Minutes June 17, 2020 Regular Board Meeting (Virtual Board Meeting)

TEWKSBURY TOWNSHIP BOARD OF EDUCATION
Regular Board Meeting
June 17, 2020

The Regular Board Meeting of the Tewksbury Township Board of Education was called to order by Mrs. Pettegrove at 7:03 p.m. This was a Virtual Board Meeting.

Due to the COVID-19 health crisis, the next scheduled meeting of the Tewksbury Board of Education will not be physically open to the public. This is to ensure we follow best practices for social distancing. The June 17h Board of Education meeting will be live streamed to the public via Zoom. The link to the meeting is June 17, 2020 Virtual Board Meeting. Any member of the public who wishes to participate may do so during the meeting via the chat option on the Zoom link. All participants must provide their name and address, and your comment and/or question will be included in the Board's public record of the meeting, just as it would for a standard Board meeting.

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, Dr. Deeney (7:06 pm), Mr. Deo (7:57 pm), Mrs. Jardinella, Mrs. Johnson, Mrs. Larsen, Mrs. Stein, Mrs. Pettegrove

ABSENT: None.

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

OPPORTUNITY FOR PUBLIC COMMENT: None.

PRESENTATION: None.

CORRESPONDENCE: None.

SUPERINTENDENT'S REPORT: The County Superintendent has informed the districts that the NJDOE Return to School Plan will be coming out soon. The return to school committee has met and is reviewing a reopening framework which is being used by other local districts. The committee is planning for 3 possibilities: opening school with social distancing measures, returning to remote learning or opening school and having to move back to home instruction. Reopening focus groups consisting of parents and teachers will be formed

shortly. Out of a candidate pool of thirty six applicants, Kathryn Lemerich has been selected as the Tewksbury Elementary School Principal. Dr. Lemerich was chosen by a panel of administrative and teaching staff and comes from her most recent position as Assistant Principal in the Flemington School District.

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

- May, 5 2020 Committee of the Whole Meeting
- May 5, 2020 Executive Session
- May 27, 2020 Regular Board Meeting
- May 27, 2020 Executive Session

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

CURRICULUM: The possibility of having an eighth grade graduation outside in mid July is being considered. Dr. Shouffler has submitted a plan to the OEM and county health department for approval. All attendees will need to wear face masks and guests will be limited. 8th grade families will continue to be updated on the plans. The summer extended school year program was discussed. The Governor just announced that districts may offer in-person extended school year, but due to the many obstacles of in person learning, especially with this short notice, it has been decided to continue with the virtual schooling for the summer.

POLICY: None.

FINANCE: Mrs. Tirone discussed the proposed reduction in state aid of $35,023, to adjust for this loss in aid we have salary breakage $25,000, updated math materials $50,000 and technology supplies $25,000. The district is keeping emergency reserves for COVID-19 which can be requested during the next school year. There is a resolution not to exceed $1,000,000 for capital reserves. There is a bill being proposed to allow use of capital reserves during the emergency. The lowest bidder for the fire alarm did not submit form 701 nor did they supply an electrical subcontractor, the district will consult the architect and attorney.
Mr. Jason Kraska from Fire and Security Technologies (FAST)was in the audience and Mrs. Pettegrove allowed him to speak regarding the bid. His company was the lowest bidder.

Motion was made by Mrs. Pettegrove and seconded by Mrs. Larsen 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 May 27, 2020 through June 17, 2020 for a total amount of $953,284.16.

Acceptance and Approval of Treasurer's Report for the month of May, 2020.

> **BE IT RESOLVED** that upon review of the Treasurer's Report for the month of May, 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 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
Mary Chandler	7/6 - 7/9/2020 Part-days	$195.00	-0-	Google Training for School Secretaries & Administrative Assistants via Zoom
Peter Berg	8/4 - 10/13/2020 Multiple Evening Webinars	$1,200.00	-0-	Project Lead The Way Online Core Training
Megan Verderamo	7/8 & 7/9/20	$270.00	-0-	Pandemic Response Institute: Planning for the "New Normal" Online Webinar
Michael Mitchell	7/8 & 7/9/20	$270.00	-0-	Pandemic Response Institute: Planning for the "New Normal" Online Webinar
Jennifer Shouffler	6/30/20	$49.00	0	NJASA Virtual Workshop: Impact of Covid-19 on School District Human Resources

Mileage expenses will be reimbursed in accordance with school policy.

Approve the submission of the IDEA application for the FY 2021, and accept the grant award upon subsequent approval for the FY 2021 IDEA application. Grant allocations: Basic $113,564.00; Preschool $7,739.00

Approve the submission of the ESEA application for the FY 2021, and accept the grant award upon subsequent approval for the FY 2021 ESEA application. Grant allocations: Title I Part A Basic $9,460.00; Title II Part A $6,707.00.

Approve the contract renewal between the Tewksbury School District and Frontline Education for the period July 1, 2020 through June 30, 2021 for the Absence, Substitute Management System, and Teacher Evaluation, and IEP Direct System.

Approve entering into a contract Educational Services Commission of Morris County for the provision of Child Study Team services for 2020-2021 School Year beginning July 1, 2020 through June 30, 2021 based on the 2020-2021 approved rate schedule for the Commission.

Approve the following resolution:

> **WHEREAS**, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and
>
> WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and
>
> WHEREAS,the Tewksbury Township Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and
>
> WHEREAS the Tewksbury Township Board of Education has determined that an amount not to exceed $1,000,000.00 is available for such purpose of transfer;
>
> NOW THEREFORE BE IT RESOLVED by the Tewksbury Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.
>
> BE IT RESOLVED, that the Board approve the following resolution:
>
> Approval to Transfer Current Year Surplus to Capital Reserve Account

Approve the following resolution:

> **WHEREAS**, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and
>
> WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and
>
> WHEREAS,the Tewksbury Township Board of Education wishes to deposit anticipated current year surplus into a Emergency Reserve account at year end, and
>
> WHEREAS the Tewksbury Township Board of Education has determined that an amount not to exceed $200,000.00 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Tewksbury Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

BE IT RESOLVED, that the Board approve the following resolution:

Approval to Transfer Current Year Surplus to Emergency Reserve Account

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

TECHNOLOGY: None.

