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 5, 2018
6:00 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. Laura Bartels	Mrs. Leslie Ackerman	Mrs. Jillian Carrino
Mrs. Paulette Frank	Mrs. Krista Jenkins	Mrs. Erica Johnson	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	Mrs. Bartels	Mrs. Carrino	Mrs. Frank	Mrs. Jenkins
Mrs. Johnson	Mr. Mulroony	Mr. Thorp	Mrs. Pettegrove	

IV. CORRESPONDENCE

V. 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.

VI. BOARD ACTION

Motion to approve the following minutes:

- May 10, 2018 Committee of the Whole Meeting
- May 10, 2018 Executive Session
- May 24, 2018 Committee of the Whole Meeting
- May 24, 2018 Executive Session

VII. COMMITTEE REPORTS

A. Curriculum

Discussion
Old Business
New Business

1. Approve the list of annual field trips for the 2018-2019 school year.

Grade	Destination	Date (Approximate Month/Year)	Approximate Cost Per Student (cost of attendance not paid by district)
Pre-K	Whittemore Wildlife Sanctuary	September, 2018	$7.00
Pre-K	West Portal Pumpkin Patch	October, 2018	$8.00
Pre-K	Raritan Valley College Planetarium	March, 2019	$10.00
Pre-K	Whittemore Wildlife Sanctuary	May, 2019	$7.00
Pre-K	Ort Farm	May, 2019	$7.00
Pre-K	Califon Park Last Day Family Gathering	June, 2019	$0.00
K	Melick's Town Farm	Fall 2018	$0.00
K	Police & Rescue Squad	Spring 2019	$0.00
K	Frelinghuysen Arboretum	Spring 2019	$3.50
K	Fosterfield Living Farm	Spring 2019	$9.00
1	RVCC Play/Musical	Fall 2018	$8.25
1	RVCC Play/Musical	Spring 2019	$8.25
1	Planetarium	March 2019	$8.16

2	Teetertown Pond	September 2018 or May 2019	$6.00
2	Whittemore Park	Spring 2019	unknown
2	Delaware Water Gap	September 2018 or May 2019	unknown
3	Waterloo Village	April 2019	$11.00
3	DaVinci Science Center	January 2019	$12.00
3	Whittemore	June 2019	$4.00
4	Delaware River Floating Classroom, Lambertville	Fall 2018 or Spring 2019	$25.00
4	RVCC- Curriculum Related Live Performances	Winter 2018/2019	$7.00-$10.00 per visit (1-2)
4	Franklin Mineral Mine	Fall 2018 or Spring 2019	$9.00
4	Washington's Crossing	June 2019	$10.00
6	Camp Mason	April 2019	$200.00
6-8	Readington Middle School	March/April 2019	$1.00
7	Philadelphia	May 2019	$100.00

B. Policy
Discussion
Old Business
New Business

Motion to approve the following policies on first reading:

- 4111 Recruitment, Hiring and Selection
- 4211 Recruitment, Hiring and Selection
- 3515 Smoking Prohibition
- 5131.6 Substance Abuse

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, 2018, 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, 2018, 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, 2018.

2. Approve the attached list of transfers.

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

4. Approve placement of student #8648863621 at Allegro School for the 2018 Extended School Year Program beginning July 9, 2018 through August 17, 2018 at a tuition rate of $14,340.00, aide at a cost of $4,200.00 plus transportation.

5. Approve placement of student #8648863621 at Allegro School for the 2018-2019 School Year beginning September 5, 2018 through June 30, 2019 at a tuition rate of $86,040.00, aide at a cost of $25,200.00 plus transportation.

6. Approve entering into a joint transportation agreement with Califon School District to transport 10 Califon students attending Tewksbury Township School District as choice students. The district shall receive $10,000 ($1,000 per student) from Califon School District.

7. Approve entering into a joint transportation agreement with Warren County Special Services School District for the 2018-2019 school year for the transportation of student ID#8648863621.

8. Approve the tuition payment of $16,000 for student ID#8326287 to attend the Lebanon Township School District.

9. Approve the attached list of 12-month employees to carry-over the specified number of unused vacation days to the 2018-2019 school year.

10. Approve the submission of the IDEA application for the FY 2019, and accept the grant award upon subsequent approval for the FY 2019 IDEA application.

11. 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 2018-2019 school year.

12. Approve the lateral move for Allison Caruso for the 20__-20__ school year from _____ Step __. __ to Step __, __ $_____.

13. Approve the lateral move for Samantha Wu for the 20__-20__ school year from _____ Step __. __ to Step __, __ $_____.

14. Approve the lateral move for Becky Palmer for the 20__-20__ school year from _____ Step __. __ to Step __, __ $_____.

15. Approve the lateral move for Karen Morrow for the 20__-20__ school year from _____ Step __. __ to Step __, __ $_____.

