TEWKSBURY TOWNSHIP SCHOOL DISTRICT
173 Old Turnpike Road
Califon, New Jersey 07830
Phone: 908-439-2010 Fax: 908-439-2655

COMMITTEE OF THE WHOLE AGENDA

Date: June 2, 2021
7:00 P.M.
OLD TURNPIKE SCHOOL
or
Click Here to Join Zoom Meeting
or
join via telephone:
Meeting ID: 833 6574 4464
Passcode: 364911
One tap mobile
+1 646 558 8656 US (New York)
Find your local number: https://us02web.zoom.us/u/k3ZSV78pf

District Goals

1. Create and implement a Remote Learning Plan to support our students and teachers in distance learning
2. Identify student learning needs as they begin the 2020-2021 school year. Support teachers in addressing those needs through targeted goals in the curriculum and focused lesson planning

Board Goals

1. Continuously improve the quality of education in the district while remaining fiscally responsible.

Committee Members:

Dr. Jennifer Shouffler	Ms. Jillian Carrino	Mr. Greg Davidson	Dr. Angela Deeney	Mr. Michael Deo
Ms. Susanne Jardinella	Ms. Lori Larsen	Ms. Suleyka Munoz	Dr. William Simon	Ms. Andrea Stein

I. CALL TO ORDER Time: _____

II. ROLL CALL

Ms. Carrino	Mr. Davidson	Dr. Deeney	Mr. Deo	Ms. Jardinella
Ms. Larsen	Ms. Munoz	Dr. Simon	Ms. Stein	Dr. Shouffler Ms. Goguen

III. SUNSHINE ANNOUNCEMENT

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, the Hunterdon Democrat, the Hunterdon Review and notice of the meeting has been posted in the Township Municipal Building, both school buildings and the Tewksbury Township Public Library.

IV. PLEDGE OF ALLEGIANCE

V. OPPORTUNITY FOR PUBLIC COMMENT

During this portion of the meeting, the public is invited to address the Board with questions or comments on agenda items only.

The public is requested to sign the register provided for this purpose and to state their name, address, and direct their comments to the Board President. While all comments will be considered and a response will be forthcoming if and when appropriate, the Board will not respond to the speakers at the time of their appearance.

The public comment period will be a maximum of thirty minutes in length unless there are unusual circumstances. Those appearing will be allocated three minutes to speak and no one will be permitted to speak twice until all those wishing to speak have had a turn.

VI. PRESENTATION

VII. CORRESPONDENCE

VIII. SUPERINTENDENT'S REPORT

- Safe Return to School Plans 2021-2022

IX. MINUTES

To be approved at the June 16, 2021 Board Meeting:

- May 5, 2021 Committee of the Whole Meeting
- May 5, 2021 Executive Session
- May 19, 2021 Regular Board Meeting

X. COMMITTEE REPORTS

A. Curriculum

Discussion

- Summer Support Program Updates
- Grade 8 Graduation Updates
- Grade 5 Moving Up Ceremony Updates

B. Policy

Discussion

- 2224.1 Title IX – Sex-Based Discrimination
- 3542.2 School Meal Program Arrears
- 6140 Curriculum Adoption

C. Finance
Discussion

ACTION ITEMS:
Motion to approve the following:

1. Approve the following workshop/travel requests for the 2020-2021 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 Goguen	6/9-6/11/21	$150.00	-0-	NJASBO VirtualConference

Mileage will be reimbursed according to board policy.

Discussion:
Roll Call:
Ms. Carrino____Mr. Davidson____Dr. Deeney____Ms. Jardinella____Ms. Larsen____Ms. Munoz____Dr. Simon____Ms. Stein____Mr. Deo____

D. Technology
Discussion

E. Facilities
Discussion

- Architect Candidates

ACTION ITEMS:
Motion to approve the following:

1. Approve Ahera Consultants Incorporated, PO Box 385, Oceanville, NJ 08231, to perform the following Indoor Air Quality and Asbestos Services:

