

TEWKSBURY TOWNSHIP SCHOOL DISTRICT
173 Old Turnpike Road
Califon, New Jersey 07830
Phone: 908-439-2010 Fax: 908-439-2655

REGULAR BOARD MEETING AGENDA
April 24, 2024

6:00 PM EXECUTIVE SESSION - Closed to Public
7:00 PM REGULAR BOARD MEETING - Open to Public
Old Turnpike School Library

If members of the public wish to attend the meeting virtually, meetings are streamed Live over Youtube via the following link: <https://youtube.com/live/ZTSEa-wwcBg?feature=share>

During public comment, only public participants are invited to address the Board with questions or comments.

District Goals

1. Engage in strategic planning process and create a long-term vision for our schools as a School District of Excellence.
2. Cultivate teacher excellence by engaging educators in high quality professional learning opportunities to improve understanding of pedagogical strategies and better meet the learning needs of all students.
3. Enhance communication with the Tewksbury community to engage stakeholders.
4. Address students' social learning needs through character education programs and anti-bullying activities.

Board Goals

1. Initiate and complete the strategic planning process for the district with the aim of formulating a comprehensive 5-year strategic plan that embodies the values and culture of our community.
2. Support our administrators, staff and teachers in nurturing a culture of educational excellence and fostering a positive educational environment for all students, while maintaining fiscal responsibility.
3. Elevate public outreach and involvement by ensuring the consistent, comprehensive, and punctual distribution of information to all our stakeholders--encompassing students, educators, parents, and the broader community.

I. CALL TO ORDER Time: _____

II. SUNSHINE ANNOUNCEMENT

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.

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

Ms. Carrino	Mr. Charniga	Ms. Fleming	Mrs. Munoz	Mrs. Jardinella
Mrs. Niang	Dr. Simon	Mrs. Wygera	Ms. Stein	Dr. Shouffler Ms. Goguen

V. OPPORTUNITY FOR PUBLIC COMMENT

During this portion of the meeting, the in-person public participants are invited to address the Board with questions or comments on actionable agenda items only.

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. Civility and mutual respect is expected. Speakers should be courteous to Board members, District employees, students, and other members of the public.

Motion to close public comments _____ 2nd _____

All in Favor:

Roll Call:

Ms. Carrino ___ Mr. Charniga ___ Ms. Fleming ___ Mrs. Jardinella ___ Mrs. Munoz ___ Mrs. Niang ___ Dr. Simon ___
Mrs. Wygera ___ Ms. Stein ___

VI. PRESENTATION

VII. CORRESPONDENCE

- Email from parent

VIII. SUPERINTENDENT’S REPORT

- HIB Report
- Enrollment Reports
- Emergency/Fire Drill Reports

School	Tewksbury Elementary School	
Month/Year	March 2024	April 2024
Date	3/26/2024 9:03 AM	4/16/24 8:30 AM

Drill Description	Fire Drill	Bus Drill Performed in lower parking lot Route Numbers 1,2,3,4,6,8,9,12
Duration/ Time of Drill	5 minutes	10 minutes
Weather Conditions	Cloudy & Fair	Sunny, clear
Conductor of Drill	L. Moore	L. Moore/B. Hoffman
Notification Method	Pulled station	walkies

School	Old Turnpike School
Month/Year	April 2024
Date	4/16/24 7:30 AM
Drill Description	Bus Drill In front of School Route Numbers 1,2,3,4,6,8,9,12
Duration/ Time of Drill	10 minutes
Weather Conditions	Sunny, clear
Conductor of Drill	M. Mitchell/B. Hoffman
Notification Method	walkies

IX. MINUTES

Motion to approve the following minutes:

- March 6, 2024 Committee of the Whole Meeting
- March 6, 2024 Executive Session
- March 13, 2024 Strategic Planning Meeting
- March 27, 2024 Regular Board Meeting
- March 27, 2024 Executive Session

Motion: _____ 2nd _____

Discussion

Roll Call:

Ms. Carrino ___ Mr. Charniga ___ Ms. Fleming ___ Mrs. Jardinella ___ Mrs. Munoz ___ Mrs. Niang ___ Dr. Simon ___
Mrs. Wygera ___ Ms. Stein ___

X. COMMITTEE REPORTS

A. Curriculum

Discussion

- 2023/2024 School Calendar
- TES Maker Space in the garden
- Kindergarten registration
- Odyssey of the Mind

Motion to approve the following:

1. Approve the updated Old Turnpike School Code of Conduct.
2. Approve the following assemblies at Tewksbury Elementary School:

Grade	Event	Date	Staff Contact
1-4	Officer Kirk Kouzis will give a Police K-9 Demonstration on agility and drug detection with his trained dog who works with a DEA task force in NYC.	May, 2024	Amanda Kouzis
4	Mrs. Wade-Taffera’s class is organizing a fundraiser for The Seeing Eye Institute as their service learning project. The Seeing Eye will send a speaker and a dog to the school so the students can learn about the work they do.	TBD	Sheila Donovan

Motion: _____ 2nd _____

Discussion

Roll Call:

Ms. Carrino___ Mr. Charniga___ Ms. Fleming___ Mrs. Jardinella___ Mrs. Munoz___ Mrs. Niang___ Dr. Simon___
Mrs. Wygera___ Ms. Stein___

B. Policy

Discussion

C. Finance

Discussion

PUBLIC HEARING REGARDING 2024-2025 BUDGET

WHEREAS pursuant to N.J.S.A. 18A:22-13, the Board is required to conduct a public hearing for the 2024-2025 budget; and

WHEREAS on March 6, 2024 the Board of Education adopted a preliminary budget for the operation of the Tewksbury Township School District during the 2024-2025 school year and submitted it to the County Superintendent of Schools for approval, and

WHEREAS, having received that approval, the budget and notice of a public hearing were advertised in the Hunterdon Democrat and Courier News. Now,

THEREFORE, be it resolved that the Board hereby opens the public hearing on the 2024-2025 Budget.

- Discussion
- Public Comments
- Motion to close public hearing and adopt the 2024-2025 Budget.

Motion to close public hearing _____ **2nd** _____

All in Favor:

Roll Call:

Ms. Carrino _____ Mr. Charniga _____ Ms. Fleming _____ Ms. Jardinella _____ Ms. Munoz _____ Ms. Niang _____ Dr. Simon _____ Mrs. Wygera _____ Ms. Stein _____

Motion to approve the following:

1. Adoption of 2024-2025 Budget:

Resolved, that the Tewksbury Township Board of Education adopts the following budget for the 2024-2025 school year as approved by the Hunterdon County Department of Education County Superintendent.

2024-2025	General Fund	Special Revenues	Debt Service	Total
Total Expenditures	\$18,811,249	\$150,194	\$758,393	\$19,719,836
Less Anticipated Revenue	\$5,231,195	\$150,194	\$0	\$5,381,389
Taxes To Be Raised	\$13,580,054	\$0	\$758,393	\$14,338,447

WHEREAS, the tentative 2024-2025 budget was constructed consistent with the School Funding Reform Act of 2008, under which a district could apply for some tax levy adjustments to cover extraordinary conditions such as, for health benefit cost increase above two (2) percent; an enrollment adjustment, and banked cap, the results which could increase local taxes above the two (2) percent cap; and

WHEREAS, the tentative 2024-2025 budget was constructed with an eligible maximum adjustment for health care cost in the amount of \$71,554 which will not be used in 2024-2025 and will be eligible in the next two budget years as banked cap; and

BE IT RESOLVED, that the Tewksbury Township Board of Education, in the County of Hunterdon, New Jersey, approves the following capital projects and architect fees and withdrawal of \$2,236,520 from the Capital Reserve account to provide funding for the following projects/equipment for the 2024-2025 school year:

Partial Roof replacement at Tewksbury Elementary School	\$ 157,000
<u>HVAC upgrades at Old Turnpike School</u>	<u>\$2,079,520</u>
Total	\$2,236,520

Total costs for these projects are \$2,236,520 which includes a withdrawal of \$157,000 for the roof project and \$2,079,520 for the HVAC project and represent expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards. There is an expectation of the HVAC project to receive \$831,808 from the School Development Authority as outlined in the ROD Grant application.

