December 13, 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 7:01 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, Ms. Fleming, Ms. Jardinella, Ms. Munoz, Ms. Niang, Dr.Simon, Ms. Stein

ABSENT: Mr. Davidson

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

OPPORTUNITY FOR PUBLIC COMMENT: None.

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, Ms. Fleming, Ms. Jardinella, Ms. Munoz, Ms. Niang, Dr. Simon, Ms. Stein
Absent: Mr. Davidson

PRESENTATION: Dr. Shouffler-Superintendent, Dr, Mitchell-OTS Principal and Ms. Moore-TES Principal introduced and congratulated the 2023-2024 Governor's Educators of the Year: Ms. Becky Chapman-TES Educator of the Year, Ms. Nicole Amato-OTS Educator of the Year, Ms. Tara Prunty-TES Educational Services Professional of the Year and Ms. Kristen DiYanni-OTS Educational Services Professional of the Year. Ms. Kirsli Spinks-Technology Coordinator presented the latest developments on the transition to the new website which is scheduled to go live by the end of January. Mr. Anthony Ardito, CPA presented the review of the 2022-2023 audit.

CORRESPONDENCE: None.

SUPERINTENDENT'S REPORT: Dr. Shouffler thanked out-going Board Member, Mr. Greg Davidson, for his service and introduced Mrs. Connie Wygera, incoming Board Member. The Board reviewed the HIB Report, Enrollment Reports and the Emergency/Fire Drill Reports.

School	Tewksbury Elementary School	
Month/Year	Nov. 2023	Nov. 2023
Date	11/16/2023	11/27/2023 10:35 AM
Drill Description	Hold	Fire Drill
Duration/ Time of Drill	15 minutes	10 minutes
Weather Conditions	sunny	sunny
Conductor of Drill	L. Moore	L. Moore
Notification Method	PA system	Pulled station

School	Old Turnpike School
Month/Year	Nov. 2023
Date	11/28/23
Drill Description	Fire drill
Duration/ Time of Drill	5 min
Weather Conditions	Overcast & cold
Conductor of Drill	D. Krowl/M. Verderamo/ M. Mitchell
Notification Method	PA System

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

- November 15, 2023 Regular Board Meeting
- November 15, 2023 Executive Session

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

CURRICULUM: Dr. Shouffler presented the 2024-2025 school calendar up for approval this evening and explained the changes made to the draft. Dr. Shouffler discussed the push for Universal Pre-K from the NJ Department of Education. There are definitely some challenges including grant criteria, transportation, and facilities. Dr. Shouffler has already had discussions with some of the local preschools and future discussion on this topic will be addressed during the strategic planning process. The district received their ESEA accountability profile. The district did not meet the target for participation in the NJSLA testing due to students opting out. The district will try to implement some strategies to encourage more participation, as these tests affect the district's rankings.

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

Approve the 2024-2025 School Calendar.

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

POLICY: None.

FINANCE: Ms. Goguen updated the board on field trip accounting and refunds. Going forward, no refunds will be issued and any leftover money in the account will be used toward the students for a treat at the end of the school year. The TES paving project is coming to an end. There are a few punch list items that still need to be taken care of.

Motion was made by Ms. Stein and seconded by Ms. Fleming 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 November 16, 2023 through December 13, 2023 for a total amount of $1,134,794.16.

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

BE IT RESOLVED that upon review of the Board Secretary's Reports for the month of November, 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 November, 2023.

BE IT RESOLVED that upon review of the Treasurer's Report for the month of November, 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
Jessica Mukherjee	2/26-2/27/24	$275.00	Mileage = $37.60	NJ Association for Health, Physical Education, Recreation and Dance Convention, Princeton, NJ
Robert Lovering	1/10/24	$279.00	-0-	Bureau of Education and Research: Innovative, Phenomena-Driven Strategies to Increase Student Engagement and Learning of the Next generation Science Standards - Virtual
Robert Lovering	2/28/24	$150.00	Mileage = $9.02	Using Explanation and Argument to Assess Student Science Learning - Raritan Valley Community College -Branchburg,NJ
Megan Verderamo	3/22/24	$245.00	-0-	PD Series 2: Effective Approach to Leadership - Harvard Graduate School of Education - Virtual
Daniela DiGiovanni	01/08/24	$199.00	Mileage = $68.62	Building Thinking Mathematics Classrooms - Rowan University-Glassboro, NJ
Bob Hoffman, Jr.	12/6/23	-0-	-0-	School Transportation Supervisors General Membership Meeting, Monroe Township, NJ
Jeanette Pill	1/10/24	$100.00	Mileage = $12.64	ID 380: Morphology: A Bridge to Enhance Students' Reading Fluency, Vocabulary, Comprehension and Spelling Skills
Jennifer Shouffler	1/25/24-1/26/24	$345.00	Hotel = $97.00 Mileage = $96.82 Parking/Tolls = $30.00 Meals = $150.00	NJ Association of Superintendents Techspo 2024, Atlantic City, NJ - Title IV
Bob Hoffman, Jr.	3/20/24 - 3/22/2024	$475.00	Hotel = $192.00 Mileage = $125.49 Tolls = $40.00 Meals = $20.00	School Transportation Supervisors of NJ 53rd Annual New Jersey Pupil Transportation Conference & Equipment Show, Atlantic City, 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
6	Clinton Township Middle School - Rachel's Challenge Program. OTS 6th graders, along with other sending districts, were invited to attend a program on bullying and school violence prevention.	February, 2024	$0	Mary Cutri-French