16. Approve the lateral move for Pam Nugent for the 20__-20__ school year from _____ Step __. __ to Step __, __ $_____.

17. 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

18. Approve the following workshops for the 2018-2019 school year:

Staff Member	Date	Registration	Other Expenses	Event/Destination
Barbara Simcox	7/10/18	$0.00	$0.00	Regional Training for District Certification Staff, Morristown, NJ

Mileage expenses will be reimbursed in accordance with school policy.

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, 2018. Documentation is available in the Board of Education office.

    - Boy Scouts
    - Girl Scouts
    - Morris County Arts Workshop
    - PTA
    - Tewksbury Athletic Association
    - Tewksbury Education Foundation

F. Communications

Discussion

Old Business

- Survey

New Business

- Communications Review

G. Other

Discussion

Old Business

- Superintendent Evaluation due June 30th

New Business

- Annual School Board Election will be Tuesday, November 6, 2018. The petition for school board candidates is due to the County Clerk's office no later than 4pm Monday, July 30, 2018.
- Discussion of PL2015, Chapter 47 Compliance

Motion to approve the following:

1. Approve the submission of the Assurance Statement to the NJDOE which assures compliance with Part B of the IDEA and N.J.A.C. 6A:14-1.1(b).

IX. SUPERINTENDENT'S REPORT

Discussion

Old Business

- 2018-2019 School Calendar

New Business

X. REORGANIZATION APPOINTMENTS

Motion to approve the following:

1. Appoint Joanne Black as Board Secretary for the 2018-19 school year and Dr. Roseann Humphrey as Acting Board Secretary in the absence of the Board Secretary.

2. Appoint Paula Hatch as Cash Account Reconciliation Specialist for the 2018-19 school year.

3. Approve the annual appointment of Hunterdon Family Medicine at Hickory Run to be the District's Medical Inspector for the 2018-19 school year.

4. Approve the annual appointment of Bank of America, and Peapack Gladstone Bank as the District's Official Depository for the 2018-19 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 2018-19 school year.

6. Approve the annual appointment of Jim Miller as the District's Affirmative Action Officer for the 2018-19 school year.

7. Designate Cynthia Pettegrove, BOE President, Joanne Black, Board Secretary, and Dr. Roseann Humphrey, Interim Superintendent, to endorse all school warrants from July 1, 2018 through December 31, 2019.

8. Approve the annual appointment of Joanne Black, as Investment Officer for the district for the 2018-19 school year.

9. Approve all Policies contained in the Policy Manual, which is on file in the Board Office, for the 2018-19 school year.

10. Appoint Joanne Black as Custodian of Records for the 2018-19 school year.

11. Approve Brian Jesby as Integrated Pest Management Coordinator, Indoor Air Quality Designee and AHERA Coordinator for the 2018-2019 school year.

12. Approve Brian Jesby as the Right to Know Officer for the 2018-2019 school year.

13. Approve the following Tax Shelter Annuity Companies for the 2018-2019 school year: Fidelity Investments, Vanguard, VALIC, AXA Equitable, Lincoln Financial, Metropolitan Life.

14. Approve all current curricula for the 2018-19 school year.

15. Approve the following companies offering disability insurance to district employees for the 2018-2019 school year: Unum, Colonial and Prudential.

16. Approve School Alliance Insurance Fund as the district's insurance carrier for the 2018-19 school year.

17. Approve Wells Fargo as the district's broker of record for health benefits and general insurance for the 2018-2019 school year.

18. Approve R and L Payroll Services as the service provider for payroll functions, effective July 1, 2018 through June 30, 2019.

19. Approve CDK Systems as the computer service provider for board office administrative and accounting functions, effective July 1, 2018 through June 30, 2019.

20. Approve Realtime Information Systems as the computer service provider for student record functions, effective July 1, 2018 through June 30, 2019.

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 2018-2019 school year.

22. Adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2018-2019 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 2018-19 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 2018-19 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 2018-19 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 2017-2018 school year.

XI. MISCELLANEOUS APPROVALS

Motion to approve the following:

1. Be it resolved that the Tewksbury Township Board of Education appoints Joanne Black, 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 Joanne Black 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 Joanne Black, School Business Administrator, to make all necessary final transfers for the 2017-2018 school year budget in order to balance the budget for June 30, 2018.

3. Appoint Joanne Black, 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 Joanne Black 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 Joanne Black 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 (formerly known as the Middlesex Regional Educational Services Commision (MRESC)).

XII. EXECUTIVE SESSION

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 matters for approximately thirty 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.

