Minutes June 28, 2016 **DRAFT FOR APPROVAL AT JULY 28, 2016 MEETING**

TEWKSBURY TOWNSHIP BOARD OF EDUCATION
Board Meeting
June 28, 2016

The Regular Meeting of the Tewksbury Township Board of Education was called to order by Joanne Black, Business Administrator at 7:02 p.m. in the Library of the Old Turnpike School.

Joanne Black 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. Bartels, Ms. Delventhal (via telephone), Mrs. Geoffrion, Mrs. Jenkins, Mr. Regan, Dr. Schiller, Ms. Tenerelli, Mrs. Larsen

ABSENT: Mrs. Resnick

ALSO PRESENT: Monica Rowland-Superintendent, Joanne Black-Business Administrator

PRESENTATION:

- Mr. Scott Yerger, newly hired Principal at OTS, addressed the Board and public and provided his background information
- Ms. Megan Verderamo, Supervisor of the Child Study Team presented an update on Child Study Team developments and discussed the potential implementation of a full day pre-school.
- Ms. Monica Rowland, Superintendent presented the following
    - May/June staff recognition awards to the following staff present at the meeting: Gerilynn Ambrosky, Eileen Callahan, Jeff Munsey and Karen Morrow. Other recipients of the May/June award not in attendance were: Rosa Barrett, Erika Bergmann, Nicole Dickinson, Ed Doerr, Sheila Donovan, Michael Fortino, Patty Jennings, Carol Kasperowitz, Dee Krowl, Jaime Levy, Alessandra MacFarlane, Katrina Moore, Pam Nugent, Cathy Pepe, Judy Piccolo-Torsky, Marilynne Regan, Kristen Rinehart, Barbara Simcox, Brenda Votta, Susan Wilkinson.
    - EVVRS/HIB-ITP - Annual report in the last full quarter--two incidents of electronic violence and vandalism (restitution made), and one physical altercation with middle school boys.
    - Ms. Rowland requested the Board renew the School Performance Report.
- Ms. Lisa Schneider presented an overview of the curriculum. The Committee recommended the Wilson Reading System.

- Ms. Joanne Untamo, Maschio's Food Service Director of Operations and Hailey Halsey presented several recommendations/changes they would like to implement in the school lunch program.

CORRESPONDENCE: The Board President is working on the response to a letter received from a parent.

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

- May 12, 2016 Committee of the Whole Meeting
- May 12, 2016 Executive Session
- May 28, 2016 Regular Board Meeting
- May 28, 2016 Executive Session

Motion carried.

POLICY: Motion was made by Mrs. Larsen and seconded by Mrs. Jenkins to approve the following minutes on second reading:

Approve on second reading, Policy #4112.8/4212.8 Nepotism.
Approve on second reading, Policy #5141.22 Medical Marijuana.
Approve on second reading, Policy #3570 District Records and Reports.
Approve on second reading, Policy #5120 Assessment of Individual Needs.
Approve on second reading, Policy #9250 Expenses, Travel Reimbursement.

Motion carried.

FINANCE:

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

Pursuant to N.J.A.C. 6A-23A-16.10(c)(3), I certify that as of April 30, 2016, 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, 2016, 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 April 30, 2016.

Approve the attached list of transfers.

Approve the list of bills dated May 27, 2016 through June 28, 2016 in the amount of $1,380,931.08.

Approve the following workshops:

Staff Member	Date	Registration	Other Expenses	Travel/Mileage	Event/Destination
Emmalee Cougle	Summer 2016 On-line Course	$269.00	$0.00	no	Solving Classroom Discipline Problems
Emmalee Cougle	Summer 2016 On-line Course	$269.00	$0.00	no	Teaching Smarter with SMART Boards
*Regina DeStefano	8/8/16 - 8/12/16	$300.00	$0.00	yes	Next Generation Science, K-5 Summer Science Institute at RVCC

Approve entering into contract with Pivotal Communications Group LLC for maintenance of Front Row equipment for school year 2016-2017 at a cost of $1,422.00.

Approve entering into contract with Somerset County Educational Services Commission for Child Study Team Meetings (Planning, Eligibility, IEP, Reeval) on an as needed basis for the 2016-2017 school year beginning July 1, 2016 through June 30, 2017 at a rate of $70.00 per meeting.

Approve entering into contract with Somerset County Educational Services Commission for Child Study Team Services, evaluations with report on an as needed basis for the 2016-2017 school year beginning July 1, 2016 through June 30, 2017 at a rate of $340.00 per evaluation.

Approve entering into contract with Frontline Technologies Group, LLC for IEP Direct beginning July 1, 2016 through June 30, 2017 in the amount of $6,937.70.

Approve placement of student #8342943881 at Montgomery Academy for Extended School Year Program beginning July 1, 2016 through July 29, 2016 at a tuition cost of $6,540.00 plus transportation.

