

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 10, 2020
7:00 P.M.

District Goals

1. Identify and implement curricular and instructional improvements to our social emotional programming that will improve TES and OTS student/staff and parent scores in that area.
2. Increase opportunities for staff and student engagement in decision making processes.

Board Goals

1. Revise long range facilities plan to improve school facilities as well as staff and student spirit.
2. Continuously improve the quality of education in the district while remaining fiscally responsible.

Committee Members:

Dr. Jennifer Shouffler	Mrs. Cynthia Pettegrove	Mrs. Leslie Ackerman	Mrs. Jillian Carrino	Dr. Angela Deeney
Mr. Michael Deo	Mrs. Susanne Jardinella	Mrs. Erica Johnson	Mrs. Lori Larsen	Mrs. Andrea Stein

I. CALL TO ORDER Time: _____

II. 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.

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

Mrs. Ackerman	Dr. Deeney	Mrs Jardinella	Mrs. Larsen	Mrs. Pettegrove
Mrs. Carrino	Mr. Deo	Mrs. Johnson	Mrs. Stein	

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 and if time permitting, 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.

VI. PRESENTATIONS

- Proposed OTS School Schedule

VII. CORRESPONDENCE

VIII. SUPERINTENDENT'S REPORT

- Updates on School Closure and Home Instruction

Discussion

Old Business

New Business

IX. MINUTES

To be approved at the June 17, 2020 meeting:

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

X. COMMITTEE REPORTS

A. Curriculum

- Changes to NJ Student Learning Standards- Science, World Language, Visual & Performing Arts, Career Readiness & Life Literacies > Implementation September 2021
- Approve HIB Grade
- Grade 8 Math Placement
- Grade 8 Graduation Survey

Discussion

Old Business

New Business

Motion to approve the following:

1. Approve the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights District and School Grade Report for the school year 2018-2019 (HIB Grade Report). The District scored 61 points out of a possible 78 points.

Motion _____ 2nd _____

Roll Call:

Mrs. Ackerman___ Mrs.Carrino___ Dr. Deeney___ Mrs. Frank___ Mrs. Johnson___ Mrs. Larsen___ Mr. Mulroony___ Mr. Thorp___ Mrs. Pettegrove___

B. Policy

Discussion

Old Business

New Business

C. Finance

- Proposed FY 21 State Aid Information

Discussion

Old Business

New Business

To be approved at the June 17, 2020 meeting:

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
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

Mileage expenses will be reimbursed in accordance with school policy.

2. 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

3. 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.
4. 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.

D. Technology

- Student Chromebooks

Discussion

Old Business

New Business

E. Facilities

- Bathroom Project Update
- Roof Project Updates- Eddie Broderick from Tremco Roofing and Building Maintenance

Discussion

Old Business

New Business

F. Communications

- Climate Survey

Discussion

Old Business

New Business

G. Other

Discussion

Old Business

New Business

XI. REORGANIZATION APPOINTMENTS

To be approved at the June 17, 2020 meeting:

1. Appoint Board Secretary for the 2020-21 school year.
2. Appoint Paula Hatch as Cash Account Reconciliation Specialist for the 2020-21 school year.
3. Approve the annual appointment of Bank of America, and Peapack Gladstone Bank as the District's Official Depository for the 2020-21 school year.
4. 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.

5. Designate BOE President, Board Secretary, and Superintendent, to endorse all school warrants from July 1, 2020 through December 31, 2021.
6. Approve the annual appointment of School Business Administrator, as Investment Officer for the district for the 2020-21 school year.
7. Approve all Policies contained in the Policy Manual, which is on file in the Board Office, for the 2020-21 school year.
8. Appoint School Business Administrator as Custodian of Records for the 2020-21 school year.
9. 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.
10. Approve the Supervisor of Buildings and Grounds as the Right to Know Officer for the 2020-2021 school year.
11. Approve the following Tax Shelter Annuity Companies for the 2020-2021 school year: Fidelity Investments, Vanguard, VALIC, AXA Equitable, Lincoln Financial, Metropolitan Life.
12. Approve all current curricula for the 2020-21 school year.
13. Approve the following companies offering disability insurance to district employees for the 2020-2021 school year: Unum, Colonial and Prudential.
14. Approve School Alliance Insurance Fund as the district's insurance carrier for the 2020-2021 school year.
15. Approve Wells Fargo/USI as the district's broker of record for health benefits and general insurance for the 2020-2021 school year.
16. Approve R and L Payroll Services as the service provider for payroll functions, effective July 1, 2020 through June 30, 2021.
17. Approve CDK Systems as the computer service provider for board office administrative and accounting functions, effective July 1, 2020 through June 30, 2021.
18. Approve Realtime Information Systems as the computer service provider for student record functions, effective July 1, 2020 through June 30, 2021.
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 2020-2021 school year.

20. Adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2020-2021 school year.
21. 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.
22. 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.
23. 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.
24. Appoint Ardito and Company LLP as the Tewksbury School District auditor for the audit of the 2019-2020 school year.

XII. MISCELLANEOUS APPROVALS

To be approved at the June 17, 2020 meeting:

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 \$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.
2. 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.
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:
- Hunterdon Educational Services Commission
 - Somerset County Cooperative Program (SOCCP)
 - The Educational Services Commission of New Jersey
 - Morris County Cooperative Pricing Council (MCCPC)

XIII. OPPORTUNITY FOR PUBLIC COMMENT

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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 _____ 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.

