Minutes December 21, 2022 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. Goguen at 7:00 p.m. at Old Turnpike School.

Ms. Goguen 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 (arrived 7:02), Mr. Deo, 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 Mr. Deo and seconded by Dr. Simon to close the public comment portion of the meeting.

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

PRESENTATION: Brandon and John Foder, member of Old Turnpike School's Student Council spoke to the board. There will be quarterly presentations from the Student Council going forward.

CORRESPONDENCE: None.

SUPERINTENDENT'S REPORT: Dr. Shouffler thanked outgoing Board President, Mike Deo, for his service to the Tewksbury Township Board of Education, especially these last few years during the pandemic. There were no HIB cases for the month of December, 2022. Enrollment Reports and Emergency/Fire Drill Reports were reviewed.

School	Old Turnpike School			
Month/Year	Nov. 2022	Nov. 2022	Dec. 2022	Dec. 2022
Date	11/9/22 11:15 AM	11/22/22 8:15 AM	12/7/22 9:30 AM	12/15/22 8:19
Drill Description	Fire Drill	Lockout	Communication-Emergency Notification	Fire Drill

Duration of Drill	5 minutes	6 minutes	1 minute	8 minutes
Weather Conditions	sunny and warm	cold 29 degrees	Rainy	cold and cloudy
Conductor of Drill	Mitchell, Krowl, Erhart	Krowl, Mitchell	Verderamo, Simcox	Verderamo, Krowl,Mitchell
Notification Method	Pulled Station	PA System.walkies	Email, text, phone	PA system

School	**Tewksbury Elementary School**			
Month/Year	Nov. 2022	Nov. 2022	Dec. 2022	Dec.2022
Date	11/16/2022	11/18/2022	12/1/2022 2:30 PM	12/7/22 9:30 AM
Drill Description	Secure Drill (Lockout)	Fire Drill	Fire Drill	Communication-Emergency Notification
Duration of Drill	9 minutes	4 minutes	4 minutes	1 minute
Weather Conditions	Overcast	Overcast & Cold	Sunny	Rainy
Conductor of Drill	L. Moore, C. Pepe	L.Moore, K. Rizzolo, S. Erhart, M. Verderamo	L. Moore	Verderamo, Simcox
Notification Method	PA System	Pull station	Pull Station	Email, text, phone

MINUTES: Motion was made by Mr. Deo and seconded by Ms. Fleming to approve the following minutes:

- November 16, 2023 Regular Board Meeting
- November 16, 2023 Executive Session

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, Karen Fleming, Susanne Jardinella, Suleyka Munoz, Khadija Niang, William Simon, Andrea Stein, Michael Deo
Absent: Greg Davidson

CURRICULUM: Drafts of the 2023-2024 school calendar have been shared with the board. Discussion took place about recommended changes to the final calendar for approval.

Motion was made by Mr. Deo and seconded by Ms. Carrino to approve the 2023-2024 School Calendar.

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, Karen Fleming, Susanne Jardinella, Suleyka Munoz, Khadija Niang, William Simon, Andrea Stein, Michael Deo
Absent: Greg Davidson

POLICY: Motion was made by Mr. Deo and seconded by Ms. Stein to approve the following policy on second reading:

- P 6620 Petty Cash (M)

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, Karen Fleming, Susanne Jardinella, Suleyka Munoz, Khadija Niang, William Simon, Andrea Stein, Michael Deo
Absent: Greg Davidson

FINANCE: The Tewksbury Education Foundation would like to return to the practice of paying for vendors directly. This will help streamline the process of payment to the vendors. The BOE would still need to approve the vendors. The new copier lease did not work out. Ms. Goguen is contacting another vendor and also looking into the pricing of purchasing the machines. The Request for Proposal for a new insurance broker for our health and dental benefits is due on January 3rd. Ms. Goguen is working on the budget for the upcoming school year. The fire marshall is requiring upgrades to locks and doors in order to be compliant with fire law. These changes will have to be phased in over the next few years. Upcoming technology projects include putting the Voice Over IP phone system into the cloud for security purposes at a cost of $75,000. With the addition of informacast, this will cover Alyssa's Law that allows for a panic button to be used on the phones. This system will also cover Ray Baum's Act which states a 911 call must ensure that "dispatchable location" is conveyed. Servers and access points at OTS must be updated for a cost of $100,000 but some cost will be e-rate eligible and will reduce the cost.

