Minutes November 16, 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, 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 Ms. Stein 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: Architect Presentation by William Bannister of Parette Somjen

CORRESPONDENCE: An email was received from a former student

SUPERINTENDENT'S REPORT: Two complaints which were out of scope of the definition of HIB and therefore not investigated through the HIB process. Dr. Shouffler stated that the HIB NJ law and our HIB policy explain the Principal's Preliminary Determination. Information will be sent home to parents clarifying the HIB law and Code of Conduct. Emergency/Fire Drill reports were reviewed.

School	Tewksbury Elementary School	Old Turnpike School
Month/Year	Oct. 2022	Oct. 2022
Date	10/27/22	10/21/22 1:15 PM
Drill Description	Evacuation Drill	Fire Drill

Duration of Drill	5 minutes	5 minutes
Weather Conditions	Sunny & Warm	sunny and warm
Conductor of Drill	L.Moore, M. Verderamo, K. Rizzoli, Officer Pappalardo (Tewks Police)	Mitchell, Krowl, Holmes
Notification Method	PA System	Pulled station

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

- October 12, 2022 Committee of the Whole Meeting
- October 12, 2022 Executive Session
- October 26, 2022 Committee of the Whole Meeting
- October 26, 2022 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: The 2023-2024 school calendar was discussed. Embedding snow days into the calendar and extra professional development was discussed.

POLICY: None.

FINANCE: Ms. Goguen stated that the budgeting process for the 2023-2024 school year has begun. The auditor will do a presentation of the fiscal year 2022 for the board at the December 7th meeting.

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 November 17, 2022 for a total amount of $1,203,787.75.

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

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

BE IT RESOLVED that upon review of the Treasurer's Report for the month of October, 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 2023-2024 Budget Development Calendar.

Appoint Parette Somjen as Architects of Record for the 2022-2023 school year per the terms of its proposal dated October 20, 2022.

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	11/2/2022	$115.00	42 miles @$.47/mile = $19.74	NJASP Winter Conference- East Windsor, NJ
Dr Jennifer Shouffler	1/25/2023 pm	$40	-0-	LEGAL ONE Gifted & Talented Update - virtual online

*Mileage will be reimbursed according to board policy.

Approve the following field 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
2	Da Vinci Science Center	March, 2023	$15.75	Pam Nugent

Approve the following fundraisers for the 2022-2023 school year.

Name of Fundraiser	Description	Date	Stipend Rate	Advisor/Chaperones
Mini Photos	Mini Holiday Photo Shoot at	November, 2022	n/a	Dee Krowl, Bonnie Mendralla

	Old Turnpike School. $150/photo shoot. 1/3 goes back to 8th grade class.			
Bake Sale	Bake sale during STEM night at TES. Proceeds benefit 8th grade class.	December, 2022	n/a	Dee Krowl, Bonnie Mendralla

Approve to void the following outstanding checks:

General Operating Account		
February 28, 2022	16136	$500.00
April 1, 2022	16224	$600.00
April 28, 2022	16352	$165.00
June 21, 2022	16502	$119.99
Payroll Account		
October 15, 2021	59551	$11.79
February 28, 2022	59588	$693.96
February 28, 2022	59590	$225.71
June 30, 2022	59627	$225.71
OTS Student Activities Account		
May 12, 2022	2969	$674.85
June 17, 2022	3015	$309.13

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: Some suspicious emails have been sent to staff members. Staff has been reminded to be careful not to click on any suspicious links.

FACILITIES: The PTA would like to undertake the processing of re-doing the courtyard at OTS so that students can utilize the space. They will hold a fundraiser for bricks/pavers with names engraved. An updated list of capital and maintenance projects for the 23-24 budget has been shared with the Board. Ms. Goguen would like to have the card reader system updated. The baseball field regrading and fencing project is almost complete.

TRANSPORTATION: A quote for a new bus was also included in the 2023-24 budget.

COMMUNICATIONS: None.

OTHER: None.

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

Approve the following staff members to assist students with medical care during after school activities for the 2022-2023 school year at the student supervision rate of $40/hour:

- Ralph Cardillo
- Kelly Cullen (back-up)
- Heather Olla (back-up)

At the recommendation of the Superintendent, approve Mia Baldwin as a part time special education paraprofessional for the 2022-2023 school year. Ms. Baldwin will be hired through our professional services agreement with Hunterdon ESC.

At the recommendation of the Superintendent, approve Kara Swan as accounts payable coordinator beginning November 17, 2022 through June 30, 2022 at the annual salary of $53,000 (pro-rated). (DIST-ACP-BOE-01).

At the recommendation of the Superintendent, approve Craig Ely as Coordinator of Buildings and Grounds beginning January 2, 2023 through June 30, 2022 at the annual salary of $80,000 (pro-rated).(DIST-CFM-BOE-01)

Approve Mark D'Angelo, a student in the teacher preparation department at Delaware Valley University, to perform 10 hours of observation time with Mr. Scott Sipos at Old Turnpike School.

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

Advisors	Name of Club	Description	Stipend	Supply Budget
Alana Magro	Mystery Book Club	Students will have the opportunity to delve into the captivating world of mystery through reading! Meetings will be 1x/week November-March. Students have the opportunity to make predictions, collaborate with peers about their ideas and personal opinions, as well as speak in a large group setting.	$1,500	n/a

Approve Alana Magro and Tom Lobb as chaperones for the November OTS school dance at the stipend rate of $40/hour, not to exceed 3 hours.

Approve Bonnie Mendralla for 1.5 hours at the rate of $40/hour to assist with ski club registration on 10/28/22.

The following employees were approved as ski chaperones at the October 26, 2022 Board Meeting. Please note the hours to be approved are per ski trip during the months of January and February, 2022.

Name	Compensation	Hours
Amy Allen	$40/hour	Not to exceed 8 hours
Kristen DiYanni	$40/hour	Not to exceed 8 hours
Bonnie Mendralla	$40/hour	Not to exceed 8 hours
Scott Steinman	$40/hour	Not to exceed 7 hours + mileage reimbursement as emergency vehicle driver not to exceed 101 miles @ $.47/mile*
Heather Olla (back-up)	$40/hour	Not to exceed 8 hours

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

Approve the revised job description for the Coordinator of Buildings and Grounds/Maintenance.

Approve Conor Dec as an on-call/as needed IT support technician for the 2022-2023 school year at the rate of $16/hour.

Approve Tom Lobb as the OTS early morning student monitor for the 2022-2023 school year at the daily stipend rate of $11.65 per day, effective November 17, 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

OLD BUSINESS: None.

NEW BUSINESS: None.

EXECUTIVE SESSION: Motion was made by Mr. Deo and seconded by Ms. Fleming to enter Executive Session. The time was 7:54 p.m.

Motion was made by Mr. Deo and seconded by Mr. Steinman to return to Open Session. The time was 8:16 p.m.

ADJOURNMENT: Motion was made by Mr. Deo and seconded by Dr. Simon to adjourn the meeting. The time was 8:17 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