H. Personnel

Discussion

Old Business

New Business

Motion to approve the following:

1. Approve submission to the Executive County Superintendent the Superintendent Merit Goals for the (1) Qualitative Goal and (1) Quantitative Goal for a total of \$8,907.89. The Board hereby approves the aforementioned merit bonus for the 2019-20 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.
2. Approve the Superintendent to hire additional personnel as needed for the 2020-2021 school year with subsequent approval at the next Board Meeting.
3. Approve all teachers to serve on the I&RS committee on an as needed basis.
4. Approve entering into agreement with Stockton University to sponsor a Speech-Language Pathology Internship at Tewksbury Elementary School for school year 2020-2021. The cooperating speech language pathologist will be Susan Stecker. The program will be supervised by Megan Verderamo, Supervisor of Special Education.
5. Approve two (2) summer computer support positions for summer 2020 at the rate of \$15/hour, 32 hours per week maximum, 10 weeks total maximum.
6. Approve three (3) summer custodians for summer 2020 to work 20 hours per week from approximately June 15, through August 21, 2020 at the rate of \$12/15 per hour depending on experience.
7. At the recommendation of the Superintendent, approve Joelle Capece as a maternity leave replacement, Middle School Science Teacher beginning August 31, 2020 through approximately March 1, 2021 at Step 5 BA \$57,372.00. (OTS-TCH-SCI-03)

8. At the recommendation of the Superintendent, approve Radine Schneider as a part time, Middle School Instructional Aide beginning August 31, 2020 through June 30, 2021 at Step 13, \$20,190.17. (OTS-AID-INST-01)
9. Approve 2020 Extended School Year Staff beginning June 29, 2020 through July 30, 2020 as follows:

Name	Position	Step	Hours	Rate
Ambrosky, Gerilyn	Special Education Instructional Aide	Step 6	2.5/day	\$17.55
Burns, Jennifer	Special Education Teacher	Step 13 BA +30	3.75/day	\$55.08
Erb, Meghan	Special Education Teacher	Step 3 BA	3.75/day	\$38.91
Frankosky, Joseph	Special Education Teacher	Step 4 BA+15	3.75/day	\$40.09
Fuentes, Nicole	Special Education Teacher	Step 8 MA	3.75/day	\$46.76
Kovalsky, Krista	Special Education Teacher	Step 15 MA+15	4/week	\$63.53
Nugent, Pamela	Special Education Teacher	Step 15 BA+30	3.75/day	\$61.23
Picardo, Julieann	Special Education Teacher	Step 6 BA	3.75/day	\$41.18
Stecker, Susan	Speech Language Specialist	Step 13 MA+15	3.75/day	\$57.38
Zgorzynski, Bethany	Speech Language Specialist	Step 3 MA	3/week	\$41.98

10. Approve 2020 Summer Child Study Team beginning July 1, 2020 through August 28, 2020 as follows:

Name	Position	Step	Hours	Rate
McCoy, Megan	School Psychologist	Step 8 MA+30	up to 70	\$48.29
Wright, Kathleen	School Social Worker	Step 5 MA	up to 70	\$43.08
Zgorzynski, Bethany	Speech Language Specialist	Step 3 MA	up to 60	\$42.05
Caruso, Allison	General Education/Special Education Teacher to attend Summer Meetings	contractual rate	up to 15	\$40.00
Fuentes, Nicole	General Education/Special Education Teacher to attend Summer Meetings	contractual rate	up to 15	\$40.00
Kelsey, Katherine	General Education/Special Education Teacher to attend Summer Meetings	contractual rate	up to 15	\$40.00
Nugent, Pamela	General Education/Special Education Teacher to attend	contractual rate	up to 15	\$40.00

	Summer Meetings			
Picardo, Julieann	General Education/Special Education Teacher to attend Summer Meetings	contractual rate	up to 15	\$40.00
DelGrande, Patricia	General Education Teacher to attend Summer Meetings	contractual rate	up to 15	\$40.00

11. Approve 2020 Summer Curriculum Writing beginning July 1, 2020 through August 28, 2020 as follows:

Name	Position	Hours	Rate
Peter Berg	Grade 8 Technology- Project Lead the Way (Update full course)	Up to 30 hours	\$40.00
Cathy Zisk	Grade 6 Social Studies (NJDOE required additions)	Up to 5 hours	\$40.00
John Preston	Grade 7 Social Studies (NJDOE required additions)	Up to 5 hours	\$40.00
Cathy Zisk	Grade 8 Social Studies (NJDOE required additions)	Up to 5 hours	\$40.00
Michael Wooby	Grades K-5 Health (Update to include assault prevention)	Up to 5 hours per grade	\$40.00
Nancy Carle & Tom Lobb (shared position)	Grades 6-8 Health (Update to include assault prevention)	Up to 5 hours per grade	\$40.00
Nancy Carle & Tom Lobb (shared position)	Grades 6-8 Health (Update to include suicide prevention resources)	Up to 5 hours per grade	\$40.00

Motion _____ 2nd _____

Roll Call:

Mrs. Ackerman___ Mrs.Carrino___ Dr. Deeney___ Mr. Deo___ Mrs. Jardinella___ Mrs. Johnson___ Mrs. Larsen___ Mrs. Stein___ Mrs. Pettegrove___

XIII. ADJOURNMENT

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

The next regular meeting of the Board of Education will be June 17, 2020.