Minutes February 26, 2020 Regular Board Meeting

TEWKSBURY TOWNSHIP BOARD OF EDUCATION
Regular Board Meeting
February 26, 2020

The Regular Board Meeting of the Tewksbury Township Board of Education was called to order by Mrs. Pettegrove at 7:04 p.m. in the Library of the Old Turnpike School.

Mrs. Pettegrove 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, Mrs. Jardinella, Mrs. Johnson, Mrs. Larsen, Mrs. Stein, Mrs. Pettegrove

ABSENT: None

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

OPPORTUNITY FOR PUBLIC COMMENT: None.

PRESENTATION: Dr. Shouffler and Mrs. Tirone presented a PowerPoint presented on the preliminary budget overview.

CORRESPONDENCE: None.

SUPERINTENDENT'S REPORT: There were no HIB incidents for the month of February, 2020. The final QSAC visit took place today to review operations, home instruction and nursing procedures. All went well. The Board reviewed the emergency/fire drill report for the month of January, 2020.

	Tewksbury Elementary School		**Old Turnpike School**	
Date/Time	01/28/2020	01/29/2020	1/16/20	1/23/20
Type of Drill	Fire	Lockdown	Fire drill	Hold in Place
Duration of Drill	3 minutes	7 minutes	4 minutes	8 minutes
Weather Conditions	Overcast & cold	n/a	Windy and cold	Clear
Conductor of Drill	Jim Miller	Jim Miller M. Kroc & A. Papanastasiou,	Jesby/Mitchell/ Krowl	Mitchell/Krowl/ Sargent Krok

		Tewksbury Police		
Notification Method	**Alarm**	**Loudspeaker**	**Alarm**	**Announcement**

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

- January 2, 2020 Reorganization Meeting
- January 2, 2020 Committee of the Whole Meeting
- January 22, 2020 Regular Board Meeting
- January 22, 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. Shoufler has begun the process of a review of the math program and has met with teachers in both schools to learn their perspective. Dr. Makoto Yoshida has been enlisted to view our program and give recommendations. A final report will be presented to the BOE in the coming months with commendations and recommendations for improvement.

POLICY: There is a first reading on updates to our policy on non-discrimination and the regulation to support breastfeeding staff in preparation for possible new legislation.

Review the following policies on first reading:

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

FINANCE: The eighth grade will be doing a spring holiday pie sale. Dr. Shouffler thanked the Tewksbury Education Foundation for their donation of $1,500 for a guest speaker in grade 8 ELA classes.

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 January 23, 2020 through February 26, 2020 for a total amount of $1,243,393.68.

Acceptance and Approval of Board Secretary's Report for the month of December 31, 2019.

BE IT RESOLVED that upon review of the Board Secretary's Report for the month of December 31, 2019 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 December 31, 2019.

BE IT RESOLVED that upon review of the Treasurer's Report for the month of December 31, 2019 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 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
Megan McCoy	3/20/20	$125.00	-0-	NJASP Spring Conference, Edison, NJ

Mileage will be reimbursed in accordance with school policy.

Approve the following field trips for the 2019-2020 school year:

Group/Class	Event/Destination	Date	Approximate Cost Per Student	Approximate Total Cost
4th Grade Aspire	NJ State Bar Foundation, New Brunswick, NJ (9 fourth grade students, nurse, 2 parent chaperones)	5/19/20	$0	$0
5th Gr.	OTS to attend Holocaust Survivor Speaker	3/30/20	$0	$0
Pre-K	Oldwick/Tewksbury Library	3/13/20	$0	$0

Approve payment to the following:

Staff Member	Date	Event	Hours	Unit Price	Total Payment
John Preston	12/18/19	Supervision/Scoreboard during OTS Basketball Game	2.25 (two games)	$40/hr.	$90.00
John Preston	1/27/20	Supervision/Scoreboard during OTS Basketball Game	1 (one game)	$40/hr.	$40.00
Pam Nugent	1/3/20	Supervision/Scoreboard during OTS Basketball Game	2.25 (two games)	$40/hr.	$90.00
Pam Nugent	1/13/20	Supervision/Scoreboard during OTS Basketball Game	2 (two games)	$40/hr.	$80.00
Cathy Zisk	1/10/20	Supervision/Scoreboard during OTS Basketball Game	1.75 (one game)	$40/hr.	$70.00