Motion was made by Mr. Deo and seconded by Ms. Munoz 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 for a total amount of $1,391,192.33.

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

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

BE IT RESOLVED that upon review of the Treasurer's Report for the month of November, 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
Jessica Mukherjee	2/27-28/23	$275.00 (ESSER II SEL Funded)	$65 membership $40 mileage	Shape NJ Conference for Phys. Ed. Teachers Princeton, NJ
Megan Verderamo	12/7/22	$75	-0-	Getting the Most out of Data - Virtual (a.m.)
Fay Perticari	2/8-2/9	$312.09 (Title II funded)	-0-	Wilson Reading System Fundations Level K - Virtual
Robin Thompson	1/11/23	$75.00	-0-	Co-Teaching and Consultation: An Overview for Administrator-Virtual
Susan Moyer	1/6/23	$279.00 (ESSER II SEL Funded)	-0-	SLPs: Powerful Strategies to Increase Therapy Progress-Webinar
Megan McCoy	2/6/23	$125.00	$16.00 mileage	MUJC: Running the Best IEP Meeting - Understanding Best Practices PD, New Providence, NJ

*Mileage will be reimbursed according to board policy.

Approve the following class trips for the 2022-2023 school year:

Grade	Destination	Date (approximate month and year)	Approximate Cost per Student (cost of attendance not paid by district)	Teacher/Staff Contact
6	Liberty Science Center	April 2023	$25.00	Cathy Zisk
7	Clinton Township Middle School for a program on resilience, and mental health	February 2023	-0-	Mary Cutri-French
5-6 S.E.	Frank's Pizza, Califon, NJ for life skills/math	January 2023	-0-	Meghan Erb

Be it resolved that the Tewksbury Board of Education absolves itself of financial responsibility from the Tewksbury Education Foundation. All TEF programs and purchases shall still be board approved prior to such events and purchases.

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

Grade	Title	Cost
K-2	Assembly - "1,2,3 Andres"	$1,210.00
K-4	Assembly with Rob Surette (paint)	$2,552.00
K	Science Can Dance 4-day residency	$2,700.00
1	Pearl Observatory Science 2 day residency	$1,700.00
2	"Our Changing Earth" - 5-day residency -John Miller Pearl Observatory	$3,250.00
4	Proactivity - 5 workshops	$3,000.00
4	History of the Earth - 3-day residency, Pearl Observatory	$1,950.00
5	Holocaust Speaker	$150.00
8	Aladdin on Broadway	$4,427.50

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, Karen Fleming, Susanne Jardinella, Suleyka Munoz, Khadija Niang, William Simon, Andrea Stein, Michael Deo
Absent: Greg Davidson

TECHNOLOGY: Dr. Shouffler proposed the dissolution of the technology shared services agreement with Readington. An agreement has been worked out with Hunterdon County ESC to oversee the networking and technology coordination. Tewksbury will hire their own IT Specialist and Computer Technician.

Motion was made by Mr. Deo and seconded by Dr. Simon to approve the following:

Approve the Technology Support Services Agreement with Hunterdon County Educational Services Commission as of January 1, 2023 at a rate of $1,700 per month for the 2022-2023 school year.

Approve the termination of the Technology Support Services Agreement with Readington Township as of December 31, 2022.

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, Karen Fleming, Susanne Jardinella, Suleyka Munoz, Khadija Niang, William Simon, Andrea Stein, Michael Deo
Absent: Greg Davidson

FACILITIES: The baseball field project is complete.

TRANSPORTATION: Transfinder, a new transportation software program is being purchased and will go into effect in January so the can start migrating information and training can take place.

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

Approve the Joint Transportation with Califon School District for Sports and Field Trips for the 2022-2023 school year.

