TEWKSBURY TOWNSHIP SCHOOL DISTRICT
173 Old Turnpike Road
Califon, New Jersey 07830
Phone: 908-439-2010 Fax: 908-439-2655

COMMITTEE OF THE WHOLE AGENDA
Date: June 6, 2019
7:00 P.M.

District Goals

1. Explore shared service and consolidation opportunities with other Voorhees sending districts and support district-wide initiatives.
2. Evaluate NWEA and PARCC results for required curricular and instructional improvements.
3. Develop appropriate communication with the community and foster community input.

Board Goals

1. Develop a sustainable administrative structure.
2. Develop appropriate communication with the community and foster community input.

Committee Members:

Dr. Roseann Humphrey	Mrs. Cynthia Pettegrove	Mrs. Leslie Ackerman	Mrs. Jillian Carrino	Dr. Angela Deeney
Mrs. Paulette Frank	Mrs. Erica Johnson	Mrs. Lori Larsen	Mr. Kevin Mulroony	Mr. Thomas Thorp

I. SUNSHINE ANNOUNCEMENT

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.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Mrs. Ackerman	Dr. Deeney	Mrs. Johnson	Mr. Mulroony	Mrs. Pettegrove
Mrs. Carrino	Mrs. Frank	Mrs. Larsen	Mr. Thorp	

IV. PRESENTATIONS

V. CORRESPONDENCE

VI. OPPORTUNITY FOR PUBLIC COMMENT - AGENDA ITEMS

During this portion of the meeting, the public is invited to address the Board with questions or comments on agenda items and if time permitting, other items.

The public is requested to sign the register provided for this purpose and to state their name, address, and direct their comments to the Board President. While all comments will be considered and a response will be forthcoming if and when appropriate, the Board will not respond to the speakers at the time of their appearance.

The public comment period will be a maximum of thirty minutes in length unless there are unusual circumstances. Those appearing will be allocated three minutes to speak and no one will be permitted to speak twice until all those wishing to speak have had a turn.

VII. BOARD ACTION

Motion to approve the following minutes:

- May 2, 2019 Committee of the Whole Meeting
- May 2, 2019 Executive Session
- May 23, 2019 Regular Board Meeting
- May 23, 2019 Executive Session

VIII. COMMITTEE REPORTS

A. Curriculum
Discussion
Old Business
New Business

B. Policy
Discussion
Old Business
New Business

Motion to approve the following policy on second reading:

- 4150/4250 Family Leave and Medical Leave

C. Finance
Discussion
Old Business
New Business

Pursuant to N.J.A.C. 6A-23A-16.10(c)(3), I certify that as of April 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 April 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.

Motion to approve the following:

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

2. Approve the attached list of transfers.

3. Approve the list of bills dated _____ in the amount of_____.

4. Approve the following workshops

Staff Member	Date	Registration	Other Expenses	Event/Destination
Jennifer Shouffler	9/26-9/27/19	$0.00	Hotel $189.50	Hunterdon County Superintendent's Conference

Mileage expenses will be reimbursed in accordance with school policy.

5. Approve entering into a joint transportation agreement with Califon School District to transport 11 Califon students attending Tewksbury Township School District as choice students. The district shall receive $11,000 ($1,000 per student) from Califon School District.

6. Approve the submission of the IDEA application for the FY 2020, and accept the grant award upon subsequent approval for the FY 2020 IDEA application.

7. Approve the submission of the ESEA application for the FY 2020, and accept the grant award upon subsequent approval for the FY 2020 ESEA application.

8. Approve the resolution for participation in the joint agreement for coordinated transportation between the Tewksbury Township Board of Education and the Hunterdon County Educational Services Commission for the 2019-2020 school year.

9. Approve the contract renewal between the Tewksbury School District and Frontline Education for the period July 1, 2019 through June 30, 2020 for the Absence and Substitute Management System and IEP Direct System.