Tom Lobb	1/21/20	Supervision/Scoreboard during OTS Basketball Game	2.25 (two games)	$40/hr.	$90.00
Tom Lobb	1/23/20	Supervision/Scoreboard during OTS Basketball Game	2.50 (two games)	$40/hr.	$100.00
Tom Lobb	1/29/20	Supervision/Scoreboard during OTS Basketball Game	1.50 (one game)	$40/hr.	$60.00
Scott Steinman	1/13/20	Ski Club Supervision (drives own vehicle, no bus)	4.5	$40/hr.	$180.00
Scott Steinman	1/27/20	Ski Club Supervision (drives own vehicle, no bus)	4.5	$40/hr.	$180.00
Scott Steinman	2/3/20	Ski Club Supervision (drives own vehicle, no bus)	4.5	$40/hr.	$180.00
Cathy Zisk	1/13/20	Ski Club Supervision (includes bus travel time to and from OTS)	6.75	$40/hr.	$270.00
Cathy Zisk	1/27/20	Ski Club Supervision (includes bus travel time to and from OTS)	6.75	$40/hr.	$270.00
Tom Lobb	1/13/20	Ski Club Supervision (includes bus travel time to and from OTS)	6.75	$40/hr.	$270.00
Tom Lobb	2/3/20	Ski Club Supervision (includes bus travel time to and from OTS)	6.75	$40/hr.	$270.00
Tara Saksa	1/13/20	Ski Club Supervision (includes bus travel time to and from TES)	5.75	$40/hr.	$230.00
Tara Saksa	1/27/20	Ski Club Supervision (includes bus travel time to and from TES)	5.75	$40/hr.	$230.00
Tara Saksa	2/3/20	Ski Club Supervision (includes bus travel time to and from TES)	5.75	$40/hr.	$230.00
Jodi DenBleyker	1/27/20	Ski Club Supervision (includes bus travel time to and from OTS)	6.75	$40/hr.	$270.00
Jodi DenBleyker	2/6/20	Ski Club Supervision (includes bus travel time to and from OTS)	6.75	$40/hr.	$270.00
Patty Jennings	2/6/20	Peer Leadership Conference (from 2:40-4:10 pm bus arrival at school)	1.5	$40/hr.	$60.00
Coreen Decker	2/6/20	Peer Leadership Conference (from 2:40-4:10 pm bus arrival at school)	1.5	$40/hr.	$60.00
Scott Steinman	2/6/20	Peer Leadership Conference (from 2:40-4:10 pm bus arrival at school)	1.5	$40/hr.	$60.00
Kelly Cullen	2/6/20	Peer Leadership Conference (from 2:40-4:10 pm bus arrival at school)	1.5	$40/hr.	$60.00
Nicole Kinzel	2/6/20	Peer Leadership Conference (from 2:40-4:10 pm bus arrival at school)	1.5	$40/hr.	$60.00
Tom Lobb	2/6/20	Peer Leadership Conference (from 2:40-4:10 pm bus arrival at school and wait for parents to pick up)	1.92	$40/hr.	$76.80
Scott Sipos	2/6/20	Peer Leadership Conference (from 2:40-4:10 pm bus arrival at school and wait for parents to pick up)	2.0	$40/hr.	$80.00
Pam Nugent	10/2/19 11/27/19 1/16/20	I & RS Meetings	1.5	$40/hr.	$60.00
Bonnie Mendralla	2/21/20	Supervision during OTS Dance/Open Gym	3.5	$40/hr.	$140.00
Darcy Harp	2/21/20	Supervision during OTS Dance/Open Gym	3.5	$40/hr.	$140.00

Tom Lobb	2/21/20	Supervision during OTS Dance/Open Gym	3.5	$40/hr.	$140.00
Heather Olla	2/21/20	Supervision during OTS Dance/Open Gym	3.5	$40/hr.	$140.00
Bonnie Mendralla	2/21/20	Supervision during OTS Dance/Open Gym	3.5	$40/hr.	$140.00
Darcy Harp	2/21/20	Supervision during OTS Dance/Open Gym	3.5	$40/hr.	$140.00

Approve the following fundraising event for the 2019-2020 school year:

Fundraising Event	**Date**	**Proceeds to:**	**Advisor**	**# of Chaperones Needed (in addition to Advisors)**
8th Grade Pie Sale Ashley Farms Fundraising	3/1/20 - 4/8/20	8th Gr. Dance 40% into individual account	Dee Krowl, Bonnie Mendralla	0

Accept the donation of $1,500 from the Tewksbury Education Foundation for the mini grant requested by 8th Gr. ELA teacher Coreen Decker for a 90 minute interactive workshop in March for all eighth grade students with guest speakers including the founder of Help Syria's Kids and the filmmaker of the documentary "Ketermaya" https://www.helpsyriaskids.org/.

