TEWKSBURY TOWNSHIP BOARD OF EDUCATION
Committee of the Whole Meeting
May 7, 2020

The Committee of the Whole Meeting of the Tewksbury Township Board of Education was called to order by Mrs. Pettegrove at 7:02 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 May 7th Board of Education meeting will be live streamed to the public via Zoom. The link to the meeting is May 7, 2020 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.

The Board pledged Allegiance to the Flag.

**PRESENT**: Mrs.Ackerman, Mrs. Carrino, Dr. Deeney, Mr. Deo (arrived 7:05), Mrs. Jardinella, Mrs. Johnson, Mrs. Larsen (arrived 7:05), Mrs. Stein, Mrs. Pettegrove

**ABSENT:** None

**ALSO PRESENT**: Dr. Jennifer Shouffler - Superintendent, Karin Laraway, Acting Business Administrator, members of the public

Mrs. Pettegrove, Board President thanked the teachers for their continued dedication and all that they are doing for the students.

**OPPORTUNITY FOR PUBLIC COMMENT:** None.

**PRESENTATION:** Mrs. Karin Laraway, Acting Business Administrator, presented the budget for the 2020-2021 school year. This budget is the same as the preliminary budget which has been approved by the County. A powerpoint presentation was displayed during the meeting. The user-friendly budget will be posted to the website. The 2020 school tax rate is 1.047%, there is a 0% tax levy and the district budget is down 2.29%. Dr. Shouffler stated that special education, ASAP and 504 plans are continuing to be supported. Project Lead the Way and Social Emotional Learning will continue for the next school year. New schedules are being worked on and maintenance and furniture for the buildings is being discussed. Capital improvements are ongoing. Fire alarm replacement has been put on hold for now. Transportation needs are being reviewed. Mr. Deo asked about the cost for the roof. Mrs. Tirone will return as Business Administrator for the next meeting and will look into that

and have an answer for the next meeting. Mrs. Larsen questioned the replacement of the chromebooks. Mrs. Tirone will follow up on the chromebook replacements.

**CORRESPONDENCE:** A letter was received from Mrs. Marks regarding the gifted and talented laws. Changes will take place to the enrichment programs at both schools and will be worked on during the summer..

**SUPERINTENDENT'S REPORT**: Dr. Shouffler acknowledged and thanked the teachers during teacher appreciation week. Dr. Shouffler stated that, as per the Governor's orders, schools will remain closed for the remainder of the 2019-2020 school year. Adjustments will continue to be made to the home instruction plans in order to serve the students in the best way possible. A "Return to School Committee" has been put in place to coordinate the hopeful re-opening of school as soon as public health officials give the go-ahead. It is unknown at this time whether the extended school year program will be held in person or in virtual format. Plans are underway for both scenarios.

**CURRICULUM:** Due to the school closure, Dr. Shouffler is delaying the review of the K-8 math program and the math summer curriculum writing until next school year.

Ms. Lisa Van Doren, from the audience, asked if the district will be doing anything for the 8th grade graduates in August. Ms. Van Doren also asked if thank you gifts can be dropped off for the teachers in honor of teacher appreciation week. Dr. Shouffler stated that she would look into the request and get back to Ms. Van Doren. Ms. Van Doren wanted to give a special shout-out to OTS teachers Ms. Polinger and Ms. Takayama for putting together a video of performances from the 8th grade play, The Wizard of Oz, which was canceled due to the school closure.

The district is awaiting guidance on the end-of-year school events, including graduation. Preliminary plans are in the works for a virtual graduation video. On May 1st, a survey was sent out to parents to gain their perspective on home instruction. Dr. Shouffler shared the results of the 220 responses to the survey. A survey also went out to the teaching staff and the results will be shared at the next board meeting. Mrs. Pettegrove asked if anything was being done for students that did not have working devices. Dr. Shouffler responded that teachers and guidance counselors were reaching out to families that are in need of working devices.

**POLICY:** The NJ Senate Education Committee has formed a Recovery Task Force Panel due to COVID-19 and school closure.

**FINANCE:** The district is in the process of returning deposits made by parents for field trips which have been canceled due to the school closure. The board approved additional funds collected for the 8th grade to be used to pay for a banner, graduation t-shirts and lawn signs for the 8th grade graduates. The budget newsletter will be sent out in hard copy through the Tewksbury Times. This will be the last time a hard copy will go out. In the future, it can be found on our website and on the digital format of the Tewksbury Times. Dr. Shouffler welcomed Business Administrator Lori Tirone back from leave and thanked Acting Business Administrator, Karin Laraway for stepping in and helping the district.

