Minutes August 17, 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 7:01 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 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: The following presentations were made:

- OTS as Emergency Shelter - Chief Barlow
- Revisions to School Schedules and Curriculum - Dr. Jennifer Shouffler

CORRESPONDENCE:

- Email from parent on bus stop
- Email from parent on curriculum

SUPERINTENDENT'S REPORT: Dr. Shouffler updated the Board on school guidance updates from the NJ Department of Health. Contact tracing is no longer recommended per the updated K-12 school guidelines. Schools may now use broad-based notification. Staff no longer needs to be tested for COVID. Our district has not collected universal vaccination status from students and will not need to do this any longer from staff. The district will no longer offer synchronistic remote learning for students on quarantine with COVID. Students will be provided with work to do while they are out sick just like they would receive for any other illness. An aide will be hired for the 1st grade since classes are slightly higher than the goal of 18. There were no HIB cases for the months of July and August, 2022. Enrollment Reports and Emergency/Fire Drill Reports were reviewed by the Board.

School	Tewksbury Elementary School	
Month/Year	July, 2022	July, 2022
Date	7/27/22, 10:05am	7/28/22, 12:30pm
Drill Description	Fire drill	School Security Drill- Lockout drill
Duration of Drill	5 minutes	2 minutes
Weather Conditions	Sunny and warm	Nice
Conductor of Drill	D.Grover, M. Verderamo	M.Verderamo
Notification Method	Pulled station	PA system

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

- June 1, 2022 Committee of the Whole Meeting
- June 1, 2022 Executive Session
- June 20, 2022 Regular Board Meeting
- June 20, 2022 Executive Session

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

CURRICULUM: In September, some information sessions will be held for parents on changes to curriculum to help answer any concerns and also provide parents with a better understanding of our curriculum and programs at each school. The state of NJ is requiring schools to implement the Start Strong standardized test at the end of September to students in grades 4-8. This is a two hour test in ELA and Math. It is undecided whether the optional NWEA/MAP test will be given. The school calendar was discussed. Martin Luther King Jr.'s Birthday has been used as a make up day when we need to close school due to inclement weather. It was decided that this should remain a holiday. A discussion took place about building in snow days as some other schools do. It is too late to do this this year, but may be readdressed for the next school year calendar.

Motion was made by Mr. Deo and seconded by Ms. Carrino to approve the following for the 2022-2023 school year:

Approve Michael Mitchell as the Affirmative Action Officer.
Approve Megan Verderamo as the District HIB Specialist and the Anti-Bullying Coordinator.
Approve Sheila Donovan as the Tewksbury Elementary School HIB Coordinator.
Approve Mary Cutri-French as the Old Turnpike School HIB Coordinator.
Approve Megan Verderamo as the School Safety Specialist.
Approve Megan Verderamo as the District Testing Coordinator.
Approve Megan Verderamo as Title IX Coordinator.
Approve Sheila Donovan as the Tewksbury Elementary School Testing Coordinator.
Approve Mary Cutri-French as the Old Turnpike School Testing Coordinator.
Approve Sheila Donovan as the Tewksbury Elementary School 504 Plan Coordinator.
Approve Mary Cutri-French as the Old Turnpike School 504 Plan Coordinator.

Approve the use of the Charlotte Danielson 2013 Teacher Evaluation Model and Frontline Professional Growth Evaluation Tool.
Approve the use of the Kim Marshall Evaluation Rubric for the Administrator Evaluation.
Approve the adoption of the 2022-2023 Mentoring Plan.
Approve the adoption of the 2022-2023 Professional Development Plan.
Approve the following members of the District Safety Team:

- Jennifer Shouffler - Superintendent
- Megan Verderamo - Supervisor of Instruction and Programs
- Lisa Moore - Principal, Tewksbury Elementary School
- Michael Mitchell - Principal, Old Turnpike School
- Heather Goguen - School Business Administrator
- Brian Jesby - Coordinator of Buildings and Grounds
- Tom Holmes - Assistant Coordinator of Buildings and Grounds
- Dale Grover- Custodian
- Bob Hoffman, Jr. - Coordinator of Transportation
- Kelly Cullen - School Nurse, Old Turnpike School
- Nancy Morogiello - School Nurse, Tewksbury Elementary School
- Tom Lobb-Teacher
- Eileen Callahan - Principal's Secretary, Tewksbury Elementary School
- Dee Krowl - Principal's Secretary, Old Turnpike School
- Detective Tim Hanft - Tewksbury Township Police Department