WHEREAS, the Tewksbury Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$20,000 for all staff and board members.

BE IT FURTHER RESOLVED that the Board of Education establish the maximum dollar limit of \$67,207 for professional services for the 2024-2025 school year and confirms \$95,850 was established as the 2023-2024 school district maximum of which \$50,463 has been spent to date.

WHEREAS, the budget includes the following appropriations:

Legal	\$24,000
Audit Fees	\$18,207
Architect	\$25,000
Total	\$67,207

2. 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 March 28, 2024 through April 24, 2024 for a total amount of \$1,335,700.92.

3. Acceptance and Approval of Board Secretary's Report for the month of March, 2024.

BE IT RESOLVED that upon review of the Board Secretary's Reports for the month of March, 2024 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).

4. Acceptance and Approval of Treasurer's Report for the month of March, 2024.

BE IT RESOLVED that upon review of the Treasurer's Report for the month of March, 2024 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).

5. Approve the attached list of transfers.

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

Workshops/Travel Requests				
Staff Member	Date	Registration	Other Expenses*	Event/Destination
Jennifer Shouffler	5/15/24-5/17/24	-0-	\$103.40= Mileage \$80.00=tolls and parking \$241.26=lodging \$237.00=meals	NJASA Leadership Conference for Superintendents, Atlantic City, NJ

*Mileage will be reimbursed according to board policy.

7. Approve the Child Study Team Shared Services Agreement between Tewksbury Township School District Board of Education and the Califon School District Board of Education for the 2024-2025 school year.

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

Field Trips				
Grade	Destination	Date (month/year)	Approximate Cost per Student (cost of attendance not paid by district)	Coordinating Teacher/Staff
6	Echo Hill Park for presentation by Laura K. Bush-Principal Park Naturalist	May, 2024	\$3.00	Joelle Capece
6-7 Music	Tewksbury Seniors Picnic at Oldwick Firehouse. This is the 3rd performance for the Peter Marsh Scholarship Grant Program for the school.	May, 2024	-0-	Nicole Polinger
8 (1 student)	Voorhees H.S. tour for an 8th grade special education student that will be attending in the fall	April, 2024	-0-	Sara Femiano Heather Olla
5/6	5th & 6th Grade MD students to attend an Equine Therapy session at Mane Stream, Oldwick, NJ. This will be a non-riding trip	May, 2024	\$30.00	Meghan Girton
8	North Hunterdon H.S. - 8th Grade STEM class to test bridges created in STEM class using the engineering design process.	May, 2024	-0-	Pete Berg

9. Approve entering into contract with Kenyon Learning and Consulting LLC for Assistive Technology Services for the 2023-2024 School Year at a rate of \$1,000.00 per Assistive Technology Evaluation which includes preparation and report writing, \$150.00/hour for Training, which includes progress reports, and \$150.00/ hour for all other services which include: IEP Meetings, IEP Progress Report Writing, Consultation, Material Creation, Technology Setup and Integration, etc.

10. Approve the following donations/grants/activities:

Donations/Grants/Activities			
Requestor/Contact	School	Description	Amount of Grant/Donation
Karen Morrow	TES	The Tewksbury Education Association (using an NJEA grant) would like to donate a rain barrel and raised bed planters for the TES Outdoor Learning Space	\$500.00

Motion: _____ 2nd _____

Discussion

Roll Call:

Ms. Carrino ___ Mr. Charniga ___ Ms. Fleming ___ Mrs. Jardinella ___ Mrs. Munoz ___ Mrs. Niang ___ Dr. Simon ___
Mrs. Wygera ___ Ms. Stein ___

D. Technology

Discussion

E. Facilities

Discussion

- 24-25 lunch prices from Maschio's Food Services

Motion to approve the following:

1. Approve the TES Kindergarten Welcome Event in August, 2024. - Bus safety talk and parking lot ride for incoming kindergarten students.