10. Approve the contract renewal between the Tewksbury Board of Education and Water Management Services, Inc. for the period July 1, 2019 through June 30, 2020 for water management services for the Tewksbury Elementary School water treatment plant.

11. Approve the following resolution:

    WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

    WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

    WHEREAS,the Tewksbury Township Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

    WHEREAS the Tewksbury Township Board of Education has determined that an amount not to exceed $_____ is available for such purpose of transfer;

    NOW THEREFORE BE IT RESOLVED by the Tewksbury Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

    BE IT RESOLVED, that the Board approve the following resolution:

    Approval to Transfer Current Year Surplus to Capital Reserve Account

12. Approve an amendment to the ESEA Title IIA STEM Education Grant in the amount of $5,131.00 for supplies (Boardwalk Math and Science Software).

D. Technology
Discussion
Old Business
New Business

E. Facilities
Discussion
Old Business
New Business

Motion to approve the following:

1. Approve the following organizations to use the school facilities through July 31, 2019. Documentation is available in the Board of Education office.

- Boy Scouts
- Girl Scouts
- Hunterdon County YMCA
- Morris County Arts Workshop
- Pro-Activity
- PTA
- TAA
- TEA
- TEF
- Tewksbury Township Junior Police Academy
- Voorhees Stars Softball

F. Communications
Discussion
Old Business
New Business

G. Other
Discussion
- Emergency/Fire Drill Report

Old Business
New Business

Motion to approve the following:

Motion _____ 2nd _____
Roll Call:
Mrs. Ackerman___ Mrs.Carrino___ Dr. Deeney___ Mrs. Frank___ Mrs. Johnson___ Mrs. Larsen___ Mr. Mulroony ___ Mr. Thorp___ Mrs. Pettegrove___

IX. SUPERINTENDENT'S REPORT

Discussion
Old Business
New Business

X. REORGANIZATION APPOINTMENTS

Motion to approve the following:

1. Appoint Board Secretary for the 2019-20 school year and Superintendent as Acting Board Secretary in the absence of the Board Secretary.

2. Appoint Paula Hatch as Cash Account Reconciliation Specialist for the 2019-20 school year.

3. Approve the annual appointment of Hunterdon Family Medicine at Hickory Run to be the District's Medical Inspector for the 2019-20 school year.

4. Approve the annual appointment of Bank of America, and Peapack Gladstone Bank as the District's Official Depository for the 2019-20 school year.

5. Approve the annual appointment of the Courier News to be the District's official legal newspaper and the Hunterdon Review and Hunterdon Democrat to be the District's official Alternate newspaper for the 2019-20 school year.

6. Approve the annual appointment of Jim Miller as the District's Affirmative Action Officer for the 2019-20 school year.

7. Designate BOE President, Board Secretary, and Superintendent, to endorse all school warrants from July 1, 2019 through December 31, 2020.

8. Approve the annual appointment of School Business Administrator, as Investment Officer for the district for the 2019-20 school year.

9. Approve all Policies contained in the Policy Manual, which is on file in the Board Office, for the 2019-20 school year.

10. Appoint School Business Administrator as Custodian of Records for the 2019-20 school year.

11. Approve the Supervisor of Buildings and Grounds as Integrated Pest Management Coordinator, Indoor Air Quality Designee and AHERA Coordinator for the 2019-2020 school year.

12. Approve the Supervisor of Buildings and Grounds as the Right to Know Officer for the 2019-2020 school year.

13. Approve the following Tax Shelter Annuity Companies for the 2019-2020 school year: Fidelity Investments, Vanguard, VALIC, AXA Equitable, Lincoln Financial, Metropolitan Life.

14. Approve all current curricula for the 2019-20 school year.

15. Approve the following companies offering disability insurance to district employees for the 2019-2020 school year: Unum, Colonial and Prudential.

16. Approve School Alliance Insurance Fund as the district's insurance carrier for the 2019-20 school year.

17. Approve Wells Fargo/USI as the district's broker of record for health benefits and general insurance for the 2019-2020 school year.

