TEWKSBURY TOWNSHIP BOARD OF EDUCATION
Regular Board Meeting, March 31, 2022

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.

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

ABSENT: None.

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

EXECUTIVE SESSION: Motion was made by Mr. Deo and seconded by Dr. Simon to enter executive session. The time was 7:00 p.m. Motion carried.

Motion was made by Mr. Deo and seconded by Ms. Munoz to return to open session. The time was 7:29 p.m. Motion carried.

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. Davidson, Mr. Deo, Ms. Fleming, Ms. Jardinella, Ms. Munoz, Ms. Niang, Dr. Simon, Ms. Stein

ABSENT: None.

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, Greg Davidson, Michael Deo, Karen Fleming, Susanne Jardinella, Suleyka Munoz, Khadija Niang, William Simon, Andrea Stein

PRESENTATION: Maschio's Food Services presented an update on their lunch services. A Powerpoint presentation was viewed by the Board.

CORRESPONDENCE: None.

SUPERINTENDENT'S REPORT: Dr. Shouffler reviewed the health data in New Jersey schools, which have been stable for many weeks now. Hunterdon County remains in the yellow/moderate risk level. Dr. Shouffler stated that the disruption of the pandemic is still having some residual effects on our schools. Finding substitute teachers remains a challenge. Staff absences are covered by substitutes as well as teachers on a rotating basis in order to provide coverage for the students. There is also a shortage of teachers nationwide. Tewksbury teachers and staff are doing their best to meet the needs of our students even with the employment issues schools are facing. So far, kindergarten enrollment is around 35, which is similar to this time last year. There were no HIB incidents for the month of March, 2022. Enrollment Reports and Emergency/Fire Drill Reports were reviewed by the Board.

School	Tewksbury Elementary School		
Month/Year	Feb. 2022	March 2022	March 2022
Date	2/18/2022	3/7/2022	3/16/22, 8:30 AM
Drill Description	Shelter in Place Drill	Fire	School Bus Evacuation Drill Lower Parking Lot Routes 1,2,3,4,6,7,9,12
Duration of Drill	5 minutes	4 minutes	10 min
Weather Conditions	n/a	Sunny and Warm	Sunny and Warm
Conductor of Drill	K. Lemerich	K. Lemerich	Hoffman/ Verderamo/Staff
Notification Method	Shelter in Place Drill	Fire alarm system	Email notification

School	Old Turnpike School		
Month/Year	Feb 2022	March 2022	March 2022
Date	2/28/22 3:00 PM	3/7/2022 1:45 PM	3/16/2022, 7:32 AM
Drill Description	School Secruity Drill- Bomb Threat	Fire Drill	School Bus Evacuation Drill Front of School Routes 1,2,3,4,6,7,9,12
Duration of Drill	15 min	3 minutes	10 minutes
Weather Conditions	Sunny & Cold	Warm & Cloudy	Sunny
Conductor of Drill	Verderamo, Mitchell, Hanft, Barlow, Svard	D. Krowl, K. Swan,T. Holmes	B. Hoffman & M. Mitchell
Notification Method	Drill took place after school	radios & alarms	Email sent to staff

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

- February 9, Committee of the Whole Meeting
- February 9, Executive Session
- February 23, 2022 Regular Board Meeting
- February 23, 2022 Executive Session

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, Greg Davidson, Karen Fleming, Susanne Jardinella, Khadija Niang, Suleyka Munoz, William Simon, Andrea Stein, Michael Deo
Absent: None.

CURRICULUM: The North Hunterdon/Voorhees & Delaware Valley Junior Athletic Conference has expanded by adding East Amwell and Delaware Township. Spring sports are currently underway. 6th and 7th graders are already practicing and will be joined by the 8th graders once the play is finished. There are 8/9 games for each sport and track as 4 tri-meets.

POLICY: Dr. Shouffler shared the dress code policy with the board for review. The Strauss Esmay policy manual is ready to be reviewed before adoption.

FINANCE: Ms. Goguen stated that the budget was submitted to the county office. Once approved, the public hearing will be advertised for April 27th.

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 February 25, 2022 through April 1, 2022 for a total amount of $1,733,378.65.

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

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

BE IT RESOLVED that upon review of the Treasurer's Report for the month of February, 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 2021-2022 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
Heather Valenta	4/29/22	$0	0	CDK End of Year Accounting Mtg., Washington, NJ
Andrea Aronow	4/29/22	$0	0	CDK End of Year Accounting Mtg., Washington, NJ
Heather Valenta	4/28/22	$0	0	CDK End of Year Personnel Mtg., Washington, NJ
Barbara Simcox	4/28/22	$0	0	CDK End of Year Personnel Mtg., Washington, NJ
Heather Goguen	5/3/22	$0	0	CDK End of Year Accounting and Personnel Mtg., Washington, NJ
Heather Goguen	6/6-6/10/22	$275.00	Hotel $388.94, Parking $10, Mileage $98, Tolls $25, Meals $129	NJ Association of School Business Officials Annual Convention, Atlantic City, NJ
Becky Chapman	5/4-5/6/22	$650.00	0	Virtual Course - Teachers College - Understanding and Implementing Phonics Units of Study 2022: Grades K-2

Mileage will be reimbursed according to board policy.

Approve the following field trips for the 2021-2022 school year.

Grade	Destination	Date	Cost per Student (cost of attendance not paid by district)
6-8	Battle of the Books at Readington Middle School. 3:45pm-8:30 pm. Emily Searle, Chaperone	April, 2022	$0

Accept the donation of 1 wheelbarrow, 1 transfer shovel, 1 digging shovel, 2 kids sized long handled shovels, 2 kids sized long handled rakes, and 2 100' rolls of landscape fabric from Lowes Home Improvement Stores for the TES Garden Project. Approximate value $300.00.

