Minutes October 28, 2019 Regular Board Meeting

TEWKSBURY TOWNSHIP BOARD OF EDUCATION
Regular Board Meeting
October 28, 2019

The Regular Board Meeting of the Tewksbury Township Board of Education was called to order by Mrs. Ackerman at 7:05 p.m. in the Library of the Old Turnpike School.

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. Johnson, Mrs. Larsen, Mr. Thorp, Mrs. Pettegrove

ABSENT: Mrs. Carrino, Dr. Deeney, Mrs. Frank, Mr. Mulroony

ALSO PRESENT: Mrs. Lori Tirone - Business Administrator, Dr. Jennifer Shouffler - Superintendent

PRESENTATION: None.

CORRESPONDENCE: None.

SUPERINTENDENT'S REPORT: The boys and girls soccer teams were invited to the board meeting to be recognized by the board for making it to the championships. Dr. Shouffler and the coaches congratulated the teams. There were no HIB incidents to report for the month. The QSAC District Performance Report was explained and Dr. Shouffler advised the board on the preparations and updates to curriculum the district is taking in preparation for the QSAC audit. The fall newsletter was sent out to district families and staff and is posted to the website. The BOE communication letter was also sent out to families, staff and will be posted in the next edition of the Tewksbury Times. The Board reviewed the following Emergency/Fire Drill Report:

School	Tewksbury Elementary School	Old Turnpike School
Month/Year	Oct. 2019	Oct. 2019
Date/Time	10/11/2019 9:15 AM	10/15 10:00am
Brief description of what was drilled	Lockdown Drill	Standard Fire drill
Duration of Drill	10 minutes	7 minutes
Weather Conditions	Good	Fall like sunny
Participants of Drill	All Students Staff	Staff Students

	Chief Barlow Det. Sgt. Hanft	Ptl. Frace

OPPORTUNITY FOR PUBLIC COMMENT: None.

APPROVAL OF MINUTES: Deferred until the November meeting.

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

Approve the School Bus Emergency Evacuation Drill Reports for Tewksbury Elementary School and Old Turnpike School.

School	**Tewksbury Elementary School 109 Fairmount Road East, Califon, NJ 07830**	**Old Turnpike School 171 Old Turnpike Rd., Califon, NJ 07830**
Date of Drill	9/25/19	9/25/19
Time	8:35 a.m.	7:30 a.m.
Location of Drill	In front of school	In front of school
Route Numbers	1,2,3,4,6,7,9,12	1,2,3,4,6,7,9,10,12
Name of Supervisors	Jim Miller, Principal Bob Hoffman, Transportation Coordinator Dale Grover, Custodian	Michael Mitchell, Principal Bob Hoffman, Transportation Coordinator Peter Berg, Teacher

Approve, upon the recommendation of the Superintendent and review of the Board of Education, submission of the school district's NJ Single Accountability Continuum (NJQSAC) District Performance Review - School Year 2019-20 to the New Jersey Department of Education.

Approve, upon the recommendation of the Superintendent, the submission of the Tewksbury Township School District Safety and Security Plan Statement of Assurance.

Final Resolution: Motion carried on a roll call vote.
Yes: Leslie Ackerman, Erica Johnson, Lori Larsen, Thomas Thorp, Cynthia Pettegrove
Absent: Jillian Carrino, Angela Deeney, Paulette Frank, Kevin Mulroony

POLICY: None.

FINANCE: Motion was made by Mrs. Pettegrove and seconded by Mrs. Larsen to approve the following:
Pursuant to N.J.A.C. 6A-23A-16.10(c)(3), I certify that as of September 30, 2019, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district's Board of Education.

_____ _____
Board Secretary Date

CERTIFICATION OF FUNDS
Motion to certify that, pursuant to N.J.A.C. 6A-23A-16.10(c)(4), after review of the secretary's monthly financial report (appropriations section) for September 30, 2019, and upon proper consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been

over-expended in violation of N.J.A.C. 6A-23A-16.10(c)(4) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Accept the Board Secretary's Report and the Cash Account Reconciliation Report for month ending September 30, 2019.

Approve the attached list of transfers.

Approve the list of bills dated October 23, 2019 in the amount of $1,387,583.62.

Approval to close dormant bank accounts, per Auditor's Recommendation:

a. Building Fund account# 2793 in the amount of $6,137.51, amount to go to Miscellaneous Income.
b. Petty Cash account# 2734 in the amount of $95.87, amount to cash to offset 10-103.
c. OTS Petty Cash account #2697 in the amount of $491.22, amount to cash to offset 10-103.
d. TES Petty Cash account# 2670 in the amount of $258.89, amount to cash to offset 10-103.

Approve Acceptance of TEF Mini Grants:

a. For flexible seating (2) Trideer ball chairs, (6) Sitwell Height adjustable wobble chairs and (1) Standing table for the OTS 7th grade in the amount of $685.91.
b. For a Holocaust "Survivor Speak 2019-2020" for grades 5 to 8 at OTS school on March 30, 2020 in the amount of $500.00.