Approve the following members of the School Improvement Panel (ScIP):

- Tewksbury Elementary School
    - Lisa Moore-Principal
    - Krista Kovalsky-Teacher
    - Tara Saksa- Teacher
- Old Turnpike School
    - Michael Mitchell-Principal
    - Katrina Moore-Spanish Teacher
    - Cathy Zisk- Social Studies Teacher

Approve the following members of the Data Quality Team:

- Jennifer Shouffler-Superintendent
- Kirsli Spinks-Network and Database Support Technician
- Matt Hamma-Database SIS Administrator

Approve revisions to curriculum documents completed during summer and re-approve all district curriculum documents. Revisions include Health/PE K-8, Technology K-8, Social Studies K-8, and 21st Century Learning K-8.

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

Motion was made by Mr. Deo and seconded by Ms. Carrino to approve the following for the 2022-2023 school year:

Approve Megan Verderamo as the District HIB Specialist and the Anti-Bullying Coordinator.

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, Karen Fleming, Khadija Niang, Suleyka Munoz, William Simon, Andrea Stein, Michael Deo
No: Susanne Jardinella
Absent: Greg Davidson

POLICY: The policy conversion to Strauss Esmay has been completed and should be posted to the website soon. The OTS and TES handbooks have been updated.

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

Approve the revised 2022-23 Old Turnpike School Student Handbook.
Approve the revised 2022-23 Tewksbury Elementary School Handbook.

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

FINANCE: Ms. Goguen updated the board on the following items: the auditors are currently reviewing the 21-22 fiscal year. Two nursing services items are on the agenda. The emergent stage project at TES is on the agenda for approval. The demolition of the old stage has taken place and we are hoping to have the new floor installed prior to school opening. The district received their nonpublic transportation aid and extraordinary aid. There has been an update to the Califon shared services contract.

Motion was made by Mr. Deo and seconded by Ms. Stein to approve the following:
Discussion: None

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 June 21, 2022 through June 30, 2022 for a total amount of $561,716.85 and July 1, 2022 through August 18, 2022 for a total amount of $882,665.76

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

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

BE IT RESOLVED that upon review of the Treasurer's Report for the month of June, 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 entering into contract with Glasberg Behavioral Consulting Services, LLC for Board Certified Behavior Analyst services for 2022-2023 School Year beginning September 1, 2022 through June 30, 2023 for up to 400 hours at a rate of $165.00 per hour.

Approve the revised Califon CST Shared Services Agreement for the 2022-2023 school year.

Approve Change Order #1 with Top Line Construction for the Old Turnpike School paving project in the amount of $2,886.00. The change includes:

Credits

- Pipe material change from Type K copper to polyethylene for the proposed waterline from utility room to shed. Please note that the Owner has independently purchased the ground hydrant associated with this waterline installation.
- Removal of Add Alternate #1 – Install Thirteen (13) Site Bollards from the scope of work in the amount of $8,875.

Additions

- Concrete flatwork and associated site work at Locations #1, #2, #3 and #4.

Approve FY22 NP Transportation Aid in the amount of $16,530.

Approve FY22 Extraordinary Aid in the amount of $269,023.

Approve the emergent project of the Tewksbury Elementary School stage replacement at a cost not to exceed $75,000 in account 12-000-400-450, with AllRisk completing the demolition and Direct Flooring installing the new floor. Insurance will cover the majority of the costs, minus the deductible of $2,500.

Approve Carol Webb as a consultant to provide mentoring services to Robin Thompson in her role of Supervisor of Special Education for the 2022-2023 school year.

Approve the following Old Turnpike School Fundraiser:

Name of Fundraiser	Description	Date	Grades Participating	Advisor
Brochure and Magazine Drive	Magazine subscription sales and brochure item sales to benefit the 8th	9/16/22 - 9/30/22	5-8	Dee Krowl, Bonnie Mendralla

	grade class trips/events.			