IAQ SERVICES

Tewksbury Elementary School	
Microbial Technician (on-site testing & lab)-per hr. $70.00 x 8	$ 560.00
Q-Track IAQ Meter-CO, CO2, Temp, and RH-per diem	300.00
Mold Air-o-cell 17 samples x $100.00 (3 day TAT)	1,700.00
Air Quality Report-per hour $70.00 x 14	980.00
	$3,540.00
Old Turnpike School	
Microbial Technician (on-site testing & lab)-per hr. $70.00 x 8	$ 560.00
Q-Track IAQ Meter-CO, CO2, Temp, and RH-per diem	300.00
Mold Air-o-cell 14 samples x $100.00 (3 day TAT)	1,400.00
Air Quality Report-per hour $70.00 x 14	980.00
	$3,240.00
TOTAL IAQ SERVICES	**$6,780.00**

ASBESTOS SERVICES

Old Turnpike School	
Inspector - 3 Year Re-Inspection-per hr. $70.00 x 10	$ 700.00
Inspector - 6 Month Surveillance-per hr. $70.00 x 6	420.00
	$1,120.00
DP Associated Services Annual-July 1, 2021 through June 2022	400.00
TOTAL ASBESTOS AHERA SERVICES	**$1,520.00**

Motion: _____ 2nd _____
Discussion:
Roll Call:
Ms. Carrino____Mr. Davidson____Dr. Deeney____Ms. Jardinella____Ms. Larsen____Ms. Munoz____Dr. Simon____Ms. Stein____Mr. Deo____

F. Transportation
Discussion

G. Communications
Discussion

H. Other

Discussion

XI. REORGANIZATION APPOINTMENTS
ACTION ITEMS:
Motion to approve the following:

1. Effective June 1, 2021 through June 30, 2022: The signers on all Tewksbury Township Board of Education Bank Accounts will be as follows:

General Operating	Business Administrator and Board President
Payroll	Business Administrator and Board President
Payroll Agency	Business Administrator and Board President
Snyder Awards	Business Administrator and Board President
Student Activity Account - TES	Business Administrator
Student Activity Account - OTS	Business Administrator
Cafeteria	Business Administrator
Library	Business Administrator
Capital Reserve	Business Administrator
State Unemployment Insurance	Business Administrator

2. Appoint Board Secretary for the 2021-22 school year.

3. Appoint Paula Hatch as Cash Account Reconciliation Specialist for the 2021-22 school year.

4. Approve the annual appointment of Bank of America, and Peapack Gladstone Bank as the District's Official Depository for the 2021-22 school year.
5. Approve the annual appointment of the Courier News to be the District's official legal newspaper and the Hunterdon Review and Hunterdon Democrat to be the District's official Alternate newspaper for the 2021-22 school year.

6. Designate BOE President, Board Secretary, and Superintendent, to endorse all school warrants from July 1, 2021 through December 31, 2022.

7. Approve the annual appointment of School Business Administrator, as Investment Officer for the district for the 2021-22 school year.

8. Approve all Policies contained in the Policy Manual, which is on file in the Board Office, for the 2021-22 school year.

9. Appoint School Business Administrator as Custodian of Records for the 2021-22 school year.

10. Approve the Supervisor of Buildings and Grounds as Integrated Pest Management Coordinator, Indoor Air Quality Designee and AHERA Coordinator for the 2021-22 school year.

11. Approve the Supervisor of Buildings and Grounds as the Right to Know Officer for the 2021-2022 school year.

12. Approve the following Tax Shelter Annuity Companies for the 2021-2022 school year: Fidelity Investments, Vanguard, VALIC, AXA Equitable, Lincoln Financial, Metropolitan Life.

13. Approve the following companies offering disability insurance to district employees for the 2021-2022 school year: Unum, Colonial and Prudential.

14. Approve School Alliance Insurance Fund as the district's insurance carrier for the 2021-2022 school year.

15. Approve Wells Fargo/USI as the district's broker of record for health benefits and general insurance for the 2021-2022 school year.

16. Approve R and L Payroll Services as the service provider for payroll functions, effective July 1, 2021 through June 30, 2022.

17. Approve CDK Systems as the computer service provider for board office administrative and accounting functions, effective July 1, 2021 through June 30, 2022.

18. Approve Realtime Information Systems as the computer service provider for student record functions, effective July 1, 2021 through June 30, 2022.

19. Adopt Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint board president and board secretary to act as parliamentarians for the 2021-2022 school year.
20. Adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2021-2022 school year.