Motion: _____ 2nd _____

Discussion

Roll Call:

Ms. Carrino ___ Mr. Charniga ___ Ms. Fleming ___ Mrs. Jardinella ___ Mrs. Munoz ___ Mrs. Niang ___ Dr. Simon ___
Mrs. Wygera ___ Ms. Stein ___

F. Transportation

Discussion

G. Communication

Discussion

H. Other

Discussion

- Strategic Planning

XI. LEGISLATIVE REVIEW

Discussion

XII. OPPORTUNITY FOR PUBLIC COMMENT

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Motion to close public comments _____ 2nd _____

All in Favor:

Roll Call:

Ms. Carrino ___ Mr. Charniga ___ Ms. Fleming ___ Mrs. Jardinella ___ Mrs. Munoz ___ Mrs. Niang ___ Dr. Simon ___
Mrs. Wygera ___ Ms. Stein ___

I. Personnel

Discussion

- Special Ed staffing

Motion to approve the following:

1. Approve the lateral moves for the following staff members effective July 1, 2024, pending receipt of official transcript.

Name	Moving from	Moving to
Allison Caruso	MA Step 10	MA+15 Step 11
Joelle Capece	BA+30 Step 8	MA Step 9
Robert Lovering	BA Step 4	BA+15 Step 5
Juliean Picardo	BA+15 Step 9	MA Step 10
Michael Wilpiseszski	MA Step 12	MA+15 Step 13

2. Approve the following OTS dance chaperones:

Name	Event	Rate	Hours
Dee Krowl	8th Grade end of year social	\$40/hour	Not to exceed 8 hours

Bonnie Mendralla	8th Grade end of year social	\$40/hour	Not to exceed 8 hours
Dee Krowl	Grade 5-8 Dance in May	\$40/hour	Not to exceed 4 hours
Bonnie Mendralla	Grade 5-8 Dance in May	\$40/hour	Not to exceed 4 hours
Alana Magro	Grade 5-8 Dance in May	\$40/hour	Not to exceed 3.5 hours
Caroline Wernicki	Grade 5-8 Dance in May	\$40/hour	Not to exceed 3.5 hours

3. Approve the following chaperones for the Grade 5-8 Music & Band Dorney Park Trip in May, 2024:

Name	Event	Rate	Hours
Nicole Polinger	Grade 5-8 Music & Band Students Dorney Park Trip	\$40/hour	Not to exceed 6 hours
Chris Shaffer	Grade 5-8 Music & Band Students Dorney Park Trip	\$40/hour	Not to exceed 6 hours
Heather Olla	Grade 5-8 Music & Band Students Dorney Park Trip	\$40/hour	Not to exceed 6 hours
Dee Krowl	Grade 5-8 Music & Band Students Dorney Park Trip	\$40/hour	Not to exceed 6 hours
Cathy Zisk	Grade 5-8 Music & Band Students Dorney Park Trip	\$40/hour	Not to exceed 6 hours
Bonnie Mendralla	Grade 5-8 Music & Band Students Dorney Park Trip	\$40/hour	Not to exceed 6 hours
Robert Lovering	Grade 5-8 Music & Band Students Dorney Park Trip	\$40/hour	Not to exceed 6 hours
Tom Lobb	Grade 5-8 Music & Band Students Dorney Park Trip	\$40/hour	Not to exceed 6 hours
Michael Mitchell	Grade 5-8 Music & Band Students Dorney Park Trip	N/A	N/A
Alana Magro (alternate, if needed)	Grade 5-8 Music & Band Students Dorney Park Trip	\$40/hour	Not to exceed 6 hours
Caroline Wernicki (alternate, if needed)	Grade 5-8 Music & Band Students Dorney Park Trip	\$40/hour	Not to exceed 6 hours