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
Samantha Wu	10/18/22	$180.00	mileage*	2022 NJ Science Convention, Princeton, NJ
Heather Goguen	10/13/22	$125.00	mileage*	NJ Association of School Business Officials (NJASBO), Whippany, NJ - School Security
Heather Goguen	11/17/22	$125.00	mileage*	NJASBO, Whippany, NJ - Fiscal Procurement & ESSER Findings
Heather Goguen	1/19/23	$125.00	mileage*	NJASBO, Whippany, NJ - Employment Issues
Heather Goguen	3/21/23	$125.00	mileage*	NJASBO, Whippany, NJ - Purchasing
Heather Goguen	4/18/23	$125.00	mileage*	NJASBO, Whippany, NJ - Audit Review
Jennifer Shouffler	10/6-7/22	-0-	$206.00 Hotel mileage*	Hunterdon County Superintendent's Convention, Shawnee, PA

*Mileage will be reimbursed according to board policy.

Approve a professional services contract between the Board and Maxim Healthcare Services, Inc. for a term of September 1, 2022 through June 30, 2023, for a total amount not to exceed $59,000 for nursing services for Student #5412800533, said services to be provided in accordance with the terms of the contract between the Parties and as requested by the Board.

Approve a professional services contract between the Board and Aveanna Healthcare for a term of September 1, 2022 through June 30, 2023, for a total amount not to exceed $15,000 for nursing services for Student #5412800533, said services to be provided in accordance with the terms of the contract between the Parties and as requested by the Board.

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

TECHNOLOGY: **Motion was made by Mr. Deo and seconded by Ms. Fleming to approve the following:**
Discussion: None

Approve the disposal of the attached list of technology items which are no longer in use.

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

FACILITIES: Ms. Goguen updated the board on the water test results at OTS and TES. Two water bottle filling stations will be installed at each school. Ms. Goguen thanked the custodians for their hard work this summer moving the 5th grade and preschool and setting up the schools for a new school year. The parking lot asphalt top coat was completed at OTS. There are a few other punch list items that need to be completed. Ms. Goguen met with the new area supervisor Maschio's Food Service. Menus for both schools were reviewed with an emphasis on better quality food offerings. Food advisory committee meetings will resume at the end of September.

TRANSPORTATION: A bus stop request was received from a parent. The stop has been reviewed by the transportation coordinator and police department. It has been decided that the stop will remain as is and that a speed limit and bus stop sign will be installed.

Motion was made by Mr. Deo and seconded by Ms. Munoz to approve the following:
Discussion: None

Approve a bus safety talk and parking lot ride at the Tewksbury Elementary School Welcome Event for the new kindergarten students in August, 2022.

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

COMMUNICATIONS: None.

OTHER: None.

LEGISLATIVE REVIEW: There is a new law for schools about creating a Threat Assessment Team. Guidance has not yet been received from the NJDOE on the details but team will assist in identifying students of concern, assessing those students' risk for engaging in violence or other harmful activities and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk to prevent targeted violence in the schools. More guidance will be forthcoming.

OPPORTUNITY FOR PUBLIC COMMENT: The following members of the public spoke:

- Connie Wygera, Lebanon, NJ - Would like clarification on whether the health curriculum is opt in or opt out.
- James Charniga, Califon, NJ - Would like to know if DEI or CRT is part of the curriculum or is it going to be talked about at all? He has not heard anything about it in the district.

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

Discussion: None

Resolved, that the Board of Education hereby ratifies the Memorandum of Agreement with the Tewksbury Administrator Association, for the contract period July 1, 2022 through June 30, 2027 which is on file in the office of the School Business Administrator/Board Secretary.

Approve submission to the Executive County Superintendent of the (5) superintendent merit goals - (2) qualitative goals at the rate of $3,819.85 each and (3) quantitative goals at the rate of $5,088.04 3 each. The Board hereby approves the aforementioned merit bonus for the 2021-2022 school year subject to approval by the Executive County Superintendent of Schools that the quantitative and qualitative merit criteria for each of the Board assessed objectives have been satisfied for the payment of such merit bonus.

