April 24, 2024 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 6:01 p.m. at Old Turnpike School.

PRESENT: Ms. Carrino, Mr. Charniga, Ms. Fleming, Mrs. Jardinella, Mrs. Niang, Dr. Simon, Mrs. Wygera, Ms. Stein

ABSENT: Mrs. Munoz

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

EXECUTIVE SESSION: Motion was made by Ms. Stein and seconded by Ms. Carrino to enter Executive Session. The time was 6:01 p.m.

The Regular Board Meeting of the Tewksbury Township Board of Education was called to order by Ms. Stein at 7:03 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. Niang, Dr. Simon, Mrs. Wygera, Ms. Stein

ABSENT: Mrs. Munoz

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, Mrs. Jardinella, Mrs. Niang, Dr. Simon Mrs. Wygera, Ms. Stein
Absent: Mrs. Munoz

PRESENTATION: Public hearing on budget to follow.

CORRESPONDENCE: An email was received from a parent.

SUPERINTENDENT'S REPORT: Parents, students, and staff have started to create the outdoor makerspace learning area at Tewksbury Elementary School. The supplies were donated by the Tewksbury Teacher's Education Association and the New Jersey Education Association. Dr. Shouffler thanked Karen Morrow and Amanda Kouzis for leading this project. There were no HIB reports for the month of April. The Board reviewed the Enrollment Reports and 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

MINUTES: Motion was made by Ms. Stein and seconded by Ms. Carrino 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

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

CURRICULUM: Dr. Shouffler discussed the 2023-2024 school calendar. There were 3 inclement weather days embedded into the calendar, however, 4 days were used. The Board made the decision to keep the last day of school as June 14th, thereby changing the days in attendance to 180 instead of 181. Kindergarten registration is up to 48 students, so three sections of kindergarten will remain for the 2024-2025 school year. Dr. Shouffler spoke about Odyssey of the Mind. This year's 5th grade team won second place with 6 students, and have been invited to the world finals at Iowa State University. Dr. Shouffler congratulated the students and advisor, Mrs. Amanda Kouzis. After speaking with other schools and the district's insurance company, it was suggested that the students and parents attend the competition as a non school-sponsored event. The OTS Code of Conduct has been revised to enforce updated student cell phone usage.

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

Approve the updated Old Turnpike School Code of Conduct.

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

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

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

Approve the change to the 2023-2024 school calendar to have the last day of school on June 14th, thereby having 180 days of attendance for students.

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

POLICY: None.

FINANCE: Ms. Goguen stated that tonight will be the final budget approval and public hearing for the 2024-2025 school year. There is one change regarding the ROD grant wording within the motion.

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

Ms. Brandi Harkins, Califon, NJ, questioned whether we had cuts from state aid. Ms. Goguen stated that we received additional state aid.

· Motion to close public hearing and adopt the 2024-2025 Budget.

Motion was made by Ms. Stein and seconded by Dr. Simon to close the public hearing and adopt the 2024-2025 Budget.

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
HVAC upgrades at Old Turnpike School	$2,079,520
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

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

Motion was made by Ms. Stein and seconded by Ms. Wygera to table the following motion for a future meeting:

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.

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

Motion was made by Ms. Stein and seconded by Ms. Carrino 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 March 28, 2024 through April 24, 2024 for a total amount of $1,335,700.92.

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).

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).

Approve the attached list of transfers.

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.

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.

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

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

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

TECHNOLOGY: None.

FACILITIES: There was a food advisory committee meeting at TES last week. Board member, Dr. Simon, attended with several first and second graders, who were all very forthcoming with their likes and dislikes. A meeting at OTS is proving to be a little difficult due to scheduling. Maschio's Food Service is recommending a .25 cent increase to lunch for next year which would make the student lunch cost $6.50. Diana, who was assistant manager at TES for the last year, will be the new manager at OTS.

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

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

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

TRANSPORTATION: None.

COMMUNICATION: None.

OTHER: Dr. Shouffler thanked the community members that came out to be a part of Strategic Planning. The work will now begin on the 5-year action plan around the objectives proposed.

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, Mrs. Jardinella, Mrs. Niang, Dr. Simon Mrs. Wygera, Ms. Stein
Absent: Mrs. Munoz

PERSONNEL: Dr. Shouffler would like to hire another special education teacher to meet the needs of students as they move up a grade. Maintaining one more paraeducator would also help with this need.

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

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 Wilpiszeski	MA Step 12	MA+15 Step 13

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

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

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

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

Accept, with regret, the resignation of Roxanne Reynolds, Custodian, effective May 13, 2024. (DIST-CUST-04)

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)

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)

Approve the following substitutes for the 2023-2024 school year, pending criminal history review:

- Kimberly Ace
- William Nann (substitute teacher and substitute custodian)

OLD BUSINESS: Ms. Stein stated that livestreaming of the board meetings was now in effect and thanked all involved in making it happen.

NEW BUSINESS: Ms. Wygera spoke about correspondence sent to the board. She apologized for her comments at the last meeting. Ms Wygera expressed concern over how she is being treated by other members on the Board.

Mr. Charniga spoke about an ad in the Tewksbury Times and recommended that the board not use that newspaper for communication.

EXECUTIVE SESSION: None.

ADJOURNMENT: Motion was made by Ms. Stein and seconded by Ms. Carrino to adjourn the meeting. The time was 7:46 p.m.

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

Respectfully submitted,

Heather Goguen
Board Secretary