Minutes August 19, 2020 Regular Board Meeting

TEWKSBURY TOWNSHIP BOARD OF EDUCATION
Regular Board Meeting
August 19, 2020

The Regular Board Meeting of the Tewksbury Township Board of Education was called to order by Mrs. Pettegrove at 7:03 p.m. The meeting was held outside at Tewksbury Elementary School.

Mrs. Ackerman read the Sunshine Law:

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.

PLEDGE OF ALLEGIANCE

PRESENT: Mrs. Ackerman, Mrs. Carrino, Mr. Deo, Mrs. Jardinella, Mrs. Johnson, Mrs. Larsen, Mrs. Stein, Mrs. Pettegrove

ABSENT: Dr. Deeney

ALSO PRESENT: Dr. Jennifer Shouffler - Superintendent, Mrs.Tirone - Business Administrator, members of the public.

OPPORTUNITY FOR PUBLIC COMMENT: Becky Palmer, Long Valley, NJ and Susan Stecker, Phillipsburg, NJ posed concerns regarding the HVAC, humidity, heat and requested documentation on Merv 13 filters. They are also concerned with students eating during school.

PRESENTATION: None.

CORRESPONDENCE: Dr. Shouffler followed up on a parent question regarding the hybrid model.

SUPERINTENDENT'S REPORT: The county office reviewed the district's reopening plans for the 2020-2021 school year and determined that the plan met all of the elements of the NJDOE checklist. At this time, the district plans on opening, however, if circumstances change regarding staffing, ventilation, or PPE, the district would have to apply to the NJDOE for remote learning only. The school start date was pushed out a week in order for the teachers to plan for working in the unique hybrid environment this year. Dr. Shouffler thanked the community and staff for coming together during these challenging times and advised that she has been in touch with the DOH, the school physician and Hunterdon Medical Center. As per Executive Order 177, Dr. Shouffler requested that November 3rd, Election Day, be a remote-only day for students and staff.

Motion was made by Mrs. Pettegrove and seconded by Mrs. Larsent to approve the following:

Approve November 3, 2020 as remote learning day for all students and staff due to Election Day and Executive Order 177.

Final Resolution: Motion carried on a roll call vote.
Yes: Leslie Ackerman, Jillian Carrino, Michael Deo, Susanne Jardinella, Erica Johnson, Lori, Larsen, Andrea Stein, Cynthia Pettegrove
Absent: Angela Deeney

APPROVAL OF MINUTES: Motion was made by Mrs. Pettegrove and seconded by Mrs. Larsen to approve the following minutes:

- July 8, 2020 Committee of the Whole Meeting
- June 22, 2020 Regular Board Meeting
- June 22, 2020 Executive Session
- June 27, 2020 Board Retreat

Final Resolution: Motion carried on a roll call vote.
Yes: Leslie Ackerman, Jillian Carrino, Michael Deo, Susanne Jardinella, Erica Johnson, Lori, Larsen, Andrea Stein, Cynthia Pettegrove
Absent: Angela Deeney

CURRICULUM: Some parents have signed up for the YMCA before and after care programs, however, not enough have signed up for full days so at this time, this service will only be provided at their Round Valley location. If more sign up, the district will work with the YMCA to have on-site child care. At this time, fall sports are canceled, but fitness clinics are being planned. The OTS school day will end 10 minutes earlier by shortening the E&R period so that the buses can be cleaned between school runs. The hiring of bus aides may be needed for TES runs in order to transport more students. A remote learning code of conduct was created for all remote teaching. This will be shared with parents and students during the first days of school.

Motion was made by Mrs. Pettegrove and seconded by Mrs. Ackerman to approve the following for the 2020-2021 school year:

Approve Michael Mitchell as the District HIB Specialist and the Anti-Bullying Coordinator.
Approve Kathryn Lemerich as the Affirmative Action Officer
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 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-Frontline Professional Growth Evaluation Tool.
Approve the use of the Kim Marshall Evaluation Rubric for the Administrator Evaluation.
Approve the adoption of the 2020-2021 Mentoring Plan.
Approve the adoption of the 2020-2021 Professional Development Plan.
Approve the following members of the District Safety Team:

- Jennifer Shouffler - Superintendent
- Megan Verderamo - Supervisor of Special Services
- Kathryn Lemerich - Principal, Tewksbury Elementary School
- Michael Mitchell - Principal, Old Turnpike School
- Lori Tirone - School Business Administrator
- Brian Jesby - Coordinator of Buildings and Grounds
- Tom Holmes - Custodian
- Dale Grover- Custodian
- Bob Hoffman, Jr. - Coordinator of Transportation
- Kelly Cullen - School Nurse, Old Turnpike School
- Grace Page - 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
  - Kathryn Lemerich-Principal
  - Krista Kolvalsky-Teacher
  - Tara Saksa- Teacher
- Old Turnpike School
  - Michael Mitchell-Principal
  - Katrina Moore-Spanish Teacher
  - John Preston-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 the following members of the Pandemic Response Teams at each school:

Tewksbury Elementary School's Pandemic Response Team:

- Principal - Katie Lemerich
- Teachers - Becky Chapman (Grade 1) , Nicole Amato (Grade 5), Heather Olla (Special Educator)
- CST Member- Megan McCoy
- School Counselor, Crisis Response Team Member, and School Safety/Climate Team Member - Sheila Donovan
- School Nurse - Grace Page
- School Safety Personnel - Megan Verderamo
- Custodian - Dale Grover
- Parent - Jen Prisco

Old Turnpike School's Pandemic Response Team:

- Principal - Michael Mitchell
- Teachers – Nicole Polinger (Music Teacher), Bonnie Mendralla (Science Teacher), Cathy Zisk (Social Studies Teacher)
- CST Member - Joan Condren (Special Educator)
- School Counselor, Crisis Team Member and School Safety/Climate Team Member - Mary Cutri-French
- School Nurse - Kelly Cullen
- School Safety Personnel - Tom Lobb (PE Teacher)
- Custodial/Facilities - Brian Jesby
- Parent - Brad Carr

Approve changes to curriculum updated during the 2020 summer: Social Studies Grades 6-8 and Health/PE Grades K-8

Final Resolution: Motion carried on a roll call vote.
Yes: Leslie Ackerman, Jillian Carrino, Michael Deo, Susanne Jardinella, Erica Johnson, Lori, Larsen, Andrea Stein, Cynthia Pettegrove
Absent: Angela Deeney

POLICY: Motion was made by Mrs. Pettegrove and seconded by Mrs. Larsen to approve the following policies on second reading:

- 3541.33 Transportation Safety
- 5141.2 Illness
- 3510 Operation and Maintenance of Plant
- 1250 Visitors

Final Resolution: Motion carried on a roll call vote.
Yes: Leslie Ackerman, Jillian Carrino, Michael Deo, Susanne Jardinella, Erica Johnson, Lori, Larsen, Andrea Stein, Cynthia Pettegrove
Absent: Angela Deeney

FINANCE: Mrs. Tirone provided the board with a copy of the reimbursable items under the FEMA grant which include purchase of material, cleaning supplies and disinfectant to combat Covid-19 and PPE for "only staff". Mrs. Tirone also suggested withdrawing funds from the maintenance reserve to cover the loss in state aid.

Motion was made by Mrs. Pettegrove and seconded by Mrs. Ackerman to approve the following:

Approval of Bills

BE IT RESOLVED that the Board approve the attached list of district bills for payment as presented by the School Business Administrator for the period July 23, 2020 through August 19, 2020, for a total amount of $738,204.64.

Acceptance and Approval of Board Secretary's Report for the month of June, 2020.

BE IT RESOLVED that upon review of the Board Secretary's Report for the month of June, 2020 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, 2020.

BE IT RESOLVED that upon review of the Treasurer's Report for the month of June, 2020 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 plan to address the state aid reduction of $35,032.00, withdraw funds from the emergency reserve account.

Approve annual alternate method of temporary facilities to be in compliance for preschool toilets located across the hall from the classroom.

Approve Renewal of membership to the School Alliance Insurance Fund (SAIF).

Final Resolution: Motion carried on a roll call vote.
Yes: Leslie Ackerman, Jillian Carrino, Michael Deo, Susanne Jardinella, Erica Johnson, Lori, Larsen, Andrea Stein, Cynthia Pettegrove
Absent: Angela Deeney

TECHNOLOGY: A document on internet connectivity was shared with all families. Since all students in grades 2-8 will have a Chromebook, a $25 fee will be charged to those students taking the devices home to help cover the cost of insurance.