Approve placement of student #8342943881 at Montgomery Academy for School Year 2016-2017 beginning September 6, 2016 through June 30, 2017 at a tuition cost of $58,860.00 plus transportation.

Approve placement of student #8648863621 at Warren County Special Services School District for Extended School Year Program beginning July 5, 2016 through August 1, 2016 at a tuition cost of $4,000.00 and an aide salary of $2,575.00 plus transportation.

Approve placement of student #6343430400 at Somerset Hills Learning Institute for Extended School Year Program beginning July 18, 2016 through August 11, 2016 at a tuition cost of $15,059.99.

Approve placement of student #6343430400 at Somerset Hills Learning Institute for 2016-2017 School Year beginning September 6, 2016 through June 30, 2017 at a tuition cost of $93,475.80.

Approve the submission of the IDEA application for the FY 2017, and accept the grant award upon subsequent approval for the FY 2017 IDEA application.

Approve the submission of the NCLB application for the FY 2017, and accept the grant award upon subsequent approval for the FY 2017 NCLB application.

Motion to approve school lunch prices for the 2016-2017 school year was tabled and will be addressed at the July 28, 2016 meeting.

Approve the following Change Order to Manor II Electric, Inc. for the generator installation at Old Turnpike School:

Change Order No.: GC-03	
Architect's Project No.: 13-08069	
Allowance A1 - General Repairs	$25,000.00
Change Order GC-01 (dig up encased conduits)	$16,591.00
Change Order GC-02 (allowance return)	($8,409.00)

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 $925,000 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

Approve the quote in the amount of $6,250.00 from Whirl Construction, Inc. for the removal and disposal of the playground equipment at OTS.

Accept the $100 donation to the TES library from Dennis and Kathleen Webster in honor of their grandson's second grade teachers.

Approve the following quotes from Rapid Pump and Meter Service Co., Inc., 285 Straight Street, Paterson, NJ:

- $22,480 for the removal and replacement of flow meters at the TES water treatment plant
- $3,400 for repairs to the discharge riser pump pipe and base at the water treatment plant

Approve the annual renewal of the NJSIG General Liability, Property, Worker's Compensation and Supplemental Indemnity for the period July 1, 2016 - July 1, 2017.

Approve to void the following outstanding checks and accept the funds back into the general fund:

Ck. Date	Check #	Amount
9/2013	#5039	$1,200.00
12/2013	#5408	$ 14.26
12/2013	#5476	$ 150.00
6/2014	#6231	$ 884.00
10/2014	#6656	$ 33.93
12/2014	#6827	$ 24.96
6/2015	#7585	$ 442.00

Approve up to 40 additional hours at $75.00 per hour to Maureen Joyce, Grant Consultant, for the processing and closing out of the SDA grants.

Motion carried on a roll call vote.

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

Approve to dispose of Van #18, 2000 Chevrolet, VIN#1GBHG31F1Y124912.

Motion carried on a roll call vote.

TECHNOLOGY: Mr. Jim Belske will be at a meeting in August to present an update on the technology projects. All grants documentation has been submitted and is currently being reviewed and processed by the School Development Authority in Trenton.

FACILITIES: The loading dock at TES is on target. Mrs. J. Black updated the Board on the status of the upcoming security enhancements..

OTHER: Mrs. J. Black discussed PL2015, Chapter 47 Compliance.

SUPERINTENDENT'S REPORT: HIB Report for June - no incidents.

REORGANIZATION APPOINTMENTS

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

Appoint Joanne Black as Board Secretary for the 2016-17 school year.

Appoint Paula Hatch as Cash Account Reconciliations Specialist for the 2016-17 school year.

Approve the annual appointment of Hickory Run Family Practice to be the District's Medical Inspector for the 2016-17 school year.

Approve the annual appointment of Bank of America, and Peapack Gladstone Bank as the District's Official Depository for the 2016-17 school year.

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 2016-17 school year.

Approve the annual appointment of Jim Miller as the District's Affirmative Action Officer for the 2016-17 school year.

Designate Lori Larsen, BOE President, Joanne Black, Board Secretary, and Monica Rowland, Superintendent, to endorse all school warrants from July 1, 2016 through December 31, 2016.

Approve the annual appointment of Joanne Black, as Investment Officer for the district for the 2016-17 school year.

Approve all Policies contained in the Policy Manual, which is on file in the Board Office, for the 2016-17 school year.

Appoint Joanne Black as Custodian of Records for the 2016-17 school year.

Approve Jeff Munsey as Integrated Pest Management Coordinator, Indoor Air Quality Designee and AHERA Coordinator.

Approve the following Tax Shelter Annuity Companies: Fidelity Investments, Vanguard, VALIC, AXA Equitable, Lincoln Financial, Metropolitan Life.