Approve the following workshops for the 2019-2020 school year:

Staff Member	Date	Registration	Other Expenses	Event/Destination
Jaime Levy	10/21/19	Free	-0-	Visit to Warren Middle School for Ted Talk viewing and planning a.m. only
Jaime Levy	10/22/19	Free	-0-	Visit to Warren Middle School for Ted Talk viewing and planning a.m. only
Alyssa Forsythe	12/10/19	$125.00	-0-	Using Systems & System Models to Make Sense of Phenomena - RVCC, Somerville, NJ
Bonnie Wade-Taffera	12/10/19	$125.00	-0-	Using Systems & System Models to Make Sense of Phenomena - RVCC, Somerville, NJ
Susan Wilkinson	12/10/19	$125.00	-0-	Using Systems & System Models to Make Sense of Phenomena - RVCC, Somerville, NJ
Alyssa Forsythe	3/10/20	$125.00	-0-	Planning NGSS-Aligned Lessons & Assessments - RVCC - Somerville, NJ
Bonnie Wade-Taffera	3/10/20	$125.00	-0-	Planning NGSS-Aligned Lessons & Assessments - RVCC - Somerville, NJ
Susan Wilkinson	3/10/20	$125.00	-0-	Planning NGSS-Aligned Lessons & Assessments - RVCC - Somerville, NJ

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

Group/Class	Event/Destination	Date	Approximate Cost Per Student	Approximate Total Cost
2nd Grade	Cora Hartshorn Arboretum	5/21/19	$6.25	$342.00
Pre-K	Oldwick Tewksbury Library	11/15/19	-0-	-0-
Pre-K	Oldwick Tewksbury Library	12/13/19	-0-	-0-

Final Resolution: Motion carried on a roll call vote.
Yes: Leslie Ackerman, Erica Johnson, Lori Larsen, Thomas Thorp, Cynthia Pettegrove
Absent: Jillian Carrino, Angela Deeney, Paulette Frank, Kevin Mulroony

TECHNOLOGY: Dr. Shouffler discussed using a single e-mail address for all school and district correspondence. This practice will be put into practice in the near future.

FACILITIES: Mrs. Tirone presented updates on the various on-going facilities projects. OTS paving was completed by Tilcon on the Sawmill side and painting of lines is being priced. OTS shed pads are also being priced. The delivery of the new truck is expected by the end of the week. ATS is working on completing the controls at TES and OTS. TES gym lighting project is scheduled for 11/7 and 11/8. Quotes are being received for emergency notification systems at both schools. General maintenance for QSAC compliance is underway.

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

Approve Cook Basketball Clinic and coach Patty Jennings to use the OTS gym for a basketball clinic on the following dates from 3:30 - 4:45pm: 10/28/19, 10/31/19, 11/4/19, 11/14/19, 11/18/19.
Documentation is available in the Board of Education office.

Final Resolution: Motion carried on a roll call vote.
Yes: Leslie Ackerman, Erica Johnson, Lori Larsen, Thomas Thorp, Cynthia Pettegrove
Absent: Jillian Carrino, Angela Deeney, Paulette Frank, Kevin Mulroony

COMMUNICATIONS: Reaching out to community members without children in the district was discussed.

OTHER: None.

LEGISLATIVE REVIEW: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

EXECUTIVE SESSION: None.

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

At the recommendation of the Superintendent, approve Catherine Marcuccilli as a substitute nurse for the 2019-2020 school year, pending criminal history review.

Approve the maternity leave request from Emma Hedlund, TES Music Teacher, (TES-TCH-MUSC-01) effective approximately February 14, 2020. Employee anticipates using 22 days of accrued sick and personal time and maternity disability leave in accordance with the FMLA. After doctor release from medical disability, she will use 12 additional weeks of NJFLA leave. Approximate return will be the first day of school in August, 2020.
Approve the maternity leave request from Aimee Emge, TES Third Grade Teacher, (TES-TCH-MUSC-03-02) effective approximately February 3, 2020. Employee anticipates using accrued sick and personal time and maternity disability leave in accordance with the FMLA. After doctor release from medical disability, she will use 12 additional weeks of NJFLA leave. Approximate return will be the first day of school in August, 2020.

Approve the FMLA request for unpaid leave from Cathy Pepe, TES Office Secretary, (TES0004) effective approximately October 23, 2019 through approximately December 4, 2019. Dates may be pushed back a few weeks due to doctor scheduling.

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

Staff Member	Honoraria Position	Compensation
Peter Berg	Boys Basketball Head Coach	$5,247.00
Patty Jennings	Girls Basketball Head Coach	$5,247.00
Darcy Harp	Cheerleading Head Coach	$5,247.00

Approve payment to the following chaperones:

Staff Member	Date	Event	Hours	Unit Price	Total Payment
Mike Fortino	10/4/19	8th Gr. Fall Dance	3.5	$40	$140.00
Dee Krowl	10/4/19	8th Gr. Fall Dance	3.5	$40	$140.00
Tom Lobb	10/4/19	8th Gr. Fall Dance	3.5	$40	$140.00
Bonnie Mendralla	10/4/19	8th Gr. Fall Dance	3.5	$40	$140.00
Tom Lobb	10/25/19	Trunk or Treat	Not to exceed 7	$40	Not to exceed $280.00
Bonnie Mendralla	10/25/19	Trunk or Treat	Not to exceed 7	$40	Not to exceed $280.00
Heather Olla	10/25/19	Trunk or Treat	Not to exceed 7	$40	Not to exceed $280.00

Approve payment to the following staff:

Staff Member	Date	Description	Unit Price	Total Payment
Peter Berg	9/24/19	Curriculum Review for 7th Gr. Social Studies	$336.79	$336.79
Yahna Fiscarelli	9/23/19	Curriculum Review for 5th Grade	$402.17	$402.17
Yahna Fiscarelli	9/23/19	Classroom Move per contract	$402.17	$402.17

Final Resolution: Motion carried on a roll call vote.
Yes: Leslie Ackerman, Erica Johnson, Lori Larsen, Thomas Thorp, Cynthia Pettegrove
Absent: Jillian Carrino, Angela Deeney, Paulette Frank, Kevin Mulroony

ADJOURNMENT: Motion was made by Mrs. Pettegrove and seconded by Mrs. Larsen to adjourn the meeting. The time was 8:00 p.m.

Motion carried.

Respectfully submitted,

Lori Tirone
Board Secretary