March 6, 2024 Committee of the Whole Meeting
TEWKSBURY TOWNSHIP BOARD OF EDUCATION

The Committee of the Whole 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: Ms. Carrino, Mr. Charniga, Ms. Fleming, Mrs. Jardinella, Mrs. Munoz, Dr. Simon, Mrs. Wygera, Ms. Stein

ABSENT: Mrs. 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 Mrs. Munoz to close the public comment portion of the meeting.

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

PRESENTATION: 2024-2025 Budget **-** Heather Goguen, Jennifer Shouffler, Ed.D.

CORRESPONDENCE: None.

SUPERINTENDENT'S REPORT: Dr. Shouffler thanked OTS art teacher, Sandy Brinkhoff, for connecting with the Hunterdon Art Museum to showcase the student's artwork at their Young Artist Showcase at the Hunterdon Art Museum, Clinton, NJ.

MINUTES: The February 8th, 12th, and 28th minutes were shared with the board for review.

CURRICULUM: None.

POLICY: The policies listed for approval on first read this evening are prompted by the changes to NJ administrative code 6A. 7.1.1.

Motion was made by Ms. Stein and Ms. Carrino to approve the following policies and regulations on first reading:

- P 1140 Educational Equity Policies/Affirmative Action (M) (Revised)
- P 1523 Comprehensive Equity Plan (M) (Revised)
- P 1530 Equal Employment Opportunities (M) (Revised)
- R 1530 Equal Employment Opportunity ComplaintProcedure (M) (Revised)
- P 1550 Equal Employment/Anti-Discrimination Practices (M) (Revised)
- R 2200 Curriculum Content (M) (Revised)
- P 2260 Equity in School and Classroom Practices (M) (Revised)
- R 2260 Equity in School and Classroom Practices Complaint Procedure (M) (Revised)
- P 2411 Guidance Counseling (M) (Revised)
- P 3211 Code of Ethics (Revised)
- P 5570 Sportsmanship (Revised)
- P 5750 Equitable Educational Opportunity (M) (Revised)
- P 5755 Equity in Educational Programs and Services (M) (Abolished)
- P 5841 Secret Societies (Revised)
- P 5842 Equal Access of Student Organizations (Revised)
- P & R 7610 Vandalism (Revised)
- P 9323 Notification of Juvenile Offender Case Disposition (Revised
- P & R 2423 Bilingual Education (M) (Revised)
- P & R 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)

Final Resolution: Motion carried on a roll call vote.
Yes: Ms. Carrino, Ms. Fleming, Mrs. Munoz, Dr. Simon, Ms. Stein
No: Mr. Charniga, Mrs. Jardinella, Mrs. Wygera
Absent: Mrs. Niang

FINANCE: Ms. Goguen shared the contract for bond counsel with the board. Bond counsel will be needed for the referendum process. Chromebooks have been purchased for grades 1 and 5 using REAP funds to buy them from Dell. Other devices have also been purchased from Dell and need to be board approved at the next board meeting. The shared services CST agreement with Califon will be up for approval at the next meeting.

The board reviewed the following:

Workshops/Travel Requests

Staff Member	Date	Registration	Other Expenses*	Event/Destination
Jessica Mukherjee	4/26/24 & 4/30/24	$340.00	Mileage = $12.64	Google Educator Level 1 Certification Boot Camp 2-Day Series, Morris Union Jointure Commission, New Providence, NJ
Heather Goguen	5/1/24	-0-	-0-	CDK End of Year User Meeting, Washington, NJ
Heather Goguen	6/4/24-6/7/24	$500.00	Mileage = $125.49 Tolls/Parking = $65.00 Lodging = $238.00 Meals = $96.00	NJASBO 62nd Annual Conference, Atlantic City, NJ
Barbara Simcox	4/25/24	0	0	CDK End of Year User Meeting, Washington, NJ
Heather Valenta	4/25/24	0	0	CDK End of Year User Meeting, Washington, NJ

*Mileage will be reimbursed according to board policy.

