Minutes August 22, 2019 Regular Board Meeting

TEWKSBURY TOWNSHIP BOARD OF EDUCATION
Regular Board Meeting
August 22, 2019

The Regular Board Meeting of the Tewksbury Township Board of Education was called to order by Mrs. Ackerman at 7:10 p.m. in the Library of the Tewksbury Elementary 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. Carrino, Mrs. Frank, Mrs. Larsen, Mr. Mulroony, Mr. Thorp, Mrs. Pettegrove (arrived at 7:15)

ABSENT: Dr. Deeney, Mrs. Johnson

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

PRESENTATION: Ms. Bonnie Mendralla and Mrs. Dee Krowl, the eighth grade advisors, handed out supporting documentation and explained the costs and fundraising efforts for the Washington DC trip and how the funds were applied. Dr. Shouffler stated that this will be readdressed after Mrs. Tirone performs a forensic audit to find and distinguish money. The Board asked questions regarding student recorded fundraising going forward with a zero balance and suggested a place on the eighth grade website revealing how much each fundraiser made. There will be further discussion on recording fundraisers.

Mr. Brian Jesby led the Board on a walk-thru of the facilities at Tewksbury Elementary School. The following projects were viewed and suggestions were made:

- LED lights in library
- Colored lines for each hallway
- Butterfly valves and building control valves are being installed
- Drainage and playground mulch in playground
- **Get mats for the swings
- Fencing repaired and capped
- **Mulch or seeed around gaga pit

- Hallways and classrooms cleaned - 5 coats of wax
- Elevator inspected
- Chiller not working now, to be charged 8/27
- 5th grade cubbies
- Problems in building?
    - Chains for swings and pieces replaced on Monday
    - New grass mower
    - Gym lights to be done by the end of September
    - Cafeteria food
    - Curtain repaired in gym, 1 key will do everything
    - Full size washer and dryer in custodial room.
    - Boiler room
    - Switch over from heat on October 15 to cooling on april 15
    - Cafeteria
    - OTS cafeteria - commercial stove with gas (put it in)
    - CST floor (have completed) luxury tile
    - Highly than VCT lower

The meeting reconvened in the library at 7:56 p.m.

CORRESPONDENCE:

- A request for an OPRA form was received.

PUBLIC COMMENT: None.

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

- July 11, 2019 Board Retreat
- July 11, 2019 Committee of the Whole Meeting
- July 25, 2019 Regular Board Meeting
- July 25, 2019 Executive Session

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

CURRICULUM: Dr. Shouffler met with Mr. Steve Goldman regarding QSAC. The district needs a score of 80 to pass.

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

Approve the updated "Design and Modeling" curriculum unit and the newly created "Computer Science for Innovators and Makers" curriculum unit for grades 6-8 technology.

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

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

Approve Michael Mitchell as the District HIB Specialist and the Anti-Bullying Coordinator.
Approve Sheila Donovan as the Tewksbury Elementary School HIB Coordinator.
Approve Mary Cutri-French as the Old Turnpike School HIB Coordinator.
Approve Megan Verderamo as the School Safety Specialist.
Approve Megan Verderamo as the District Testing Coordinator.
Approve Sheila Donovan as the Tewksbury Elementary School Testing Coordinator.
Approve Mary Cutri-French as the Old Turnpike School Testing Coordinator.
Approve Sheila Donovan as the Tewksbury Elementary School 504 Plan Coordinator.
Approve Mary Cutri-French as the Old Turnpike School 504 Plan Coordinator.
Approve the use of the Charlotte Danielson 2013 Teacher Evaluation Model-Frontline Professional Growth Evaluation Tool.
Approve the use of the Kim Marshall Evaluation Rubric for the Administrator Evaluation.
Approve the adoption of the 2019-2020 Mentoring Plan.
Approve the adoption of the 2019-2020 Professional Development Plan.
Approve the following members of the District Safety Team:

- Jennifer Shouffler - Superintendent
- Megan Verderamo - Supervisor of Special Services
- Jim Miller - Principal, Tewksbury Elementary School
- Michael Mitchell - Principal, Old Turnpike School
- Lori Tirone - School Business Administrator
- Brian Jesby - Coordinator of Buildings and Grounds
- Ken Oppel - Custodian
- Dale Grover- Custodian
- Bob Hoffman, Jr. - Coordinator of Transportation
- Kelly Cullen - School Nurse, Old Turnpike School
- Grace Page - School Nurse, Tewksbury Elementary School
- Emmalee Hedlund - Music Teacher
- Eileen Callahan - Principal's Secretary, Tewksbury Elementary School
- Dee Krowl - Principal's Secretary, Old Turnpike School
- Detective Tim Hanft - Tewksbury Township Police Department
- Approve the following members of the School Improvement Panel (ScIP):
- Tewksbury Elementary School
    - Jim Miller-Principal
    - Emma Hedlund - Music Teacher
    - Tara Saksa- ASAP Reading Teacher
    - Krista Kovalsky- Special Education Teacher
- Old Turnpike School
    - Michael Mitchell-Principal
    - Katrina Moore-Spanish Teacher
    - John Preston-Social Studies Teacher