FACILITIES: Mrs. Tirone read a letter from the district architect, Anthony Gianforcaro discussing the HVAC systems at both schools. Further information will be provided to the TEA. The majority of PPE has been received. This includes hand sanitizer, KN95 masks, disinfectant, partitions, picnic tables, floor decals. Electrostatic sprayers and Merv 13 folders will be arriving shortly. The OTS toilet rooms are 90% complete, OTS fire alarm 50% complete, OTS roof, 50% complete. Buildings have been cleaned and floors waxed. Hand sanitizers are being installed in all of the classrooms.

COMMUNICATIONS: None.

OTHER: None.

LEGISLATIVE REVIEW: None.

OPPORTUNITY FOR PUBLIC COMMENT: None.

EXECUTIVE SESSION:

Motion was made by Mrs. Pettegrove and seconded by Mrs. Larsen to enter Executive Session. The time was 7:51 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 forty five 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.

Open session resumed at 8:41 p.m.

PERSONNEL: There will be four student teachers this year, all holding a substitute certificate which will be helpful to cover in person or remote classes.

Motion was made by Mrs. Pettegrove and seconded by Mrs. Ackerman to approve the following:

Approve the medical leave of absence for Darlene McCaffrey, Bus Driver, effective September 8, 2020 through approximately December 1, 2020. Ms. McCaffrey will use accumulated sick days during her leave. (DIST-BUSD-07)

Accept, with regret, the letter of resignation from Katherine Kelsey, First Grade Teacher effective August 7, 2020. (TES-TCH-01-02)

Approve the maternity leave request from Allison Caruso, Sixth Grade Science Teacher, effective approximately November 14, 2020 through approximately March 29, 2021. Ms. Caruso will use accumulated sick and personal days, followed by FMLA and an additional 12 weeks of NJFLA. (OTS-TCH-SCI-01)

Approve Cathy Zisk to facilitate training of new staff on August 24, 2020 in the Danielson Model of evaluation. Up to (3) hours at the rate of $40/hour.

Approve Heather Olla to facilitate a session with new staff on August 24, 2020 in general questions and answers about the district. Up to (2) hours at the rate of $40/hour.

Approve the following staff members for up to (3) additional hours each for school-based summer teacher focus-group meetings at the rate of $40/hour: Rebecca Chapman, Camille Bristow, Liz Gentile, Bonnie Mendralla, Allison Caruso, Tom Lobb, and Cathy Zisk.

Approve Sheila Donovan and Mary Cutri-French for up to (10) additional hours at the rate of $40/hour for summer work on parent presentation and SEL planning.

At the recommendation of the Superintendent, approve Nancy Barnes as a full time Special Education Instructional Aide for the school year 2020-2021 beginning August 31, 2020 through June 30, 2021, at Step 1, $15.95 per hour. (TES-AID-INST-04)

At the recommendation of the Superintendent, approve Kelly Scardelli as a full time Third Grade Leave Replacement Teacher for the school year 2020-2021 beginning August 31, 2020 through January 1, 2021 at Step and salary to be determined.

At the recommendation of the Superintendent, approve Molly Petty as Payroll and Human Resource Specialist/Assistant to the Business Administrator for the school year 2020-2021 beginning September 1, 2020 through June 30, 2021, four days per week at an annual salary of $60,000 (prorated). (DIST-HRC-BOE-01)

Approve the anticipated hiring of four (4) Bus Aides for the Tewksbury Elementary School bus routes for the 2020-2021 school year beginning approximately September 8, 2020 through date to be determined at the hourly rate $15.00 per hour.

Final Resolution: Motion carried on a roll call vote.
Yes: Leslie Ackerman, Jillian Carrino, Michael Deo, Susanne Jardinella, Erica Johnson, Lori, Larsen, Andrea Stein, Cynthia Pettegrove
Absent: Angela Deeney

ADJOURNMENT: Motion was made by Mrs. Pettegrove and seconded by Mrs. Larsen to adjourn the meeting. The time was 8:41 p.m.

Motion carried.

Respectfully submitted,

Lori A. Tirone