H. Personnel
Discussion
Old Business
New Business

Motion to approve the following:

1. Approve the following substitutes for the 2018-2019 school year:

Cynthia Allen	Deborah Close	Frank Henderson	Kimberly Tettambel
Maryann Andrioli	Donna Coyle	Ruth Kalamarides	Shane Thomas
Barbara Antonelli	Sharon Dec	Natalie Kurzeja	Erin Trevena
George Armstrong	Kimberly D'Angelo	Tara Morash	Sally Warner
Robin Balick	Jody Disanza	Alisha Porcello	Cynthia Webb
Lauren Bristow	Deborah Dunne	Lori Prussack	Renee Wernicki
Mary Calo	Lisa Fenton	Monica Scala	Barbara Witkowski
Ida Cambria	Isobel Gallagher	Kelly Scardelli	Judy Wyckoff
Carol Kasperowitz	Mildred Grant	Nancy Stazzone	Michael Wolfe
Patricia Ciak	Heather Heithoff	Chris Tavaglione	

1. Approve the Superintendent to hire additional personnel as needed for the 2018-2019 school year with subsequent approval at the next Board meeting.

2. Approve the employment contract between the Tewksbury Township Board of Education and Roseann Humphrey as Interim Superintendent for the period July 1, 2018 through June 30, 2019, pending approval by the Executive County Superintendent.

3. At the recommendation of the Interim Superintendent, approve the employment contract between the Tewksbury Township Board of Education and Pasquale Orsini as Interim Principal-Old Turnpike School for the period July 1, 2018 through June 30, 2019.

4. At the recommendation of the Interim Superintendent, approve the employment contract between the Tewksbury Township Board of Education and Joanne Black as School Business Administrator/Board

Secretary for the period July 1, 2018 through June 30, 2019 pending approval by the Executive County Superintendent. Date of tenure is 8/18/18.

5. At the recommendation of the Interim Superintendent, approve the employment contract between the Tewksbury Township Board of Education and Robert Hoffman, Jr., Transportation Coordinator for the period July 1, 2018 through June 30, 2019.

6. At the recommendation of the Interim Superintendent, approve the employment contract between the Tewksbury Township Board of Education and Brian Jesby, Coordinator of Buildings and Grounds/Maintenance for the period July 1, 2018 through June 30, 2019.

7. Accept, with regret, the resignation of Kimberly Leonhardt, School Psychologist, effective July 31, 2018.

8. Approve the following honoraria positions for the 2018-2019 school year.

Last Name	First Name	Honoraria Position	Compensation
Dickinson	Nicole	8th Gr. Play Director	$4,680.00
Takayama	Kelly	8th Gr. Play Assistant Director	$1,950.00
		8th Gr. Play Musical Director (shared)	
		8th Gr. Play Musical Director (shared)	
Krowl	Dee	8th Gr. Play Production Manager	$1,716.00
Krowl	Dee	8th Grade Co-Advisor	$487.50
Mendralla	Bonnie	8th Grade Co-Advisor	$487.50
Barrett	Joel	8th Grade Trip Co-Coordinator	$312.00
Krowl	Dee	8th Grade Trip Co-Coordinator	$312.00
Caruso	Allison	6th Gr. Outdoor Education Trip Coordinator	$624.00
		Jazz Band Director	
Dickinson	Nicole	Vocal Ensemble Director	$1,170.00
Yakimec	Mary	Magazine Drive Coordinator	$585.00
Palmer	Becky	Yearbook OTS (Co-Advisor)	$1,365.00
Morrow	Karen	Yearbook TES (Co-Advisor)	$1,365.00
Krowl		Student Council Moderator(Co-Advisor)	$585.00
Mendralla		Student Council Moderator(Co-Advisor)	$585.00
		Odyssey of the Mind TES(Co-Advisor)	
		Odyssey of the Mind TES(Co-Advisor)	
		Odyssey of the Mind OTS(Co-Advisor)	

		Odyssey of the Mind OTS(Co-Advisor)	
Greeby	Patty	OTS School Safety Coordinator	$2,108.00
Cutri-French	Mary	I&RS OTS Guidance	$39.00/hour
Cullen	Kelly	I&RS OTS Nurse	$39.00/hour
		I&RS OTS Reg. Ed	
Condren	Joan	I&RS OTS Spec. Ed	$39.00/hour
		I&RS OTS Child Study	
Piccolo-Torsky	Judy	I&RS TES Nurse	$39.00
Morrow	Karen	I&RS TES Reg. Ed (shared)	$39.00/hour
Bristow	Camille	I&RS TES Reg. Ed (shared)	$39.00/hour
Kelsey	Katherine	I&RS TES Special Ed (shared)	$39.00/hour
		I&RS TES Guidance	
		I&RS TES Child Study	
Jennings	Patty	Athletic Director	$5,382.00
Carle	Nancy	Ski Club Advisor	$4,630.00
Berg	Peter	Head Boys Soccer Coach	$4,401.00
Harp	Darcy	Head Girls Soccer Coach	$4,401.00
Jennings	Patty	Head Field Hockey Coach	$4,401.00
Preston	John	Head Cross Country Coach	$4,401.00
Caruso	Allison	Assistant Cross Country Coach	$2,198.00

XIII. ADJOURNMENT

Motion _____ 2nd _____

The next regular meeting of the Board of Education will be June 28, 2018.