Approve the following members of the Data Quality Team:

- Jennifer Shouffler-Superintendent
- Kirsli Spinks-Network and Database Support Technician
- Matt Hamma-Database SIS Administrator

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

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

- 5141.21 Administering Medication
- 5141.21R Administering Medication REGULATION

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

FINANCE: The administration of health care cards was discussed.

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 June 30, 2019 and July 31, 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 June 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 June 30, 2019, July 31, 2019.

Approve the attached list of transfers.

Approve the list of bills dated August 22, 2019 in the amount of $1,046,059.65.

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

Staff Member	Date	Registration	Other Expenses	Event/Destination

Allison Caruso	10/22/19 & 10/23/19	$300.00	-0-	NJ Science Convention - Bringing 21st Century Science Skills to the Classroom - Princeton, NJ
Samantha Wu	10/22/19 & 10/23/19	$300.00	-0-	NJ Science Convention - Bringing 21st Century Science Skills to the Classroom - Princeton, NJ
Donna Lance	10/4/19	$195.00	-0-	NJIDA Conference - Somerset, NJ
Carol Moran	10/4/19	$195.00	-0-	NJIDA Conference - Somerset, NJ

Mileage expenses will be reimbursed in accordance with school policy.

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

TECHNOLOGY: Summer technology projects were discussed. Dr. Shouffler discussed the new Blackboard template for the website.

FACILITIES: Summer facilities projects were discussed.

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

Approve the following organizations to use the school facilities through September 30, 2019. Documentation is available in the Board of Education office.

- Boy Scouts of America
- Hunterdon County YMCA
- Tewksbury PTA
- Tewksbury Education Foundation

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

COMMUNICATIONS: None.

OTHER: None.

SUPERINTENDENT'S REPORT: There were no HIB incidents for the months of July and August, 2019. Preparations are under way for the beginning of school. Teachers begin on August 26th, and students begin on August 29th.

LEGISLATIVE REVIEW: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

AUDIENCE: Mrs. L. Taylor commented that the website pages are not updated. Dr. Shouffler stated that this was discussed at a website planning meeting. Parents asked questions about the lunch program.

EXECUTIVE SESSION: Motion was made by Mrs. Pettegrove and seconded by Mrs. Larsen to enter executive session. The time was 8:45 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 for approximately 30 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.

Regular session resumed at 9:25 p.m.

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

Approve to hire Meghan Erb as a full time special education teacher for the 2019-2020 school year beginning August 26, 2019 through June 30, 2020 at Step 2 BA at a salary of $55,693.00.

Approve to hire Donald Schuyler as a school bus driver for the 2019-2020 school year beginning August 29, 2019 through June 30, 2020. Hours and salary to be determined.

Accept the request for unpaid FMLA from Patty Greeby, secretary, effective August 19, 2019 through approximately October 21, 2019.

Approve the Superintendent Merit Goals.

Approve the Superintendent District Goals.

Approve Susan Wilkinson (4th grade teacher) as the new teacher mentor for Alyssa Forsythe, (4th grade teacher).

Approve Rick de Jaager (7th grade teacher) as an unpaid volunteer girls soccer coach for the 2019-2020 school year.

Approve Emily Searle (OTS Library/Digital Literacy Specialist) as a temporary leave replacement school safety coordinator to monitor student arrival at OTS from 7:15-7:30 a.m. from August 29, 2019 through approximately October 21, 2019 at $11.65 per day.

Approve Jennifer Reed as a substitute teacher for the 2019-2020 school year pending criminal history review.

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

Approve the Tewksbury Township Police Department to hold "Tewksbury Night Out" on Friday, September 13 2019 from 5:00 p.m. through 9:30 p.m. on the Old Turnpike School Fields.

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

ADJOURNMENT: Motion was made by Mrs. Pettegrove and seconded by Mrs. Ackerman to adjourn the meeting. The time was 9:28 p.m.

Motion carried.

Respectfully submitted,

Lori Tirone
Board Secretary