4. Approve the following staff members for extra hours while participating in the Rising 5th Grade Parent Meeting event.

Name	Event	Rate	Hours
Nicole Amato	Rising 5th Grade Parent Meeting	\$40/hour	Not to exceed 2 hours
Yahna Fiscarelli	Rising 5th Grade Parent Meeting	\$40/hour	Not to exceed 2 hours
Bonnie Mendralla	Rising 5th Grade Parent Meeting	\$40/hour	Not to exceed 2 hours
Jeanette Pill	Rising 5th Grade Parent Meeting	\$40/hour	Not to exceed 2 hours
Mary Cutri-French	Rising 5th Grade Parent Meeting	N/A	N/A
Michael Mitchell	Rising 5th Grade Parent Meeting	N/A	N/A

5. Approve the following staff members to chaperone the 8th grade overnight trip to Washington, D.C. in May, 2024.

Chaperone	Date	Rate	Compensation
Dee Krowl	May, 2024	\$276/Overnight (2) \$40/hour additional hours	Not to exceed \$1,000
Bonnie Mendralla	May, 2024	\$276/Overnight (2) \$40/hour additional hours	Not to exceed \$1,000
Scott Steinman	May, 2024	\$276/Overnight (2) \$40/hour additional hours	Not to exceed \$1,000
Scott Sipos	May, 2024	\$276/Overnight (2) \$40/hour additional hours	Not to exceed \$1,000
Rick de Jaager	May, 2024	\$276/Overnight (2) \$40/hour additional hours	Not to exceed \$1,000
Heather Olla	May, 2024	\$276/Overnight (2) \$40/hour additional hours	Not to exceed \$1,000
Tom Lobb	May, 2024	\$276/Overnight (2) \$40/hour additional hours	Not to exceed \$1,000
Patty Jennings	May, 2024	\$276/Overnight (2) \$40/hour additional hours	Not to exceed \$1,000
Heather Heithoff (Nurse)	May, 2024	\$250/day (3) \$276/Overnight (2) \$40/hour additional hours	Not to exceed \$1,500
Michael Mitchell	May, 2024	N/A	N/A

6. Accept, with regret, the resignation of Roxanne Reynolds, Custodian, effective May 13, 2024. (DIST-CUST-04)
7. Approve the maternity leave request for Meghan Girton, OTS Special Education MD Teacher, effective August 26th, 2024. Ms. Girton will use 12 weeks of NJFLA, returning approximately November 18th. (OTS-TCH-MD-01)
8. Approve Katherine Gould as a School Guidance Counselor effective August 26, 2024, at MA Step 7, \$72,118, pending criminal history review. (OTS-GUID-01)
9. Approve the following substitutes for the 2023-2024 school year, pending criminal history review:
 - Kimberly Ace
 - William Nann (substitute teacher and substitute custodian)

Motion: _____ 2nd _____

Discussion

Roll Call:

Ms. Carrino ___ Mr. Charniga ___ Ms. Fleming ___ Mrs. Jardinella ___ Mrs. Munoz ___ Mrs. Niang ___ Dr. Simon ___
 Mrs. Wygera ___ Ms. Stein ___

XIII. OLD BUSINESS

XIV. NEW BUSINESS

XV. EXECUTIVE SESSION

Motion _____ 2nd _____ Enter closed session at _____ 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 and legal 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.

Motion _____ 2nd _____ Enter open session at _____ p.m.

XVI. ADJOURNMENT

Motion _____ 2nd _____ Time of Adjournment: _____ p.m.

All in Favor:

Roll Call:

Ms. Carrino ___ Mr. Charniga ___ Ms. Fleming ___ Mrs. Jardinella ___ Mrs. Munoz ___ Mrs. Niang ___ Dr. Simon ___
Mrs. Wygera ___ Ms. Stein ___