**Motion was made by Mrs. Pettegrove and seconded by Mrs. Ackerman to adopt the budget for the 2020-2021 school year as follows:**

| | GENERAL FUND | SPECIAL REVENUES | DEBT SERVICE | TOTAL |
|---|---|---|---|---|
| 2020-2021Total Expenditures | $14,645,901 | $110,000 | $732,256 | $15,488,157 |
| Less: Anticipated Revenues | $2,100,030 | $110,000 | -0- | $2,210,030 |
| Taxes to be Raised | $12,545,871 | -0- | $732,256 | $13,278,127 |

**Adoption of District Budget for the 2020-2021 School Year:**

**BE IT RESOLVED** that the Tewksbury Township Board of Education hereby adopts the following District budget for the 2020-2021 school year as approved by the Hunterdon County Department of Education Executive County Superintendent.

The District budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

| Appropriations | | Revenue | |
|---|---|---|---|
| General Current Expense | $ 13,945,901 | Budgeted Fund Balance | $ 350,000 |
| | | Local Tax Levy | $ 12,545,871 |
| | | Other Revenue | $ 54,000 |
| | | State Aid* | $ 996,030 |
| Capital Reserve Transfer | $ 700,000 | Withdraw Cap. Res. | $ 700,000 |
| Special Revenue Fund | $ 110,000 | Grant Entitlements | $ 110,000 |
| Repayment of Debt | $ 732,256 | Local Tax Levy | $ 732,256 |
| Total Expenditures: | $ 15,488,157 | Total Revenues: | $ 15,488,157 |

*State Assessment for Debt Service on SDA funding.

As per N.J.A.C. 6A:23A-7.3(a), the district budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded. The 2020-2021 budget includes a maximum travel appropriation of $20,000.

Final Resolution: Motion carried on a roll call vote.
Yes: Leslie Ackerman, Jillian Carrino, Angela Deeney, Michael Deo, Susanne Jardinella, Erica Johnson, Lori Larsen, Andrea Stein, Cynthia Pettegrove
Absent: None.

**TECHNOLOGY:** Survey results showed some students having difficulty with their device. A reminder has been posted to the website and an e-mail was sent out to contact the tech department with any issues.

**FACILITIES:** The facilities team demolished the two old sheds at Old Turnpike School and filled a dumpster with debris. Maintenance was performed on the well pump and TES freezer. Trees have been pruned at both schools. Mr. Jesby has scheduled Automated Building Controls to replace the water pump controllers for the heating system at TES.

**COMMUNICATIONS:** The Spring Newsletter will be sent out to families on Friday, May 8th. A year-end survey will be sent out to families in order to have another year of survey data. Families will be urged to respond to the questions pre-COVID19.

**OTHER:** The Superintendent Evaluation will be reviewed and submitted before July and the Board Self Evaluation will be reviewed at the board retreat.

**LEGISLATION**: None.

**OPPORTUNITY FOR PUBLIC COMMENT:** None.

**EXECUTIVE SESSION**: **Motion was made by Mrs. Pettegrove and seconded by Mrs. Deeney to enter Executive Session. The time was 7:54 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 matters and negotiations 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.

Open session resumed at 8:43 p.m.

**PERSONNEL:** Dr. Shouffler announced the retirement of Debbie Schroepfer- 5th grade Math Teacher, Victoria D'Alessio-Instructional Aide and Jim Miller-Tewksbury Elementary School Principal. Dr. Shouffler thanked them for their years of service to the district.

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

Accept, with regret, the letter of retirement from Debbie Schroepfer, fifth grade math teacher, effective July 1, 2020. (TES-TCH-05-03)

Accept, with regret, the letter of retirement from Victoria D'Alessio, instructional aide, effective July 1, 2020. (TES-AID-INST-03)

Rescind the following motion which was approved at the January 22, 2020 meeting:

*Approve the maternity leave request from Kathleen Wright, School Social Worker, (DIST-SOC-CST-01) effective approximately April 20, 2020. Employee anticipates using accrued sick and personal time followed by maternity disability leave in accordance with the FMLA. Approximate return will be August 31, 2020.*

Rescind the following motion which was approved at the March 11, 2020 meeting:

*At the recommendation of the Superintendent, Approve Erin D. Smith as a Maternity Leave Replacement School Social Worker effective approximately April 6, 2020 through June 30, 2020 at Step 1 MA, $59,093 (pro-rated).*

At the recommendation of the Superintendent, approve to renew the attached list of employees (May 7, 2020 Personnel Attachment) for the 2020-2021 school year.