21. Appoint Machado Law Group, LLC as Special Education Counsel for the 2021-2022 school year without competitive bidding as a "Professional Services" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.

22. Appoint as Architects of Record for the 2021-2022 school year without competitive bidding as a "Professional Services" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.

23. Appoint Ardito and Company LLP as the Tewksbury School District auditor for the audit of the 2020-2021 school year.

24. Authorize the Board Secretary to pay bills between Board Meetings and that all bills paid will be presented for Board approval at the next scheduled meeting.

Motion: _____ 2nd _____
Discussion:
Roll Call:
Ms. Carrino____Mr. Davidson____Dr. Deeney____Ms. Jardinella____Ms. Larsen____Ms. Munoz____Dr. Simon____Ms. Stein____Mr. Deo____

XII. MISCELLANEOUS APPROVALS

Motion to approve the following:

1. Be it resolved that the Tewksbury Township Board of Education appoints the School Business Administrator, pursuant to N.J.A.C. 5:34-5.5, as purchasing agent of the board of education, and as such, establishes and sets the bid threshold amount of $44,000 for the board of education, and furthermore, the board authorizes the School Business Administrator to award contracts, in full accordance with N.J.S.A. 18A:18A-3(a), for those purchases that do not exceed in the aggregate the newly established bid threshold amount and to approve competitive quotations for amounts more than $6,600.

2. Approve the School Business Administrator, to make all necessary final transfers for the 2020-2021 school year budget in order to balance the budget for June 30, 2021.

3. Appoint the School Business Administrator, as Public Agency Compliance Officer for purchasing and liaison official with the authority to recommend the appropriate corrections to the district's contracting procedures as required by the NJ Division of Contract Compliance and Equal Opportunity Office.

4. Approve the bonding of the School Business Administrator as Board Secretary per state law.
5. Approve adherence to all policies and regulations adopted by the previous Board, including the petty cash funds in the amount of $500 naming the School Business Administrator as custodian.

6. Approve the following resolution authorizing the procurement of goods and services through the New Jersey state purchasing agency:

   WHEREAS, Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and,

   WHEREAS, the Tewksbury Township School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and,

WHEREAS, the Tewksbury Township School Board of Education desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year,

NOW THEREFORE BE IT RESOLVED, that the Tewksbury Township Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing all state contracted vendors.

7. Authorize the renewal of cooperative agreements between the Tewksbury Township School District and the following:

    - Somerset County Cooperative Program (SOCCP)
    - The Educational Services Commission of New Jersey
    - Morris County Cooperative Pricing Council (MCCPC)

8. Approve the contract renewal between the Tewksbury School District and Frontline Education for the period July 1, 2021 through June 30, 2022 for the Absence, Substitute Management System, and Teacher Evaluation, and IEP Direct System.

9. Approve Rullo & Juliet Associates, Inc. as the district's Right To Know and PEOSH Hazard communication consultant for the 2021-2022 school year.

10. Approve the renewal of Water Management Services, Inc. as our wastewater treatment plant operator for the 2021-2022 school year.

Motion: _____ 2nd _____
Discussion:
Roll Call:
Ms. Carrino____Mr. Davidson____Dr. Deeney____Ms. Jardinella____Ms. Larsen____Ms. Munoz____Dr. Simon____Ms. Stein____Mr. Deo____

XIII. OPPORTUNITY FOR PUBLIC COMMENT

During this portion of the meeting, the public is invited to address the Board with questions or comments on any other items.

The public is requested to sign the register provided for this purpose and to state their name, address, and direct their comments to the Board President. While all comments will be considered and a response will be forthcoming if and when appropriate, the Board will not respond to the speakers at the time of their appearance.

The public comment period will be a maximum of thirty minutes in length unless there are unusual circumstances. Those appearing will be allocated three minutes to speak and no one will be permitted to speak twice until all those wishing to speak have had a turn.

XIV. EXECUTIVE SESSION

Motion _____ 2nd _____ Enter closed session at _____p.m.

WHEREAS, Chapter 231, P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in executive or private session under certain limited circumstances, and:
WHEREAS, said law required the Board of Education to adopt a resolution at a public meeting before it can meet in such an executive or private session;
NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Township of Tewksbury that it does hereby determine that it is necessary to meet in executive session at this time to discuss personnel and legal matters for approximately thirty minutes. The matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting. Action may be taken.