Approve the Nursing Services Agreement between the Tewksbury Township School district and the Hunterdon County Educational Services Commission for the provision of Nursing Services, effective February 21, 2020 through June 30, 2020, pending availability of 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

TECHNOLOGY: The website has been updated to a more user friendly format and new pictures have been added. A phase in plan for new chrome books was discussed with Jim Belske and the tech team.

FACILITIES: Two bottle filler stations will be installed at Tewksbury Elementary School. A new floor scrubber was purchased. The Preschool cabinets will be refinished. A new school bus will need to be purchased, one bus will be retired on June 30, 2020.

COMMUNICATIONS: Information from the school nurses was sent out on February 13th explaining how to take precautions to prevent the spread of viruses. At this time neither the county nor the state have issued any recommended responses for schools regarding the coronavirus. Plans will be made if there is a need for remote schooling.

OTHER: Mrs. Tirone received training in the Stop the Bleed program which is a national awareness campaign and call-to-action. Stop the Bleed is intended to cultivate grassroots efforts that encourage bystanders to become trained, equipped, and empowered to help in a bleeding emergency before professional help arrives. Materials will be received from the state.

LESIGLATIVE REVIEW: None.

OPPORTUNITY FOR PUBLIC COMMENT: Mr. Steven Strange inquired about the money that was saved in the budget and asked where it had been spent. Mrs. Tirone sited, healthcare and salary increases were some of the expenses.

EXECUTIVE SESSION: **Motion was made by Mrs. Pettegrove and seconded by Mrs. Larsen to enter executive session. The time was 8:30 p.m. The board returned to open session at 8:55 p.m.**

PERSONNEL: Volleyball club at Califon began this week.

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

Approve the following clubs/advisors for the 2020-2021 school year. Teachers are requesting approval for next school year so that they can discuss/meet with students this spring and have it up and running for the beginning of the 2020-2021 school year.

Club Title	Advisors	Grades	Supply Budget Requested	Compensation
Safety Patrol	Camille Bristow Michael Wooby	5	$50-$100 for end of year celebration and certificates as well as for safety markers for patrollers near the bus loading and unloading areas. AAA will provide all other materials free of cost.	$2,000 split between advisors

Approve the following honoraria positions for the 2019-2020 school year:

Last Name	First Name	Honoraria Position	Compensation
Lobb	Tom	Baseball Head Coach	$4,401.00
Jennings	Patty	Softball Head Coach	$4,401.00
Caruso	Allison	Softball Assistant Coach	$3,046.00
Fortino	Mike	Boys Lacrosse Head Coach	$4,401.00
DeJaager	Rick	Boys Lacrosse Assistant Coach	$3,046.00
Harp	Darcy	Girls Lacrosse Head Coach	$4,401.00
Polinger	Nicole	Girls Lacrosse Assistant Coach	$3,721.00
Zisk	Cathy	Track and Field Head Coach	$4,401.00
Berg	Peter	Track and Field Assistant Coach	$3,721.00
Harp, Darcy Lobb, Tom Steinman, Scott		Volley Club Advisor (shared position)	$40/hour (not to exceed 16 hours total)

Accept the letter of resignation from LeighAnn Kimmick, Payroll & Human Resource/Assistant to the Business Administrator, effective March 19, 2020. (DIST-HRC-BOE-01).

Approve Tara Morash, a student at Fairleigh Dickinson University, for a two semester back to back placement for a Clinical Practice (student teaching) at Old Turnpike School. The first semester (Fall 2020) will be two full days per week from September 1st through December 18th. The second semester (Spring 2020) requires five days per week from January 25, 2021 through May 7, 2021. The cooperating teacher will be Jodi DenBleyker.

Approve student teacher, Joseph Labosky, as an unpaid volunteer to assist the coaches with Spring Track for the 2019-2020 school year.

At the recommendation of the Superintendent, approve Carl Pennella as a substitute teacher for the 2019-2020 school year, pending criminal history review.

At the recommendation of the Superintendent, approve Alejandro Franco as a full time custodian, beginning approximately March 20, 2020 through June 30, 2020, at Step 5, $36,987 (pro rated), pending criminal history review, with a 90-day probationary period. (DIST-CUST-01)

At the recommendation of the Superintendent, approve Jennifer Reed as a part-time Instructional Aide for 5.5 hours per day for school year 2019-2020 beginning March 2, 2020 through June 30, 2020 at Step 1 $15.64 per hour. (OTS-AID-PRE-02)

Accept, with regret, the letter of retirement from Regina Destefano, 2nd grade teacher, effective June 30, 2020. (TES-TCH-20-02)

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

ADJOURNMENT: Motion was made by Mrs. Pettegrove and seconded by Mrs. Larsen to adjourn the meeting. The time was 9:01 p.m.

Motion carried.

Respectfully submitted,

Lori Tirone
Board Secretary