Minutes March 25, 2020 Regular Board Meeting (Virtual Board Meeting)

TEWKSBURY TOWNSHIP BOARD OF EDUCATION
Regular Board Meeting
March 25, 2020

The Regular Board Meeting of the Tewksbury Township Board of Education was called to order by Mrs. Pettegrove at 7:00 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 March 25th Board of Education meeting will be live streamed to the public via Zoom. The link to the meeting is https://servicenow.zoom.us/j/990275120 which may also be found on the district website. 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.

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

ABSENT: None

ALSO PRESENT: Dr. Jennifer Shouffler - Superintendent, members of the public.

OPPORTUNITY FOR PUBLIC COMMENT: None.

PRESENTATION: None.

CORRESPONDENCE: Mrs. Pettegrove acknowledged and thanked the administration and staff for rallying together during this difficult time.

SUPERINTENDENT'S REPORT: There were no HIB incidents for the month of March, 2020. The Board reviewed the emergency/fire drill report for the month of February, 2020. Dr. Shouffler stated that she was very proud of the staff and community. Week 1 of virtual home learning is complete and now we are now in the middle of week two. Teachers are putting together plans to be able to extend our home instruction for two more weeks, if needed. The home instruction chart will be extended as long as the executive order from Governor Murphy for school closure remains in effect. The reopening of schools will be determined by Governor Murphy. Everyone is eager to get back to schooling as we knew it before. Dr. Shouffler expressed her appreciation for the many positive comments and notes of support from parents and teachers on our transition to home instruction, and is even keeping a log of these notes so they can be read when we are overcoming the next challenge. The district schools are working to comply with the order for social distancing in NJ, so the buildings are closed to most staff except those who are designated to come in. Phone calls link to email so we can all stay in touch. Those coming into our

building are minimizing contact. Teachers, parents, and students will need to arrange with building principals and our facilities manager to pick up any needed items and this will be on a very limited basis. Dr. Shouffler stated that some students are excited about transitioning to virtual learning, but some students and families are also experiencing stress and anxiety with this change to home instruction. Our counselors are working to reduce stress by offering their time and resources. Other staff are using their flexible and creative thinking to help students in whatever way they can. Dr. Shouffler once again expressed how proud she is of all the staff and their work in getting the home learning program up and running in just a few days and supporting students as they learn from home. Principals are updating staff daily by email on any changes to instruction. They also have been and will continue to update families regularly. Dr. Shouffler will also stay in touch and promise to pass along all information to the Board of Education, our families, and our staff. Dr. Shouffler expressed her appreciation and all the support from the Hunterdon superintendent colleagues, the Tewksbury administrative team, staff, our school board, and our families at this difficult time.

	Tewksbury Elementary School		**Old Turnpike School**	
Date/Time	02/24/2020	02/27/2020	2/12/20	2/26/20
Type of Drill	Fire	Lockdown	Fire drill	Lock out
Duration of Drill	5 Minutes	8 minutes	6 minutes	5 minutes
Weather Conditions	Beautiful, 50 degrees	n/a	chilly/sunny	rainy
Conductor of Drill	Jim Miller	Jim Miller	Krowl/Mitchell/ Greeby/Karmondi /Lobb	Mitchell/Jesby/ Officer Papanastasiou
Notification Method	alarm	loudspeaker	alarm	loudspeaker

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

- February 12, 2020 Committee of the Whole Meeting
- February 12, 2020 Executive Session
- February 26, 2020 Regular Board Meeting
- February 26, 2020 Executive Session

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

CURRICULUM: Dr. Shouffler shared with the Board the NJDOE's final student performance reports related to achievement data from 2019 math/ELA state testing. All goals and targets for these areas were met, even exceeding standards in ELA achievement, ELA student growth, and math student growth. The district met the standard for growth in math but there is a dip in student growth in grade 5 math that will continue to be supported. These performance reports will be posted on the district website. Given the continued threat of the Novel Coronavirus (COVID-19) to our school communities and the resulting school closures, Governor Phil Murphy yesterday announced that the State of New Jersey is canceling all statewide student assessments for the spring 2020 testing window. This includes the springtime administration of the New Jersey Student Learning Assessments (NJSLA), ACCESS for ELLs, and the Dynamic Learning Maps (DLM) assessment. Dr. Shouffler gave an update on report cards: 3rd Marking Period ends on 3/27, therefore, staff will enter grades and report cards

will be shared on 4/4. Principals have reminded the teachers to consider the fact that virtual home instruction is new to staff as well as our students and their families. With that in mind, grades will be based on much of the work students completed before school closed on March 13th. Superintendents, and especially middle school principals, are in conversations now about how to best assess students virtually as we enter MP4.

Dr. Shouffler informed the board that the 8th grade Washington DC trip would need to be canceled by Friday, 3/27, in order to recoup most of the deposits sent. It was decided to cancel the trip at this time given the present circumstances.

Dr. Shouffler requested the Board of Education to approve the home instruction plan for home learning that we have implemented due to the health related emergency of the COVID-19 virus and also to approve the move from a 181-day school calendar for this year 2019-2020 to 180 days.

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

Approve the Home Instruction Plan for School Closure for the 2019-2020 school year.

Approve the 2019-2020 school calendar to provide for 180 days for students instead of the previously approved 181 days due to March 16, 2020 as a non-learning day for students and a preparation day for staff.