18. Approve R and L Payroll Services as the service provider for payroll functions, effective July 1, 2019 through June 30, 2020.

19. Approve CDK Systems as the computer service provider for board office administrative and accounting functions, effective July 1, 2019 through June 30, 2020.

20. Approve Realtime Information Systems as the computer service provider for student record functions, effective July 1, 2019 through June 30, 2020.

21. Adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint board president and board secretary to act as parliamentarians for the 2019-2020 school year.

22. Adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2019-2020 school year.

23. Appoint the law firm of Schenck, Price, Smith and King, LLP as the General Counsel with Marc Zitomer, Lead Counsel for the 2019-20 school year without competitive bidding as a "Professional Services" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.

24. Appoint Machado Law Group, LLC as Special Education Counsel for the 2019-20 school year without competitive bidding as a "Professional Services" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.

25. Appoint Giancorfaro Architects as Architects of Record for the 2019-20 school year without competitive bidding as a "Professional Services" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.

26. Appoint Ardito and Company LLP as the Tewksbury School District auditor for the audit of the 2018-2019 school year.

Motion _____ 2nd _____
Roll Call:
Mrs. Ackerman___ Mrs.Carrino___ Dr. Deeney___ Mrs. Frank___ Mrs. Johnson___ Mrs. Larsen___ Mr. Mulroony ___ Mr. Thorp___ Mrs. Pettegrove___

XI. MISCELLANEOUS APPROVALS

Motion to approve the following:

1. Be it resolved that the Tewksbury Township Board of Education appoints the School Business Administrator, pursuant to N.J.A.C. 5:34-5.5, as temporary purchasing agent of the board of education, and as such, establishes and sets the bid threshold amount of $40,000 for the board of education, and furthermore, the board authorizes the School Business Administrator to award contracts, in full accordance with N.J.S.A. 18A:18A-3(a), for those purchases that do not exceed in the aggregate the newly established bid threshold amount and to approve competitive quotations for amounts more than $6,000.

2. Approve the School Business Administrator, to make all necessary final transfers for the 2018-2019 school year budget in order to balance the budget for June 30, 2019.

3. Appoint the School Business Administrator, as Public Agency Compliance Officer for purchasing and liaison official with the authority to recommend the appropriate corrections to the district's contracting procedures as required by the NJ Division of Contract Compliance and Equal Opportunity Office.

4. Approve the bonding of the School Business Administrator as Board Secretary per state law.

5. Approve adherence to all policies and regulations adopted by the previous Board, including the petty cash funds in the amount of $500 naming the School Business Administrator as custodian.

6. Approve the following resolution authorizing the procurement of goods and services through the New Jersey state purchasing agency:

   WHEREAS, Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and,

   WHEREAS, the Tewksbury Township School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and,

   WHEREAS, the Tewksbury Township School Board of Education desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year,

   NOW THEREFORE BE IT RESOLVED, that the Tewksbury Township Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing all state contracted vendors.

7. Authorize the renewal of cooperative agreements between the Tewksbury Township School District and the following:
   - Hunterdon Educational Services Commission
   - Somerset County Cooperative Program (SOCCP)
   - The Educational Services Commission of New Jersey

Motion _____ 2nd _____
Roll Call:
Mrs. Ackerman___ Mrs.Carrino___ Dr. Deeney___ Mrs. Frank___ Mrs. Johnson___ Mrs. Larsen___ Mr. Mulroony ___ Mr. Thorp___ Mrs. Pettegrove___

XII. EXECUTIVE SESSION

Motion _____ 2nd _____ Enter closed session at _____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 _____ matters for approximately _____ 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.

Motion _____ 2nd _____ Enter open session at _____p.m.

H. Personnel
Discussion
Old Business
New Business

Motion to approve the following:

1. Approve the Superintendent to hire additional personnel as needed for the 2019-2020 school year with subsequent approval at the next Board Meeting.