Approve entering into agreement with Glasberg Behavioral Consulting Services, LLC for Functional Behavioral Assessment (FBA) for student #5489343370 at a cost not to exceed $1,800.00.

Approve entering into agreement with COR Behavioral Group for Board Certified Behavioral Analyst (BCBA) services for 2 hours per week beginning April 25, 2022 through June 20, 2022 for student #5412800533 at a cost of $125.00 per hour.

Approve the revised Budget Development Schedule for the 2022-2023 budget.

Approve the following field trips for the 2021-2022 school year.

Grade	Destination	Date	Cost per Student (cost of attendance not paid by district)
8	Tewksbury Elementary School - 8th Grade Students will present a preview of the play Cinderella for the TES students.	April, 2022	$0

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, Greg Davidson, Karen Fleming, Susanne Jardinella, Khadija Niang, Suleyka Munoz, William Simon, Andrea Stein, Michael Deo
Absent: None.

TECHNOLOGY: Ms. Goguen participated on a call with Readington Township and their insurance broker to discuss the cyber insurance challenges. The district will need to implement multiple factor authentication for staff access to email, managed device endpoint protection on staff computers, and enhanced security for staff with elevated privileges.

FACILITIES: The OTS water flow sensor has been moved. PFOS levels have been improved, but we have to continue to test over a period of time. At a recent facilities meeting at Tewksbury Elementary School, HVAC issues and fixes were reviewed with a representative from automated Building Controls.

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

Motion to approve the following:

Approve the contract with the Hunterdon County YMCA to provide before and after care school programs for the 2022-2023 school year for a fee of $8,000 payable to the Tewksbury Township School District.

Final Resolution: Motion carried on a roll call vote.
Yes: Jillian Carrino, Greg Davidson, Karen Fleming, Susanne Jardinella, Khadija Niang, Suleyka Munoz, William Simon, Andrea Stein, Michael Deo
Absent: None.

TRANSPORTATION: None.

COMMUNICATIONS:

OTHER: The May, 2022 Board Meeting dates need to be changed to May 10th and May 23rd.

LEGISLATIVE REVIEW: None.

OPPORTUNITY FOR PUBLIC COMMENT: None.

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

Approve the following Field Trip Chaperones:

Grade	Destination	Date	Chaperone	Compensation
6	Camp Mason Overnight Trip	April, 2022	Pete Berg	$552
6	Camp Mason Overnight Trip	April, 2022	Ally Caruso	$552
6	Camp Mason Overnight Trip	April, 2022	Jodi DenBleyker	$552
6	Camp Mason Overnight Trip	April, 2022	Amanda Kouzis	$552
6	Camp Mason Overnight Trip	April, 2022	Tom Lobb	$552
6	Camp Mason Overnight Trip	April, 2022	Becky Palmer	$552
6	Camp Mason Overnight Trip	April, 2022	Cathy Zisk	$552
6	Camp Mason Overnight Trip	April, 2022	Carrie Lindower-**Nurse**	$250/day, $276/Overnight
6	Camp Mason Overnight Trip	April, 2022	Caroline Yarton-**Nurse**	$250/day, $276/Overnight
8	Washington D.C. Overnight Trip	June, 2022	Rick DeJaager	Not to exceed $1,000
8	Washington D.C. Overnight Trip	June, 2022	Patty Jennings	Not to exceed $1,000
8	Washington D.C. Overnight Trip	June, 2022	Dee Krowl	Not to exceed $1,000
8	Washington D.C. Overnight Trip	June, 2022	Tom Lobb	Not to exceed $1,000
8	Washington D.C. Overnight Trip	June, 2022	Bonnie Mendralla	Not to exceed $1,000
8	Washington D.C. Overnight Trip	June, 2022	Heather Olla	Not to exceed $1,000
8	Washington D.C. Overnight Trip	June, 2022	Becky Palmer	Not to exceed $1,000
8	Washington D.C. Overnight Trip	June, 2022	Scott Sipos	Not to exceed $1,000
8	Washington D.C. Overnight Trip	June, 2022	Scott Steinman	Not to exceed $1,000
8	Washington D.C. Overnight Trip	June, 2022	Kara Swan	Not to exceed $1,000
8	Washington D.C. Overnight Trip	June, 2022	Megan Verderamo	Not to exceed $1,000
8	Washington D.C. Overnight Trip	June, 2022	Heather Heithoff-**Nurse**	Not to exceed $1,800

Approve student teacher Emma Jones, a current student at Centenary University, for a two semester placement for a Clinical Experience/Clinical Internship at Tewksbury Elementary School beginning Fall 2022. Clinical experience (practicum) will be two full days or 4 half days per week to be completed in the first semester, in one placement of no less than 15 weeks. Clinical Internship (student teaching) to be completed in the second semester, no less than a total of 15 weeks in one or two placements. The cooperating teachers will be Camille Bristow and Nicole Fuentes.

Approve Emma Jones as a substitute teacher for the 2021-2022 school year, pending criminal history review.

Accept, with regret, the letter of retirement from Susan Wilkinson, fourth grade teacher, effective July 1, 2022. (TES-TCH-04-03).

Accept, with regret, the letter of retirement from Erin Brogan, paraprofessional, effective April 30, 2022. (TES-AID-INST-02).

OLD BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: Motion was made by Mr. Deo and seconded by Ms. Munoz to adjourn the meeting. The time was 8:51 p.m.

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

Motion carried.

Respectfully submitted,

Heather Goguen
Board Secretary