

Minutes 12/22/15

TEWKSBURY TOWNSHIP BOARD OF EDUCATION

Regular Board Meeting

December 22, 2015

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, Mrs. Geoffrion, Mrs. Jenkins, Mrs. Resnick, Dr. Schiller (arrived at 7:14 pm), Mr. Thorp, Mrs. Larsen

ABSENT: Mr. Regan

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

CORRESPONDENCE: None

OPEN TO THE PUBLIC: No Comments

EXECUTIVE SESSION:

Motion was made by Mrs. Larsen and seconded by Mrs. Resnick to enter Executive Session. The time was 7:04 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 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.

OPEN SESSION: Motion was made by Mrs. Bartels and seconded by Mrs. Larsen to return to Open Session. The time was 8:10 p.m. Mr. Stephen Strange thanked the BOE for considering the matter that was discussed during the Executive Session.

PRESENTATION:

Joanne Black, Business Administrator, presented a Review of the Board Secretary's and Treasurer's Reports to the Board and public.

BOARD ACTION:

APPROVAL OF MINUTES:

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

- November 12, 2015 Committee of the Whole Meeting
- November 12, 2015 Executive Session I
- November 12, 2015 Executive Session II
- November 24, 2015 Executive Session I
- November 24, 2015 Executive Session II

Motion carried.

The November 24, 2015 Regular Minutes were tabled for revision and will be reintroduced at the next regular Board Meeting.

CURRICULUM:

Motion was made by Mrs. Larsen and seconded by Mrs. Bartels to approve the following field trips for the 2015-2016 school year:

Group/Class	Event/Destination	Date	Cost Per Student (Cost of Attendance not Paid by District)
8 th Grade	Washington D.C.	6/1/16-6/3/16	approximately \$450.00 per student
*8th Grade Band	Holiday Band- Tewksbury Elementary School	12/23/15	\$0.00

Motion carried.

PERSONNEL:

- For the record: Patrice DelGrande, maternity leave replacement for Aimee Emge, which was approved at the November 24, 2015 Regular Board Meeting will now be effective December 21, 2015 (originally 1/4/16) through June 30, 2016 at MA, Step 1 annual salary of \$58,593.00 (pro-rated).

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

1. Approve Darcy Harp as Head Girls Lacrosse Coach for the 2015-2016 school year at \$4,401.00.
2. Approve Nancy Carle as Assistant Girls Lacrosse Coach for the 2015-2016 school year at \$3,721.00.
3. Approve Tom Lobb as Head Boys Lacrosse Coach for the 2015-2016 school year at \$3,554.00.
4. Approve Mike Fortino as Assistant Boys Lacrosse Coach for the 2015-2016 school year at \$2,198.00.
5. Approve Catherine Zisk as Head Track Coach for the 2015-2016 school year at \$4,401.00.
6. Approve Peter Berg as 1st Assistant Track Coach for the 2015-2016 school at \$3,721.00 if needed, based on student participation.
7. Approve Ryan Lagomarsino as 2nd Assistant Track Coach for the 2015-2016 school at \$2,198.00 if needed, based on student participation.
8. Approve Patty Aanonsen as Head Softball Coach for the 2015-2016 school year at \$4,401.00.
9. Approve Heather Jean Olla as Assistant Softball Coach for the 2015-2016 school year at \$3,721.00.
10. Approve Joel Barrett as Head Baseball Coach for the 2015-2016 school year at \$4,401.00.
11. Approve John Preston as Assistant Baseball Coach for the 2015-2016 school year at \$3,721.00.

Motion carried on a roll call vote.

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

1. Approve Phokham Sysouvong (Custodian) to receive under FMLA 120 days unpaid leave, with benefits, subject to receipt of physician's certification, effective 1/1/16.

Motion carried on a roll call vote.

POLICY:

The Board discussed member attendance and commitment to the Board. Ms. Delventhal stated that attendance is important and suggests the BOE have a policy regarding attendance. Meetings by proxy in the summer months as well as reducing the number of summer meetings was discussed. It is the Board members responsibility to reach out to others if a meeting is missed. Board communication needs improvement.

Dr. Schiller and Mrs. Bartels will review the 4000 policy series before the next BOE meeting.

FINANCE:

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

Pursuant to N.J.A.C. 6A-23A-16.10(c)(3), I certify that as of October 31, 2015, 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 October 31, 2015 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.

