November 15, 2023 Regular Board Meeting
TEWKSBURY TOWNSHIP BOARD OF EDUCATION

The Regular Board Meeting of the Tewksbury Township Board of Education was called to order by Ms. Stein at 7:00 p.m. at Old Turnpike School.

Ms. Stein read the Sunshine Law:

Welcome to a meeting of the Tewksbury Township Board of Education. 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 and the Hunterdon Democrat and notice of the meeting has been posted on the Tewksbury Township School District website. www.tewksburyschools.org.

The Board pledged Allegiance to the Flag.

PRESENT: Mr. Charniga, Ms. Carrino, Mr. Davidson, Ms. Fleming, Ms. Jardinella, Ms. Munoz, Dr. Simon, Ms. Stein

ABSENT: Ms. Niang

ALSO PRESENT: Dr. Jennifer Shouffler-Superintendent, Heather Goguen-Business Administrator

OPPORTUNITY FOR PUBLIC COMMENT: None.

Motion was made by Ms. Stein and seconded by Dr. Simon to close the public comment portion of the meeting.

All in Favor: Ms. Carrino, Mr. Charniga, Mr. Davidson, Ms. Fleming, Ms. Jardinella, Ms. Munoz, Dr. Simon, Ms. Stein
Absent: Ms. Niang

PRESENTATION: None.

CORRESPONDENCE: None.

SUPERINTENDENT'S REPORT: Recently, both schools had to go into a lockdown mode as directed by the Tewksbury Police Department. Fortunately it was not a serious local incident, but a false call made to 911. Our lockdown procedures went as planned and reassured us that our security measures are strong.The Board reviewed the HIB Report, Enrollment Reports and the Emergency/Fire Drill Reports.

School	Tewksbury Elementary School	
Month/Year	Oct. 2023	Nov. 2023
Date	10/24/23	11/6/2023
Drill Description	Lock Out Drill	Lockdown
Duration/Time of Drill	5 minutes	20 minutes

Weather Conditions	**Sunny**	**Sunny**
Conductor of Drill	**L. Moore**	**M. Verdamo, L. Moore**
Notification Method	**Loud Speaker**	**PA System and Radio**

School	**Old Turnpike School**	
Month/Year	**Oct. 2023**	**Nov. 2023**
Date	**10/24/23**	**11/6/23**
Drill Description	**Lock In Drill**	**Lockdown/Hold**
Duration/Time of Drill	**3 minutes**	**20 minutes**
Weather Conditions	**Sunny**	**Sunny**
Conductor of Drill	**M. Mitchell, D. Krowl, M. Verderamo**	**D. Krowl/M. Verderamo/M. Mitchell**
Notification Method	**PA System**	**PA System**

MINUTES: Motion was made by Ms. Stein and seconded by Ms. Munoz to approve the following minutes:

- October 11, 2023 Special Meeting
- October 11, 2023 Committee of the Whole Meeting
- October 25 2023 Regular Board Meeting

Final Resolution: Motion carried on a roll call vote.
Yes: Ms. Carrino, Mr. Charniga, Mr. Davidson, Ms. Fleming, Ms. Jardinella, Ms. Munoz, Dr. Simon, Ms. Stein
Absent: Ms.Niang

CURRICULUM: Drafts of the 2024-2025 school calendar were reviewed by the Board. Old Turnpike School has joined the English Language Arts Honors Society. This will be tried out in the grade 6-8 ELA Aspire program for gifted learners.

POLICY: Motion was made by Ms. Stein and seconded by Ms. Munoz to approve the following policies and regulations on second reading:

P 2270	Religion in the Schools (Revised)
P 3161	Examination for Cause (Revised)
P & R 3212	Attendance (M) (Revised)
P 3324	Right of Privacy (Revised)
P & R 3432	Sick Leave (Abolished)
P 4161	Examination for Cause (Revised)
P & R 4212	Attendance (M) (Revised)
P 4324	Right of Privacy (Revised)
P & R 4432	Sick Leave (Abolished)
P & R 5111	Eligibility of Resident/Nonresident Students (M) (Revised)
P & R 5116	Education of Homeless Children and Youths (Revised)
P & R 5460.02	Bridge Year Pilot Program (M) (Abolished)

P 8500	Food Services (M) (Revised)
P 8540	School Nutrition Programs (M) (Abolished)
P 8550	Meal Charges/Outstanding Food Service Bill (M) (Abolished)

Final Resolution: Motion carried on a roll call vote.
Yes: Ms. Carrino, Mr. Charniga, Mr. Davidson, Ms. Fleming, Ms. Jardinella, Ms. Munoz, Dr. Simon, Ms. Stein
Absent: Ms.Niang

FINANCE: Dr. Shouffler thanked the TEF for purchasing tickets for the 8th grade to see a Broadway show and for the 7th grade Holocaust program. Dr. Shouffler also thanked the music teacher, Ms. Polinger, for applying for and receiving a $1,000 grant from the Peter R. Marsh Foundation to be used for purchasing a subscription to an online piano software program. Ms. Polinger is making arrangements for the music students to perform for senior citizens, which is stipulated in the grant. Ms. Goguen stated that the budgeting process for the 2024-25 school year is underway. There are a number of capital projects that will need to be done as well as the purchase of a new truck. Ms. Goguen is working on preliminary calculations for salaries and benefits. It is unclear at this time what the state aid will look like in the upcoming budget. The budget development calendar and the long term facilities planning proposal are on the agenda for approval this evening. The auditor will do a presentation of fiscal year 2023 at the December 13th board meeting.