Approve Transfinder software for $13,070 ($9,895 start up cost and first year and prorated half year renewal of $3,175) for January 1, 2023 through July 1, 2024 (18 months).

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, Karen Fleming, Susanne Jardinella, Suleyka Munoz, Khadija Niang, William Simon, Andrea Stein, Michael Deo
Absent: Greg Davidson

COMMUNICATIONS: None.

OTHER: The Safe Return to School Plan must be reviewed and approved every six months.

Motion was made by Mr. Deo and seconded by Ms. Munoz to approve the following:

Approve the date of January 4, 2023 for the Board Reorganization Meeting followed by a Committee of the Whole Meeting.

Approve the January 26, 2023 Special Meeting (Ethics training) at 6:30 followed by the Regular Board Meeting.

Approve the updated Safe Return to School Plan.

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, Karen Fleming, Susanne Jardinella, Suleyka Munoz, Khadija Niang, William Simon, Andrea Stein, Michael Deo
Absent: Greg Davidson

LEGISLATIVE REVIEW: None.

OPPORTUNITY FOR PUBLIC COMMENT: None.

Motion was made by Mr. Deo and seconded by Ms. Munoz to close the public comment portion of the meeting.

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

PERSONNEL: The District is in need of more substitute teachers.

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

At the recommendation of the Superintendent, approve the following substitutes for the 2022-2023 school year, pending criminal history review:

- Michael McDede

- Samantha Edmund

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, Karen Fleming, Suleyka Munoz, Khadija Niang, William Simon, Andrea Stein, Michael Deo
Abstain: Susanne Jardinella
Absent: Greg Davidson

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

Approve the job description for Information Technology Specialist.

Approve the job description for Computer Technician.

At the recommendation of the Superintendent, approve Kirsli Spinks as an IT Specialist effective January 1, 2023 through June 30, 2023, at an annual salary of $80,000 (prorated).

At the recommendation of the Superintendent, approve Nate Joyce as a Computer Technician effective January 1, 2023 through June 30, 2023, at an annual salary of $42,000 (prorated).

At the recommendation of the Superintendent, approve Kelly Scardelli as a 5th Grade Elementary Science and Social Studies Maternity Leave Replacement Teacher effective December 22, 2022 through June 30, 2023 at BA Step 7, $63,336 (prorated).

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

Name	Grade	Compensation	Hours
Becky Chapman	Grade 1	$67.02/hour	Up to 10 hours, including 2 hours of prep time
Joan Condren	Grade 5-8 ELA/Math	$66.26/hour	Up to 10 hours, including 2 hours of prep time
Patsy DelGrande	Grade 4	$60.21/hour	Up to 10 hours, including 2 hours of prep time
Patty Jennings	Grade 7 Math	$62.42/hour	Up to 10 hours, including 2 hours of prep time

Rescind the following motion which was approved at the September 28, 2022 Board Meeting: Accept, with regret, the letter of retirement from Brian Jesby, Coordinator of Buildings and Grounds, effective December 31, 2022. (DIST-CFM-BOE-01)

Accept, with regret, the letter of resignation from Brian Jesby, Coordinator of Buildings and Grounds, effective December 31, 2022. (DIST-CFM-BOE-01)

Approve the following staff member as ski club chaperone for the 2022-2023 school year:

Name	Compensation	Hours
Ralph Cardillo (back-up)	$40/hour	Not to exceed 8 hours

Any substitute emergency vehicle driver not to exceed 101 miles $.47/mile

At the recommendation of the Superintendent, approve Robert Goodwin as a full time Paraprofessional effective on or about January 3, 2023 through June 30, 2023 at Instructional Aide Step 3 $17.56 per hour.

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

OLD BUSINESS: None.

NEW BUSINESS: None.

EXECUTIVE SESSION: None.

ADJOURNMENT: Motion was made by Mr. Deo and seconded by Ms. Carrino to adjourn the meeting. The time was 7:50 p.m.

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

Motion carried.

Respectfully submitted,

Heather Goguen
Board Secretary