1. Motion to accept the Board Secretary's Report and the Treasurer's Report for month ending October 31, 2015.
2. Motion to approve the attached list of transfers.
3. Approve the list of bills dated December 22, 2015 in the amount of \$1,271,626.48.
4. Motion to accept the annual Audit and Management Report (AMR), and Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2015.
5. *Motion to approve the audit recommendations and corrective action plan as stated below:
 - Administrative practices and procedures - action to be taken
 - Financial planning, accounting, and reporting - action to be taken
 - School purchasing program - action to be taken
 - School food services - no action required
 - Student body activities - no action required
 - Application for state school aid - no action required

- Transportation - no action required
- Facilities and capital assets - no action required
- Miscellaneous - no action required
- Status of prior years' audit findings/recommendations - action to be taken

6. Motion to approve the 2016-17 Preschool Regular Education tuition in the amount of \$3300.00.
7. Motion to approve the 2016/2017 Budget Calendar.
8. *Motion to approve the School Business Administrator to post and advertise a Request for Proposal for a School Auditor.
9. *Motion to approve the School Business Administrator to post and advertise a Request for Proposal for a Treasurer of School Monies.
10. Approve the following travel requests:

Staff Member	Date	Registration	Other Expenses	Travel/ Mileage	Event/Destination
*Monica Rowland	1/28-29, 2016	\$420.00	\$99.00 Lodging	yes	Techspo Convention, Atlantic City, NJ
*Bob Hoffman, Jr.	3/10-11, 2016	\$395.00	0	yes	STS Conference & Equipment Show, Atlantic City, NJ
*Jennifer Burns	3/2/16	\$43.19	0	yes	Workshop-Managing Frustration and Anxiety in Children and Teens
*Sheila Donovan	1/8/16	\$149.00	0	yes	Workshop-Best Practices in Assessment & Treatment of Children, Adolescents & Families
*Emma Cogle	1/16-17, 2016	\$165.00	0	yes	American Choral Directors' Association Meeting, Morristown, NJ
*Emma Cogle	2/18-20, 2016	\$165.00	0	yes	NJ Music Educators Association Conference, East Brunswick, NJ
*Rebecca Chapman	on-line	\$139.00	0	no	Using Guided Math to Strengthen Student's Math Learning
*Rebecca Chapman	on-line	\$139.00	0	no	Co-teaching in Inclusive Classroom: Effective Whole Group Structures & Strategies
*Rebecca Chapman	on-line	\$139.00	0	no	Maximizing Active Participation & Language Learning of ELL Using Read Aloud, Shared & Word Work

Motions carried on a roll call vote.

TECHNOLOGY: Dr. Schiller requested a discussion on BYO device policy in January.

FACILITIES:

1. Mrs. Black discussed the close out of SDA Grant 5180-055-09-1002 and the State share received 12/16/15 in the amount of \$33,152.80. Total cost of project \$82,882.00.
2. Mrs. Black reviewed the proposals for a new copier.

COMMUNICATIONS: Mrs. Bartels requested updated pictures on the website. Mrs. Resnick brought up the idea of a fun run and a TEF trot fundraiser. Mrs. Resnick discussed various fundraisers.

OTHER: A discussion took place regarding the status of new school buses.

SUPERINTENDENT'S REPORT:

Discussion:

Motion was made by Mrs. Larsen and seconded by Mrs. Resnick to approve the 2015-2016 School Calendar option #4 as presented.

Motion carried.

Ms. Rowland presented the HIB Report. There were no HIB cases reported for the month of November. In December, there was 1 investigation found to be HIB. There was 1 in-school suspension, 3 out of school suspensions; two suspension this past week were not HIB.

Motion was made by Mrs. Larsen, seconded by Dr. Schiller to approve the following:

1. Motion to approve Tuesday, January 5, 2016 at 7:00 p.m. as the meeting date for the Reorganization Meeting for the 2016 school year. Snow date will be Thursday, January 7, 2016 at 7:00 p.m.
2. Motion to approve the School Bus Emergency Evacuation Drill Report conducted on October 22, 2015 at 7:30 a.m. at Old Turnpike School. The drill included Route Numbers 1,3,5,6,7,8,11,12,15.
3. Motion to approve the School Bus Emergency Evacuation Drill Report conducted on October 22, 2015 at 8:35 a.m. at Tewksbury Elementary School. The drill included Route Numbers 1,3,5,6,7,8,11,12,15,17.
4. Approve Carolyn Lamport, a student from Fairleigh Dickinson University, for a two-week Classroom/Observation Placement between January 4, 2016 and January 22, 2016.
5. Approve Eleni Zezas, a student from Fairleigh Dickinson University, for a two-week Classroom/Observation Placement between January 4, 2016 and January 22, 2016.

Motions carried.

LEGISLATIVE REVIEW: None

UNFINISHED BUSINESS: The Staff recognition program was discussed. Ms. Delventhal requested input/comments regarding the recognition letter. The program will be launched after reorganization meeting.

NEW BUSINESS: None

AUDIENCE: Dr. Schiller thanked Mr. Thorp for his services as a Board member.

ADJOURNMENT: Motion was made by Mrs. Larsen and seconded by Ms. Delventhal to return to adjourn the meeting. The time was 10:05 p.m.

Respectfully submitted,

Joanne Black