Approve the following TES fundraiser/donation drives for the 2023-2024 school year:

Name of Event	Description	Date	Advisor
Pennies for Puppies	Collect pennies to donate to The Seeing Eye Organization, which provides services to those visually impaired.	April, 2024	Ms. Wade-Taffera Ms. Donovan

Food Drive	Collect food to be donated to the Open Cupboard Food Pantry in Clinton, NJ	February, 2024	Ms. Forsythe Ms. Donovan
The Pajama Project	Collect new pajamas to be distributed to children in need in Hunterdon County	January, 2024	Ms. DelGrande Ms. Donovan
Tewksbury's Got Talent	In conjunction with the PTA, Grades 3 & 4 will hold a talent show (whole class participation, not individual). Proceeds raised will go towards improvements to the TES playground.	March, 2024	Ms. Rinehart Havens Ms. Obercian

Accept the following TEF grant funding for the 2023-2024 school year:

Requested by	School	Funding Request	Amount of Grant
Fay Perticari	TES	Main Engine Start - hands on kindergarten workshop about the science topic push/pull unit.	$750.00
Fay Perticari	TES	Whittemore Wildlife will work with all 3 kindergarten classes to learn about native and pollinator plants.	$1,500.00

Accept the following PTA grant funding for the 2023-2024 school year:

Requested by	School	Funding Request	Amount of Grant
Fay Perticari	TES	4 Flexible seating stools and 2 stability ball chairs for the classroom.	$393.66
Alexandria Tibak Nicole Kinzel	TES	Sensory items for the Resource Room in order to best meet the needs of special education students.	$593.65

Approval of 2022-2023 School Audit.

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the 2022-2023 Audit Report conducted by Ardito and Co. (ACFR) and Audit Management Program (AMR).

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, that the Board Secretary be directed to file the necessary reports with the State Department of Education.

Recommendations:

None

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

TECHNOLOGY: None.

FACILITIES: None.

TRANSPORTATION: The new school bus, #9, is on the road. Another new bus is scheduled for a January delivery. Once received, two of the older buses will be sold at auction.

COMMUNICATIONS: None.

OTHER: Dr. Shouffler has sent out reminders about the strategic planning meetings and a flyer will be going out as an insert in the next edition of the Tewksbury Times. So far about 30 community members are interested in attending. BOE meeting dates have been set for January and a calendar was shared with Board Members for future dates to be approved at the January 3, 2024 Reorganization Meeting.

LEGISLATIVE REVIEW: None.

OPPORTUNITY FOR PUBLIC COMMENT: None.

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,, Ms. Fleming, Ms. Jardinella, Ms. Munoz, Ms. Niang, Dr. Simon, Ms. Stein
Absent: Mr. Davidson

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

At the recommendation of the Superintendent, approve Amy Schroeder as a fourth grade Leave Replacement Teacher beginning approximately March 1, 2023 through June 30, 2023 at BA Step 2 $59,651 (prorated), pending criminal history review. (TES-TCH-04-01)

At the recommendation of the Superintendent, approve Amy Schroeder as a substitute teacher for the 2023-2024 school year, pending criminal history review.

At the recommendation of the Superintendent, approve Ava Wentworth as a Paraprofessional long term substitute beginning approximately December 14, 2023 through February 6, 2024 at $175/day. (OTS-AID-INST-03)

Accept, with best wishes, the letter of retirement from Mary Chandler, Child Study Team Secretary, effective March 1, 2024. (DIS-SEC-CST-01)

Accept, with regret, the letter of resignation from Seann Erhart, Custodian, effective January 6, 2024. (DIST-CUST-06)

Approve the following staff member as a substitute ski club chaperone on an as needed basis for the 2023-2024 school year:

Name	Hours	Rate
Robert Lovering	Not to exceed 8 hours per trip	$40/hour

Approve the following OTS concert chaperones:

Name	Event	Hours	Rate
Dee Krowl	OTS Holiday Concert-December, 2024	Not to exceed 2 hours	$40/hour
Monica Scala	OTS Holiday Concert-December, 2024	Not to exceed 2 hours	$40/hour
Amy Allen	OTS Holiday Concert-December, 2024	Not to exceed 2 hours	$40/hour
Bonnie Mendralla	OTS Holiday Concert-December, 2024	Not to exceed 2 hours	$40/hour

Approve the following club and advisor for the 2023-2024 school year:

Advisors	Name of Club	Description	Stipend	Supply Budget
Kristen Rinehart Havens	TES Yearbook Club	Gr. 4 students take an active role in planning and creating their elementary school yearbook - from taking pictures to organizing the layout of the final product.Meet 2x/month. Half year club.	$1,500	None requested

Approve the updated job description for the Child Study Team Secretary.

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

OLD BUSINESS: None.

NEW BUSINESS: None.

EXECUTIVE SESSION: None.

ADJOURNMENT: Motion was made by Ms. Stein and seconded by Ms. Carrrino to adjourn the meeting. The time was 8:22 p.m.

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

Respectfully submitted,

Heather Goguen
Board Secretary