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

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

Motion to approve the following policies on First reading:

- 9322 Public and Executive Sessions

Motion to approve the following policies on Second reading:

- 4111.1/4211.1 Policy - Non-Discrimination/Affirmative Action
- 4111.1/4211.1 Regulation - Support for Breastfeeding Mothers

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

FINANCE: Dr. Shouffler informed the board that the budget and supporting materials have been sent to the county business administrator for review. The school budget public hearing will be held on May 6th. The business office has been busy working to keep the bills paid and the payroll functions running. Cathy Carver and Barbara Simcox were acknowledged for their efforts in keeping these essential operations functioning. Maschios Food Service has continued daily delivery of lunches to OTS for required students. Our transportation coordinator, Bob Hoffman, and bus drivers then deliver these lunches to the students' doorstep. Dr. Shouffler expressed her gratitude to this team that is supporting students' nutritional needs.

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 February 27, 2020 through March 25, 2020 for a total amount of $1,200,813.82.

Acceptance and Approval of Board Secretary's Report for the month of January 31, 2020.

BE IT RESOLVED that upon review of the Board Secretary's Report for the month of January 31, 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 January 31, 2020.

BE IT RESOLVED that upon review of the Treasurer's Report for the month of January 31, 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 entering into contract with Nina Finkler Autism Consulting, LLC for Psycho-Educational Evaluation for student #7669850663 for a cost not to exceed $900.00.

Approve entering into contract with The Arc of Essex County Stepping Stones School for school year 2019-2020 beginning November 11, 2019 through June 2020 for an aide for student #2939084202 at a per diem rate of $200.00 (139 days) in the amount of $27,800.00.

Approve the following workshop/travel requests for the 2019-2020 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 Cutri-French	on-line	$219.99	-0-	Digital Workshop - Self-Harm, Suicide & Depression in the Schools - PESI Inc.
Sheila Donovan	on-line	$19.99	-0-	Digital Workshop - Self-Harm, Suicide & Depression in the Schools - PESI Inc.
Kathleen Wright	on-line	$19.99	-0-	Digital Workshop - Self-Harm, Suicide & Depression

				in the Schools - PESI Inc.

Mileage expenses will be reimbursed in accordance with school policy.

Approve payment to the following:

Staff Member	Date	Event	Hours	Unit Price	Total Payment
Scott Steinman	2/24/20	Ski Club Supervision (drives own vehicle, no bus)	5	$40/hr.	$200.00
Cathy Zisk	2/24/20	Ski Club Supervision (includes bus travel time to and from OTS)	6.75	$40/hr.	$270.00
Tara Saksa	2/24/20	Ski Club Supervision (includes bus travel time to and from TES)	5.75	$40/hr.	$230.00
Jodi DenBleyker	2/24/20	Ski Club Supervision (includes bus travel time to and from OTS)	6.75	$40/hr.	$270.00
Megan McCoy	1/9/20 1/10/20 1/16/20	I & RS Meetings	1.5	$40/hr.	$60.00
Jennifer Burns	1/9/20 2/12/20	I & RS Meetings	1	$40/hr.	$40.00
Susan Stecker	10/3/20	I & RS Meetings	.5	$40/hr.	$20.00
Rick deJaager	2/21/20	Supervision during OTS Dance/Open Gym	3.5	$40/hr.	$140.00
Tom Lobb	3/2/20	Volleyball Supervision at Califon School	2	$40/hr.	$80.00
Jennifer Burns	2/22/20	Parent Training	1	$52.62/hr.	$52.62

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

TECHNOLOGY: Our technology team, Kirsli Spinks and Mike Idenden, have been busy helping students and staff with all the new technology needed for home instruction. They quickly prepared Chromebooks for grade 2-4 students to take home before we closed. They have been working to resolve staff needs reported to them through our helpdesk systems and students' needs reported to them through our newly created techsupport@tewksburyschools.org email. They pushed out the Zoom application, which we are using now, to all student Chromebooks and helped teachers learn about this communication tool.

FACILITIES: Coordinator of Buildings and Grounds Brian Jesby and our custodial team has done a deep cleaning and sanitizing of our buildings. Brian and members of his team check on our buildings each day. Brian has also functioned as our go to person as we need to retrieve items for staff, teachers, and administrators from our buildings. Kudos to Brian Jesby and his team.

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

Approve the agreement between the Tewksbury Township School District and the Hunterdon County YMCA for the before and after school child care program and the summer recreation program for the 2020-2021 school year.

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

COMMUNICATIONS: Several correspondence letters have been sent out from the district and can be found on the website in the folder titled COVID-19 (coronavirus) Parent Communication/Information. Dr. Shouffler advised that she will be sending out weekly updates and a letter will be going out on Friday. The counselors would like to send out a survey to the staff within the next week to get a better feel on how they can be utilized.

OTHER: None.

LEGISLATIVE REVIEW: State testing has been canceled for this school year.

OPPORTUNITY FOR PUBLIC COMMENT: None.

EXECUTIVE SESSION: None.

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

Approve the maternity leave request from Samantha Wu, OTS Science Teacher, (OTS-TCH-SCI-03) effective approximately August 31, 2020. Employee anticipates using 36 days of accrued sick time and maternity disability leave in accordance with the FMLA. After doctor release from medical disability, she will use up to 12 additional weeks of NJFLA leave. Approximate return will be March 1, 2021.

Approve the unpaid FMLA request from Seann Erhart, Custodian, (DIST-CUST-06) effective April 20, 2020 through May 31, 2020, with a return date of June 1, 2020.

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

Dr. Deeney thanked the district community for everything they have done during this unprecedented event.

ADJOURNMENT: Motion was made by Mrs. Pettegrove and seconded by Mrs. Larsen to adjourn the meeting. The time was 7:23 p.m.

Motion carried.

Respectfully submitted,

Cynthia Pettegrove
Board President