2. At the recommendation of the interim Superintendent, approve the following summer custodians to work 20 hours per week from approximately June 24, through August 23, 2019 at the rate of $10/12 per hour depending on experience.

    - Logan Bartels
    - Sean Hayes
    - Dalton Priece

3. At the recommendation of the interim Superintendent, approve the following substitute nurse for the 2018-2019 school year.

    - Catherine Leonard

4. At the recommendation of the interim Superintendent, approve the following substitute custodian for summer 2019 on an as needed basis:

    - Mike Fortino

5. At the recommendation of the interim Superintendent, approve the following substitutes for the 2019-2020 school year:

Cynthia Allen	Deborah Close	Jayne Hruza	Amanda Russell
Maryann Andrioli	Constance Van Epps	Ruth Kalamarides	Kelly Scardelli
Barbara Antonelli	Sharon Cummings-Dec	Carol Kasperowitz	Edward Sheehan (driver)
George Armstrong (custodian)	Kimberly D'Angelo	Amanda Kouzis	Claire Simcox
Robin Balick	Jody Disanza	Natalie Kurzeja	Shane Thomas
Koren Baumstark	Deborah Dunne (nurse)	Catherine Leonard (nurse)	Chris Tavaglione
Kimberly Borin	Daniella Everhart	Mildred Grant (driver)	Kimberly Tettambel
Eileen Callahan	Isobel Gallagher	Tara Morash	Erin Trevena
Mary Calo	Patricia Greeby	Cathy Pepe	Renee Wernicki
Ida Cambria	Heather Heithoff (nurse)	Grace Page (nurse)	Barbara Witkowski
Patricia Ciak	Frank Henderson (driver)	Lori Prussack (nurse)	Michael Wolfe
Donna Coyle	Bernard Karmondi (driver)	Linda Searles	

6. Approve the following honoraria positions for the 2019-2020 school year.

- All teachers are approved to serve on the I&RS committee on an as needed basis.

- Compensation amounts to be determined following the ratification of the agreement between the Tewksbury Education Association and the Board of Education of Tewksbury Township.

First Name	Last Name	Honoraria Position
Nicole	Polinger	8th Gr. Play Director
Kelly	Takayama	8th Gr. Play Assistant Director
Kelly	Takayama	8th Gr. Play Musical Director (shared)
Dee	Krowl	8th Gr. Play Musical Director (shared)
Dee	Krowl	8th Gr. Play Production Manager
Dee	Krowl	8th Grade Co-Advisor
Bonnie	Mendralla	8th Grade Co-Advisor
Dee	Krowl	8th Grade Trip Coordinator
Allison	Caruso	6th Gr. Outdoor Education Trip Coordinator
Brittany	Spina	Jazz Band Director
Nicole	Dickinson	Vocal Ensemble Director
Nicole	Fuentes	Magazine Drive Coordinator

Becky	Palmer	Yearbook OTS (Co-Advisor)
Karen	Morrow	Yearbook TES (Co-Advisor)
Dee	Krowl	Student Council Moderator (Co-Advisor)
Bonnie	Mendralla	Student Council Moderator (Co-Advisor)
Patty	Jennings	Athletic Director
Nancy	Carle	Ski Club Advisor
Peter	Berg	Head Boys Soccer Coach
Mike	Fortino	Head Girls Soccer Coach
Patty	Jennings	Head Field Hockey Coach
Nancy	Carle	Assistant Field Hockey Coach
John	Preston	Head Cross Country Coach
Allison	Caruso	Assistant Cross Country Coach

Motion _____ 2nd _____
Roll Call:
Mrs. Ackerman___ Mrs.Carrino___ Dr. Deeney___ Mrs. Frank___ Mrs. Johnson___ Mrs. Larsen___ Mr. Mulroony ___ Mr. Thorp___ Mrs. Pettegrove___

XIII. ADJOURNMENT

Motion _____ 2nd _____ Time of Adjournment:_____p.m.

The next regular meeting of the Board of Education will be June 27, 2019.