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

Approve the following workshop/travel request for the 2023-2024 school year:

Staff Member	Date	Registration	Other Expenses*	Event/Destination
Samantha Wu	3/12/24	$130.00	Mileage = $31.68 Tolls = $5.00	NJECC Educational Technology Conference, Montclair State University, Montclair, NJ
Heather Olla	3/12/24	$130.00	Mileage = $42.30	NJECC Educational Technology Conference, Montclair State University, Montclair, NJ
Alana Magro	3/7/24	$285.00	Mileage = $35.15	Unlock the Power of Reading, TCNJ, Ewing, NJ
Katrina Moore	3/7/24	$285.00	Mileage = $48.88	Unlock the Power of Reading, TCNJ, Ewing, NJ

Adoption of Tentative 2024-2025 Budget:

Resolved, that the Tewksbury Township Board of Education adopts the following tentative budget for the 2024-2025 school year and authorizes the Board Secretary to submit to the Hunterdon County Department of Education County Superintendent for approval in accordance with the statutory deadline and to make all necessary adjustments to the budget to comply with State regulations.

2024-2025	General Fund	Special Revenues	Debt Service	Total
Total Expenditures	$16,731,729	$150,194	$758,393	$17,640316
Less Anticipated Revenue	$3,151,675	$150,194	$0	$3,301,869
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 $157,000 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

Total costs for these projects are $157,000, which 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.

And to advertise said tentative budget in the Hunterdon County Democrat or Courier News in accordance with the form suggested by the State Department of Education and according to law.

BE IT FURTHER RESOLVED, that a public hearing be held at Old Turnpike School, Tewksbury Township, New Jersey on April 24, 2024 at 7:00 pm, for the purpose of conducting a public hearing on the budget for the 2024-2025 School Year.

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 $40,293 has been spent to date.

WHEREAS, the tentative budget includes the following appropriations:

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

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

TECHNOLOGY: None.

FACILITIES: There is a facilities meeting scheduled for March 14th to discuss with the architect what projects can be part of the referendum. Ms. Goguen stated that we received approval for the ROD grant from the SDA and we will need to approve the acceptance of the final eligible cost determination of facilities projects at our next meeting.

TRANSPORTATION: The new bus has arrived. Radios and cameras were installed. We will wait until May to try to sell two of the older buses. Mr. Hoffman will host a tour of the new bus for the board members at one of the future board meetings.

COMMUNICATION: None.

OTHER: None.

LEGISLATIVE REVIEW: None.

OPPORTUNITY FOR PUBLIC COMMENT: Ms. Faith Ross, Lebanon, NJ, would like to see a librarian at Old Turnpike School in the budget.

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

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

PERSONNEL: Tracy Barnes is resigning from her paraprofessional position in order to fill a teacher leave replacement position at TES. Dr. Shouffler wished our exiting IT Specialist well with the next steps in her career.

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

Accept, with regret, the letter of resignation from Tracy Barnes, Paraprofessional, effective February 28, 2024. (TES-AID-INST-03)

Accept, with regret, the letter of resignation from Kirsli Spinks, IT Specialist, effective April 3, 2024. (PCN0000018)

Monthly visitation to OTS & TES of a therapy dog with its' handler, provided by The Bright and the Beautiful Therapy Dogs, an American Kennel Club recognized therapy dog organization, as follows:

- Bonni Polito - mixed breed dog named Alee

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

OLD BUSINESS: Ms. Stein mentioned that the Strategic Planning Meeting may conflict with the 8th grade play practice.

NEW BUSINESS: Mrs. Wygera spoke about adding reflectors at the entrance of OTS. Dr. Simon spoke about getting new signs for the entrance of TES to replace the fading traffic signs.

EXECUTIVE SESSION: Motion was made by Ms. Stein and seconded by Ms. Carrino to enter Executive Session to discuss a legal matter. The time was 7:41 p.m.

Motion was made by Ms. Stein and seconded by Mrs. Wygera to exit Executive Session. The time was 7:52 p.m.

ADJOURNMENT: Motion was made by Ms. Stein and seconded by Dr. Simon to adjourn the meeting. The time was 7:53 p.m.

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

Respectfully submitted,

Heather Goguen
Board Secretary