At the recommendation of the Superintendent, approve Ralph Cardillo as a Middle School Science Teacher for the 2022-2023 school year at MA Step 8, $69,765.00, effective August 29, 2022, pending criminal history review. (OTS-TCH-05-02)

Accept, with regret, the resignation of Cassidy Cain, 5th Grade Math Teacher, effective June 29, 2022. (OTS-TCH-05-03)

Rescind the following motion which was approved at the 6/20/22 Board Meeting: A*ccept, with regret, the resignation of Mildred Grant, School Bus Driver, effective June 30, 2022. (DIST-BUSD-03)*

Approve Mildred Grant as a School Bus Driver for the 2022-2023 school year at the hourly rate of $30/hour.

Approve the updated job description for Principal.

Approve Kara Swan, OTS school secretary, to work up to an additional 12 hours during the 2022-2023 school year at her hourly rate.

Approve Kara Swan OTS early morning student monitor for the 2022-2023 school year at the daily stipend rate of $11.65 per day.

Approve Janet Wadler as the new teacher mentor for Jessica Mukherjee - TES/OTS Physical Education and Health Teacher. Upon completion, the Tewksbury Township Board of Education will then issue a check to the mentor for $550.00.

Approve the revised Administrative Organizational Chart.

Approve the following partner teachers for the new staff member:

New Staff Member	Partner Teacher
Michael Wilpiszeski (6th Grade ELA)	Scott Steinman
Ralph Cardillo (7th Grade Science)	Smantha Wu
Alana Magro (7th Grade ELA)	Rick deJaager

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

Advisors	Name of Club	Description	Stipend	Supply Budget
Tracy Barnes Monica Scala	Art Club	Grade 1-4 Art Club. Create art projects that will foster the love of art and enrich social, emotional learning. 1x per week. Half year club.	$1,500 (shared)	$100.00
Amy Allen	OTS Yearbook Club	Gr. 5-8 students take an active role in planning and creating their middle school yearbook - from taking pictures to organizing the layout of the final product. 1x per week. Half year club.	$1,500	Digital Cameras for Students
Kristen Rinehart	OTS Yearbook Club	Gr. 3-4 students take an active role in planning and creating their elementary school yearbook - from taking pictures to organizing the layout of the final product. 1x per week. Half year club.	$1,500	Digital Cameras for Students

Approve payment of the additional hours worked for the following:

Name	Position	Step	Additional Hours Worked	Rate
Piesla, Alexandria	Summer Support - Grades 1 & 2	BA Step 8	.75	45.60
Picardo, Julian	Summer ESY -Gen. Ed. Teacher	BA+15 Step 8	1	46.37

Rescind the following motion which was approved at the 6/20/22 meeting: *Accept, with regret, the resignation of Ron Jeff, School Bus Driver, effective July 6, 2022. (DIST-BUSD-05)*

Accept, with regret, the letter of retirement from Ron Jeff, *School Bus Driver, effective June 30, 2022. (DIST-BUSD-05)*

Approve the building location changes for the following staff members:

	Moved from	Moved to
Megan Erb	Tewksbury Elementary School	Old Turnpike School
Radine Schneider	Tewksbury Elementary School	Old Turnpike School
Kristen DiYanni	Tewksbury Elementary School	Old Turnpike School
Darcy Harp	Tewksbury Elementary School	Old Turnpike School
Yahna Fiscarelli	Tewksbury Elementary School	Old Turnpike School
Nicole Amato	Tewksbury Elementary School	Old Turnpike School
Joelle Capece	Tewksbury Elementary School	Old Turnpike School

Amanda Kouzis	Old Turnpike School	Tewksbury Elementary School
Becky Palmer	Old Turnpike School	Tewksbury Elementary School

Approve Cathy Zisk to facilitate training of new staff on August 24, 2022, in the Danielson Model of evaluation. Up to (3) hours at the rate of $40/hour.

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, Karen Fleming, Susanne Jardinella, Khadija Niang, Suleyka Munoz, 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 Dr. Simon to adjourn the meeting. The time was 8:23 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