Motion was made by Ms. Stein and seconded by Ms. Simon to approve the following:

Approval of Bills

BE IT RESOLVED that the Board approve the attached lists of district bills for payment as presented by the School Business Administrator for the period October 26, 2023 through November 15, 2023 for a total amount of $669,824.85.

Acceptance and Approval of Board Secretary's Report for the month of October, 2023.

BE IT RESOLVED that upon review of the Board Secretary's Reports for the month of October, 2023 in consultation with appropriate district officials, the Board of Education certifies that no fund had been over expended in violation of NJAC 6A:23A-16:10(b); and the Board of Education further certifies, based on the Board Secretary's certification, that the total of encumbrances for each line item account does not exceed the line item appropriation in violation of NJAC 6A:23A-16:10(a).

Acceptance and Approval of Treasurer's Report for the month of October, 2023.

BE IT RESOLVED that upon review of the Treasurer's Report for the month of October, 2023 in consultation with appropriate district officials, the Board of Education certifies that no fund had been over expended in violation of NJAC 6A:23A-16:10(b); and the Board Secretary further certifies, based on the Board Treasurer's Report, that the total of encumbrances for each line item account does not exceed the line item appropriation in violation of NJAC 6A:23A-16:10(a).

The Board Secretary certifies, pursuant to NJAC 6A:23A-16:10(c)(3), that the total of encumbrances for each line item account does not exceed the line item appropriation in violation of NJAC 6A:23A-16:10(a).

Approve the attached list of transfers.

Approve the following workshop/travel requests for the 2023-2024 school year.

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator make the findings and approve attendance and travel for the following workshops/meetings:

- that travel is directly related to and within the scope of the employee or Board member's duties or responsibilities; and for employees, the school district's professional development plan;
- that travel is critical to the instructional needs of the district or furthers the efficient operation of the district;
- that the travel is in compliance with state and federal travel payment guidelines; and
- that the travel is in compliance with the District policy on travel.

Staff Member	Date	Registration	Other Expenses*	Event/Destination
Alexandria Tibak	12/1/23	219.56	Mileage = $22.00	New Jersey International Dyslexia Association - The Thirty-Eighth Annual Fall Conference, Somerset, NJ
Karen Morrow	12/1/23	219.56	Mileage = $11.28	New Jersey International Dyslexia Association - The Thirty-Eighth Annual Fall Conference, Somerset, NJ

*Mileage will be reimbursed according to board policy.

Approve the following field trips for the 2023-2024 school year.

Grade	Destination	Date (month/year)	Approximate Cost per Student (cost of attendance not paid by district)	Coordinating Teacher/Staff
2	RVCC Theater - The Rainbow Fish	April, 2024	$9.00	Pam Nugent
8	NYC, Winter Garden Theatre-Back to the Future and Stardust Diner	January, 2024	$112.07 (tickets provided by the TEF)	Dee Krowl/ Michael Mitchell
5-8 Vocal Ensemble	Tewksbury Seniors Club-Community Outreach Performance, Oldwick, NJ	December, 2023	$0	Nicole Polinger
8 Select students	North Hunterdon High School to observe and/or compete in a bridge building competition with other NH/Voorhees sending districts.	January, 2024	$5 for pizza lunch	Pete Berg

Approve the following TES and OTS donation drive for the 2023-2024 school year:

Name of Event	Description	Date	Advisor
Holiday Food Drive	OTS and TES, in conjunction with the Tewksbury-Lebanon PBA, collect food for Hunterdon County families in need.	November 16-30, 2023	Dee Krowl, Bonnie Mendralla, Cathy Pepe

Approve the following grants for the 2023-2024 school year.

Grant Provided By:	School	Grant Description	Amount of Grant	Staff Contact
Peter R. Marsh Foundation	OTS	Grant awarded to OTS for performing and interacting with senior citizens on 3 separate occasions during the 2023-2024 school year. Ms. Polinger would like to use the funds to purchase a subscription to Playground Sessions, an online piano training software program.	$1,000	Nicole Polinger

Approve the following events at Old Turnpike School.