Accept, with regret, the letter of retirement from Jim Miller, Principal-Tewksbury Elementary School, effective August 1, 2020. (TES-PRIN-01)

Final Resolution: Motion carried on a roll call vote.
Yes: Leslie Ackerman, Jillian Carrino, Angela Deeney, Michael Deo, Susanne Jardinella, Erica Johnson, Lori Larsen, Andrea Stein, Cynthia Pettegrove
Absent: None.

**ADJOURNMENT: Motion was made by Mrs. Pettegrove and seconded by Mrs. Larsen to adjourn the meeting. The time was 8:49 p.m.**

Motion carried.

Respectfully submitted,

Cynthia Pettegrove
Board President

**See Personnel Attachment Below**

# PERSONNEL ATTACHMENT

**2020 - 2021**
**Non-Tenured Administrators**

| Name | Date of Tenure |
|---|---|
| Michael Mitchell | 7/16/23 |
| Lori Tirone | 8/2/22 |

**2020 - 2021**
**Non-Tenured Teachers**

| Name | Date of Tenure |
|---|---|
| Coreen Decker | 11/16/22 |
| Frederick DeJaager | 8/27/23 |
| Patrice DelGrande | 8/27/23 |
| Meghan Erb | 8/27/23 |
| Alyssa Forsythe | 8/27/23 |
| Joseph Frankosky | 1/3/22 |
| Nicole Fuentes | 8/28/22 |
| Megan McCoy | 8/27/23 |
| Maura Obercian | 8/29/21 |
| Grace Page | 8/23/23 |
| Julian Picardo | 8/29/21 |
| Brittany Spina | 8/28/22 |
| Bonnie Wade-Taffera | 8/27/20 |
| Kathleen Wright | 8/29/21 |
| Bethany Zgorzynski | 10/22/23 |

**2020 - 2021**
**Tenured Administrators**

| |
|---|
| Jim Miller |
| Megan Verderamo |

**2020 - 2021**
**Tenured Teachers**

| | | |
|---|---|---|
| Amy Allen | Patricia Jennings | Marilynne Regan |
| Nicole Amato | Katherine Kelsey | Kristen Rinehart |
| Peter Berg | Krista Kovalsky | Anne Rose-Mason |
| Camille Bristow | Donna Lance | Tara Saksa |
| Jennifer Burns | Jaime Levy | Kristy Schaub |
| Nancy Carle | Thomas Lobb | Emily Searle |
| Allison Caruso | Bonnie Mendralla | Scott Sipos |
| Rebecca Chapman | Cheryl Miller | Susan Stecker |
| Joan Condren | Katrina Moore | Scott Steinman |
| Ann Cullen | Carol Moran | Stephen Strange |
| Mary Cutri-French | Karen Morrow | Kelly Takayama |
| Jodi DenBleyker | Lorraine Nichols | Barbara Tosco |
| Sheila Donovan | Pamela Nugent | Janet Wadler |
| Aimee Emgee | Heather Jean Olla | Susan Wilkinson |
| Yahna Fiscarelli | Dorothy Palmer | Michael Wooby |
| Michael Fortino | Jeanette Pill | Samantha Wu |
| Elizabeth Gentile | Nicole Polinger | Catherine Zisk |
| Emmalee Hedlund | John Preston | |

**2020-2021**
**Tenured Secretaries**

| |
|---|
| Eileen Callahan |
| Cathy Carver |
| Mary Chandler |
| Patricia Greeby |
| Dolores Krowl |
| Catherine Pepe |
| Barbara Simcox |

**2020-2021**
**Cash Account Reconciliation Specialist**

| |
|---|
| Paula Hatch |

**2020-2021 Aides**

| |
|---|
| Gerilynn Ambrosky |
| Erin Brogan |
| Joelle Capece |
| Catherine Gagen |
| Darcy Harp |
| Pam Hoy |
| Monica Scala |
| Carolyn Scheper |
| Courtney Shideler |

**2020-2021 Home Instructors**

| |
|---|
| Dorise Benson |
| Sandra Morisie |
| Judy Wyckoff |

**2020-2021 Transportation Coordinator**

| |
|---|
| Robert Hoffman, Jr. |

**2020-2021 Bus Drivers**

| |
|---|
| Sharon Bednarz |
| Robin Corrado |
| Mildred Grant |
| Pamela Hoy |
| Ronald Jeff |
| Darlene McCaffrey |
| Heidi McKee |
| Donna Poyer |
| Donald Schuyler |

**2020-2021 Coordinator of Buildings and Grounds/Maintenance**

| |
|---|
| Brian Jesby |

**2020-2021 Custodians**

| |
|---|
| Luis Contreras |
| Seann Erhart |
| Alejandro Franco |
| Dale Grover Sr. |
| Thomas Holmes |
| Bernard Karmondi |
| Kyle Rizzolo |
| Edward Sheehan |