FACILITIES: Mrs. Tirone provided the board with a synopsis previously for roofing repairs. It was decided to move forward with the gym roof. The toilet renovations will be paid out of the 19/20 budget. A van and a bus have been retired from the fleet due to age and will be sold on govdeals.com. 8th grade chromebooks will be collected and locker and awards pickup are being scheduled. Students will be picking up belongings by grade at TES.

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

Approve the sale of the following through govdeals.com:

- Bus #14 2004 Freightliner VIN # 4UZAAXAK84CL84099 , 170,000 miles, CAT 3126 Engine, Air Brakes
- Van #16 2005 Thomas 22 passenger, 120,628 miles, 7.3 DIESEL, VIN# 1FDWE45F93HB98854

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

COMMUNICATIONS: None.

OTHER: July 27th at 4:30 will be the date for the board retreat. Location TBD.

LEGISLATIVE REVIEW: None.

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

Appoint Board Secretary for the 2020-21 school year.

Appoint Paula Hatch as Cash Account Reconciliation Specialist for the 2020-21 school year.

Approve the annual appointment of Bank of America, and Peapack Gladstone Bank as the District's Official Depository for the 2020-21 school year.

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 2020-21 school year.

Designate BOE President, Board Secretary, and Superintendent, to endorse all school warrants from July 1, 2020 through December 31, 2021.

Approve the annual appointment of School Business Administrator, as Investment Officer for the district for the 2020-21 school year.

Approve all Policies contained in the Policy Manual, which is on file in the Board Office, for the 2020-21 school year.

Appoint School Business Administrator as Custodian of Records for the 2020-21 school year.

Approve the Supervisor of Buildings and Grounds as Integrated Pest Management Coordinator, Indoor Air Quality Designee and AHERA Coordinator for the 2020-21 school year.

Approve the Supervisor of Buildings and Grounds as the Right to Know Officer for the 2020-2021 school year.

Approve the following Tax Shelter Annuity Companies for the 2020-2021 school year: Fidelity Investments, Vanguard, VALIC, AXA Equitable, Lincoln Financial, Metropolitan Life.

Approve all current curricula for the 2020-21 school year.

Approve the following companies offering disability insurance to district employees for the 2020-2021 school year: Unum, Colonial and Prudential.

Approve School Alliance Insurance Fund as the district's insurance carrier for the 2020-2021 school year.

Approve Wells Fargo/USI as the district's broker of record for health benefits and general insurance for the 2020-2021 school year.

Approve R and L Payroll Services as the service provider for payroll functions, effective July 1, 2020 through June 30, 2021.

Approve CDK Systems as the computer service provider for board office administrative and accounting functions, effective July 1, 2020 through June 30, 2021.

Approve Realtime Information Systems as the computer service provider for student record functions, effective July 1, 2020 through June 30, 2021.

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 2020-2021 school year.

Adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2020-2021 school year.

Appoint the law firm of Schenck, Price, Smith and King, LLP as the General Counsel with Marc Zitomer, Lead Counsel for the 2020-2021 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.

Appoint Machado Law Group, LLC as Special Education Counsel for the 2020-2021 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.

Appoint Giancorfaro Architects as Architects of Record for the 2020-2021 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.

Appoint Ardito and Company LLP as the Tewksbury School District auditor for the audit of the 2019-2020 school year.

Approve the annual appointment of Hunterdon Family Medicine at Hickory Run to be the District's Medical Inspector for the 2020-21 school year.

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

MISCELLANEOUS APPROVALS: Motion was made by Mrs. Pettegrove and seconded by Dr. Deeney to approve the following:

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 $40,000 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 $6,000.

Approve the School Business Administrator, to make all necessary final transfers for the 2019-2020 school year budget in order to balance the budget for June 30, 2020.

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.

Approve the bonding of the School Business Administrator as Board Secretary per state law.

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.

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.

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

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

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

OPPORTUNITY FOR PUBLIC COMMENT: None.

EXECUTIVE SESSION:

Motion was made by Mrs. Pettegrove and seconded by Mrs. Ackerman to enter Executive Session. The time was 7:58 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 8:57 p.m.

Mrs. Johnson exited the meeting.

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

At the recommendation of the Superintendent, approve Allison Wheaton as a maternity leave replacement, Elementary School Music Teacher beginning August 31, 2020 through June 30, 2021 at Step 5 BA $57,372.00. (TES-TCH-MUSC-01)

At the recommendation of the Superintendent, approve Cassidy Cain as an Elementary School Math Teacher beginning August 31, 2020 through June 30, 2021 at Step 1 MA $59,193.00. (TES-TCH-05-03)

Accept, with regret, the letter of resignation from Michael Fortino, OTS Special Education Teacher, effective June 30, 2020. (OTS-TCH-BSI-01)

At the recommendation of the Superintendent, approve the appointment of Kathryn Lemerich as the Principal of Tewksbury Elementary School effective August 2, 2020 or sooner, through June 30, 2021 at a salary of $126,000.00 (pro-rated). (TES-PRIN-01)

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

ADJOURNMENT: Motion was made by Mrs. Pettegrove and seconded by Mrs. Larsen to adjourn the meeting. The time was 9:00 p.m.

Motion carried.

Respectfully submitted,

Lori A. Tirone
Board Secretary