Provided By:	School	Grant Description	Cost	Staff Contact
Tewksbury Education Foundation	OTS - 7th Grade	Rebecca Kelly, teaching artist from Young Audiences, presents the program "I Never Saw Another Butterfly". Combining art, literature, and history, students read a Holocaust related poem to both educate as well as inspire themselves to create their own product. Event to take place in December, 2023 over two days.	$1,480.00 Donated by the TEF	Alana Magro
Katie Truk	OTS	After school program in December, 2023, in which students will make sculptural creations.	$362.50	Sandy Brinkhoff

Approve the contract between Tewksbury Township Schools and Tri-County Behavioral Care, LLC for referring and providing School Clearance Assessment services and or Substance Evaluation & Treatment services for the 2023-2024 school year.

Approve Professional Services proposal for the architect, Parette Somjen, in the amount of $12,500 for the 2023-2024 school year and $11,200 for the 2024-2025 school year.

Approve the 2024-2025 Budget Development Calendar.

Approve to void the following outstanding checks:

General Operating Account		
February 22, 2023	17475	$1,022
May 24, 2023	17753	$5.00
June 15, 2023	17885	$511.00
June 15, 2023	17888	$511.00
Payroll Account		

April 28, 2023	59730	$225.91
April 28, 2023	59732	$1,060.72
OTS Student Activities Account		
December 7, 2022	3046	$103.60
Cafeteria		
June 27, 2023	1314	$15.30
June 27, 2023	1316	$61.40

Final Resolution: Motion carried on a roll call vote.
Yes: Ms. Carrino, Mr. Charniga, Mr. Davidson, Ms. Fleming, Ms. Jardinella, Ms. Munoz, Dr. Simon, Ms. Stein
Absent: Ms.Niang

TECHNOLOGY: The internet switch project and the door access project were both successfully completed during the teacher convention break.

FACILITIES: None.

TRANSPORTATION: A new bus that was ordered from last year's budget has arrived. We are still awaiting the arrival of the second bus, but it has been delayed.

COMMUNICATIONS: A strategic planning letter was sent to district parents and community members and a flyer will be included in the Tewksbury Times. The OTS newspaper club has also published an article to send to the Tewksbury Times introducing the new teachers to the school.

OTHER: The January board meeting dates will be January 3, 2024 and January 24, 2024.

LEGISLATIVE REVIEW: None.

OPPORTUNITY FOR PUBLIC COMMENT: Ms. Brandi Harkins, Califon, NJ likes the addition of the ELA honors program. Ms. Harkins is also looking into a spelling bee for the district.

Motion was made by Ms. Stein and seconded by Ms. Carrino to close the public comment portion of the meeting.

All in Favor: Ms. Carrino, Mr. Charniga, Mr. Davidson, Ms. Fleming, Ms. Jardinella, Ms. Munoz, Dr. Simon, Ms. Stein
Absent: Ms. Niang

PERSONNEL: Dr. Shouffler wished Ms. Russi and Ms. O'Brien well in their next career moves.

Motion was made by Ms. Stein and seconded by Ms. Carrino to approve the following:

Accept, with regret, the letter of resignation from Kelly Takayami Russi, Elementary School Art Teacher, effective December 30, 2023. (TES-TCH-ART-01)

At the recommendation of the Superintendent, approve Kristin Polito as a Special Education Home Instructor for the 2023-2024 School Year, at the rate of $55.67 per hour, not to exceed 60 hours.

Accept, with regret, the letter of resignation from Amanda O'Brien, Elementary School Special Education Paraprofessional, effective approximately December 14, 2023. (TES-AID-INST-06)

Approve payment for working at the following event on 10/27/23:

Name	Event	Hours Worked	Rate	Total Payment
Dee Krowl	Trunk or Treat/Haunted Hallway	5	$40/hour	$200.00
Bonnie Mendralla	Trunk or Treat/Haunted Hallway	5	$40/hour	$200.00
Monica Scala	Trunk or Treat/Haunted Hallway	3	$40/hour	$120.00

Final Resolution: Motion carried on a roll call vote.
Yes: Ms. Carrino, Mr. Charniga, Mr. Davidson, Ms. Fleming, Ms. Jardinella, Ms. Munoz, Dr. Simon, Ms. Stein
Absent: Ms.Niang

OLD BUSINESS: None.

NEW BUSINESS: None.

EXECUTIVE SESSION: Motion was made by Ms. Stein and seconded by Dr. Simon to enter Executive Session to discuss personnel issues. The time was 7:35 p.m.

Motion was made by Ms. Stein and seconded by Dr. Simon to exit Executive Session. The time was 8:02 p.m.

ADJOURNMENT: Motion was made by Ms. Stein and seconded by Ms. Munoz to adjourn the meeting. The time was 8:02 p.m.

Final Resolution: Motion carried on a roll call vote.
Yes: Ms. Carrino, Mr. Charniga, Mr. Davidson, Ms. Fleming, Ms. Jardinella, Ms. Munoz, Dr. Simon, Ms. Stein
Absent: Ms.Niang

Respectfully submitted,

Heather Goguen
Board Secretary