grade parents to come in and volunteer.

NEW BUSINESS: Ms. Jardinella spoke about using Zoom again for Board Meetings.

EXECUTIVE SESSION: Motion was made by Ms. Stein and seconded by Dr. Simon to enter Executive Session. The time was 8:57p.m.

Motion was made by Ms. Stein and seconded by Dr. Simon to return to Open Session. The time was 9:14 p.m.

NEW BUSINESS: Ms. Stein spoke about shared services meetings within the county that are attended by board members.

ADJOURNMENT: Motion was made by Ms. Stein and seconded by Dr. Simon to adjourn the meeting. The time was 9:15 p.m.

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

Respectfully submitted,

Heather Goguen
Board Secretary