Motion _____ 2nd _____ Enter open session at _____p.m.

I. Personnel

Discussion

ACTION ITEMS:
Motion to approve the following:

1. At the recommendation of the Superintendent, approve Gabrielle Brinkworth, as student from Centenary University to perform her clinical practicum at Tewksbury Elementary School in the Fall of 2021 beginning on or about August 30, 2021 through December 17, 2021. The cooperating teacher will be Ms. Nicole Amato. Ms. Brinkworth will then perform her clinical internship (student teaching) in the Spring of 2022 beginning on or about January 10, 2022 through April 29, 2022. The cooperating teachers will be Ms. Camille Bristow (general education) and Ms. Nicole Fuentes (special education). It is also recommended that Ms. Brinkworth be approved as a substitute teacher for the 2021-2022 school year.

2. At the recommendation of the Superintendent, approve the following staff for the Summer 2021 Extended School Year program from June 28, 2021 through July 29, 2021 Monday-Thursday (no class on July 5th):

Name	Position	Hours	Rate
Heather Heithoff	Substitute Nurse	as needed	$34.87
Owen Jacobus	Substitute	as needed	$13.25
Lori Prussack	Substitute Nurse	as needed	$34.87
Erin Trevena	Substitute	as needed	$13.25

3. At the recommendation of the Superintendent, approve the following staff for the Summer Support Program 2021 from June 28, 2021 through July 29, 2021 Monday-Thursday (no class on July 5th):

Name	Position	Step	Hours/ Day	Rate	
Rick DeJaager	Math Grades 7 & 8 Combined	Step 15 MA	4.25	$64.20	Up to 19 Days
Megan Verderamo	Create, Implement & Supervise Program	Administrator	5	$66.78	Up to 12 Days

4. At the recommendation of the Superintendent, approve the following staff for study of the math curriculum and development of scope and sequence.

Name	Date	Grades	Hours	Rate
Pam Nugent	8/24/21	K-2	5	$40.00
Liz Gentile	8/24/21	K-2	5	$40.00
Joe Frankosky	8/24/21	K-2	5	$40.00
Marilynne Regan	8/24/21	K-2	5	$40.00
Camille Bristow	8/24/21	K-2	5	$40.00
Lori Nichols	8/25/21	3-5	5	$40.00
Alyssa Forsythe	8/25/21	3-5	5	$40.00
Aimee Emge	8/25/21	3-5	5	$40.00
Jeanette Pill	8/25/21	3-5	5	$40.00
Bonne Wade-Taffera	8/25/21	3-5	5	$40.00
Sue Wilkinson	8/25/21	3-5	5	$40.00
Cassidy Cain	8/25/21	3-5	5	$40.00
Carol Moran	8/25/21	3-5	5	$40.00

5. At the recommendation of the Superintendent, approve a 3% salary increase for the Non-Bargaining Support Staff and Bus Drivers for the 2021-2022 school year.

6. Approve the Affiliation Agreement with Stockton University to provide internship/practicum program/service learning to Stockton University Students in the courses of OT, PT, SLP. This is a 3 year contract, expiring August 31, 2023.

7. Approve the Superintendent to hire additional personnel as needed for the 2020-2021 school year with subsequent approval at the next Board Meeting.

8. Approve all teachers to serve on the I&RS committee on an as needed basis.

Motion: _____ 2nd _____
Discussion:
Roll Call:
Ms. Carrino____Mr. Davidson____Dr. Deeney____Ms. Jardinella____Ms. Larsen____Ms. Munoz____Dr. Simon____Ms. Stein____Mr. Deo____

XV. OLD BUSINESS

XVI. NEW BUSINESS

XVII. ADJOURNMENT

Motion _____ 2nd _____ Time of Adjournment:_____p.m.

All in Favor:
Roll Call:
Ms. Carrino____Mr. Davidson____Dr. Deeney____Ms. Jardinella____Ms. Larsen____Ms. Munoz____Dr. Simon____Ms. Stein____Mr. Deo____

The next regular meeting of the Board of Education will be June 16, 2021.