Approve all current curricula for the 2016-17 school year.

Approve the following companies offering disability insurance to district employees: Unum, Colonial and Prudential.

Approve NJ School Board Insurance Group as the district's insurance carrier for the 2016-17 school year.

Approve Wells Fargo as the district's broker of record for health benefits and general insurance.

Approve R and L Payroll Services as the service provider for payroll functions, effective July 1, 2016 through June 30, 2017.

Approve CDK Systems as the computer service provider for board office administrative and accounting functions, effective July 1, 2016 through June 30, 2017.

Approve Realtime Information Systems as the computer service provider for student record functions, effective July 1, 2016 through June 30, 2017.

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 2016-2017 school year.

Adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2016-2017 school year.

Appoint the law firm of Schenck, Price, Smith and King, LLP as the General Counsel with Marc Zitomer, Lead Counsel for the 2016-17 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.

Appoint Machado Law Group, LLC as Special Education Counsel for the 2016-17 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.

Appoint SSP Architectural Group as Architects of Record for the 2016-17 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.

Approve the tentative Board Meeting Dates for the 2016-17 school year (ATTACHMENT #2).

Motion carried on a roll call vote.

MISCELLANEOUS APPROVALS

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

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.

Approve Joanne Black, School Business Administrator, to make all necessary final transfers for the 2015-2016 school year budget in order to balance the budget for June 30, 2016.

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.

Approve the bonding of the Joanne Black, Board Secretary as per state law.

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.

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.

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)).

The motion to approve the restructuring of Integrated Preschool Program from two half day sessions (9:40 am to 12:10 pm & 1:00 pm to 3:30 pm) to one full day session (9:30 am to 3:20 pm) was tabled and will be readdressed at another date.

Motion carried on a roll call vote.

PERSONNEL:

Motion was made by Mrs. Bartels and seconded by Dr. Schiller to approve the following:

Approve the appointment of Scott Yerger as the Old Turnpike School Principal effective approximately August 15, 2016 through June 30, 2017 at a salary of $120,000 pro-rated.

Motion carried on a roll call vote.

EXECUTIVE SESSION: Motion was made by Mrs. Larsen and seconded by Ms. Tenerelli to enter Executive Session. The time was 9:25 p.m. Mrs. Black read the following statement:

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 the safety and security of the school buildings, and personnel, finance and negotiations for approximately 45 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.

OPEN SESSION: Motion was made by Mrs. Larsen and seconded by Mrs. Jenkins to return to Open Session. The time was 9:40 pm.

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

Authorize the Chief School Administrator to hire additional personnel as needed for the 2016-1017 school year.

Approve to hire the attached list of substitute teachers (ATTACHMENT #1) for the 2016-2017 school year.

Approve Kimberly Leonhardt as School Psychologist for up to 62 hours for summer evaluations, reports, meetings, and case management beginning July 1, 2016 through August 26, 2016. Contractual rate determined following the ratification of the agreement between the Tewksbury Education Association and the Board of Education of Tewksbury Township.

Approve the lateral move for the following teachers for the 2016-2017 school year:

Name	**Current Step**	**2016-2017 Step**
Alessandra DeMarco	BA	BA + 15
Karen Morrow	BA + 30	MA + 15
Catherine Zisk	MA +15	MA + 30

Approve a 2.75% salary increase for the Non-Bargaining Staff for the 2016-2017 school year.

Approve a 2.75% salary increase for the Bus Drivers for the 2016-2017 school year.

Approve Charity Dilts as a Special Education Teacher for Parent Training for student #9018305163 for 2016 Extended School Year up to 1.5 hours per week beginning July 5, 2016 through August 4, 2016. Contractual rate determined following the ratification of the agreement between the Tewksbury Education Association and the Board of Education of Tewksbury Township.

Approve Charity Dilts as a Special Education Teacher for Parent Training for student #8648863621 for 2016 Extended School Year up to 1.5 hours per week beginning July 5, 2016 through August 4, 2016. Contractual rate determined following the ratification of the agreement between the Tewksbury Education Association and the Board of Education of Tewksbury Township.

Approve the contract between the Tewksbury Township Board of Education and Joanne Black, Business Administrator commencing July 1, 2016 through June 30, 2017 at an annual salary of $113,300.

Approve Edward Sheehan as a custodian for the 2016-2017 school year beginning approximately July 18, 2016 through June 30, 2017 at Step 1, $33,305 (pro-rated), with a 90 (ninety) day probationary period, pending criminal history review.

Motion carried on a roll call vote.

ADJOURNMENT: Motion was made by Mrs. Larsen and seconded by Mrs. Bartels to adjourn the meeting. The time was 9:40 pm.

Respectfully submitted,

Joanne Black
Board Secretary