November 13, 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 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, Mrs. Niang, Dr. Simon, Mrs. Wygera, Ms. Stein

ABSENT: None.

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

OPPORTUNITY FOR PUBLIC COMMENT: Ms. Faith Ross, Lebanon, NJ would like to see the issues with the telephone and the lockdowns resolved.

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

All in Favor: Ms. Carrino, Mr. Charniga, Ms. Fleming, Mrs. Jardinella, Mrs. Munoz, Mrs. Niang, Dr. Simon, Mrs. Wygera, Ms. Stein
Absent: None.

PRESENTATION: Student Council Representatives, Madison Tettambel-VP, and Logan Fire-Secretary, spoke to the board about student activities at Old Turnpike School. The Tewksbury soccer team, along with Coach DiGiovanni and Coach Lovering, were recognized for their recent championship and the team was celebrated with a cake.

CORRESPONDENCE: None.

SUPERINTENDENT'S REPORT: There was an unexpected alert from our phone system for a school lockdown at Tewksbury Elementary School. This alert was triggered by a bug in the Cisco phone system. All safety protocols were followed by students and staff. The phone has been completely replaced and other changes were made to put an end to this malfunction. The board reviewed the HIB Reports, Enrollment Reports and Emergency/Drill Reports.

School	Tewksbury Elementary School	
Month/Year	Oct. 2024	Oct. 2024
Date	10/22/2024	10/29/2024
Drill Description	Evacuation Drill	Lockdown
Duration/ Time of Drill	6 minutes	20 minutes
Weather Conditions	Sunny and warm	Cloudy & Warm
Conductor of Drill	L. Moore	Technical Glitch
Notification Method	Loudspeaker and walkie talkies	Phone System

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

1. Approve the October 30, 2024 HIB report from the Superintendent.

Final Resolution: Motion carried on a roll call vote.
Yes: Ms. Carrino, Mr. Charniga, Ms. Fleming, Mrs. Jardinella, Mrs. Munoz, Mrs. Niang, Dr. Simon, Mrs.Wygera, Ms. Stein
Absent: None.

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

- October 9, 2024 Committee of the Whole Meeting
- October 9, 2024 Executive Session
- October 30, 2024 Regular Board Meeting
- October 30, 2024 Executive Session

Final Resolution: Motion carried on a roll call vote.
Yes: Ms. Carrino, Mr. Charniga, Ms. Fleming, Mrs. Jardinella, Mrs. Munoz, Mrs. Niang, Dr. Simon, Mrs.Wygera, Ms. Stein
Absent: None.

CURRICULUM: The board discussed the drafts of the 2025-2026 school calendar and selected the final calendar. Dr. Shouffler discussed the request from the Tewksbury EMS Squad to perform a simulated crash and rescue to the 8th grade class. The Board has requested more information.

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

1. Approve the School Calendar for the school year 2025-2026.

Final Resolution: Motion carried on a roll call vote.
Yes: Ms. Carrino, Mr. Charniga, Ms. Fleming, Mrs. Jardinella, Mrs. Munoz, Mrs. Niang, Dr. Simon, Mrs.Wygera, Ms. Stein
Absent: None.

POLICY: None.

FINANCE: Dr. Shouffler discussed the different field trips that are up for approval this evening as well as her appreciation for the grants from the Tewksbury Education Foundation. Ms. Goguen stated that the district has begun the budgeting process for the 2025-2026 school year. The school funding reform act ended last year. Tewksbury benefited by getting an increase each year, but will need to be mindful this year in developing the budget especially since the student population is expected to decline, which affects state aid as well as class size numbers. Energy costs, particularly electricity, are expected to increase by about 20% in the upcoming year. ACES, the cooperative for energy, was unable to award a contract with guaranteed savings and as of December 2024, all of the district's electric accounts will return to JCP&L. A bus will need to be replaced next year and additional HVAC repairs are needed, along with the water heater in the atrium and possibly the water tank in the boiler room. One or two mowers also need replacement. Ms. Goguen was pleased with the bid openings on October 31st for the buses, truck, and HVAC. The auditor will do a presentation of the fiscal year 2024 for the board at the December 11th meeting.

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

1. 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 31, 2024 through November 13, 2024 for a total amount of $628,941.29.

2. Acceptance and Approval of Board Secretary's Report for the month of October, 2024.

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

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

6. Approve the attached list of transfers.

7. Approve the following workshop/travel requests for the 2024-2025 school year.

Workshops/Travel Requests				
Staff Member	**Date**	**Registration**	**Other Expenses***	**Event/Destination**
Lori Nichols	12/12/24	-0-	Mileage = $14.10	Whole Versus Part: The Role of Small group Literacy Learners, Rutgers University - Center for Literacy Development, New Brunswick, NJ
Chris Shaffer	2/19/25-2/21/25	$200.00	Mileage = $229.36 Tolls/Parking = $67.60	New Jersey Music Educators Association 2025 State Conference, Atlantic City, NJ
Kathy Gould	1/16/25	$75.00	-0-	The Nuts and Bolts of HIB Law - Morris Union Jointure Commission, New Providence, NJ, Virtual
Megan Verderamo	1/16/25	$75.00	-0-	The Nuts and Bolts of HIB Law - Morris Union Jointure Commission, New Providence, NJ, Virtual
Maura Obercian	1/8/25	$279.00	-0-	Responsive Classroom Special Area Teachers One Day Workshop, Virtual
Erin Buttgereit	11/18/24	$300.00	Mileage = $28.20	Literary Essay Writing in Reverse - The College of New Jersey, Ewing, NJ

*Mileage will be reimbursed according to board policy.

8. Approve the following field trips for the 2024-2025 school year:

Grade	Destination	Date (month/year)	Approximate Cost per Student (cost of attendance not paid by district)	Staff Member(s) Coordinating the Trip
5	Junior Achievement USA-BizTown, Edison, NJ	February, 2025	0	B. Mendralla/ J. Shouffler
8	Voorhees High School Orientation	January, 2025	0	K. Gould

9. Approve the following grants from the Tewksbury Education Foundation.

Requestor/Contact	School/ Grade	Description	Amount of Grant/Donation
Camille Bristow	2	Bricks 4 Kidz Program - Interesting Inventions. Students will discuss the difference between an invention and a discovery, learn how inventors solve problems, and how to get their ideas patented.	$840.00
Stephen Strange	2	Purchase 1 Lego Creative Vehicles Set for each 2nd grade classroom to extend the learning and exploration from the Bricks 4 Kids Program.	$164.97

10. Approve the Interlocal Vehicle Sale Agreement with Hunterdon County Educational Services Commission. In accordance with N.J.S.A 40A:65-1, et. seq. and N.J.S.A. 18A:6-51 et. seq., the Tewksbury Township Board of Education enters into an inter-Local Vehicle Sale Agreement with HCESC for the following vehicles:

Vehicle #	VIN#	Description
Pickup	1GT02ZCG5DZ156964	2013 GMC Sierra 2500HD 4WD Reg Cab 133.7" Work Truck w/Plow
29	4DRBUAAN19B084291	2009 IC BE Conventional Bus
3	4DRBUAANX9B101489	2009 IC BE Conventional Bus

As per this agreement, the Tewksbury Township Board of Education has the right to authorize acceptance, counter or decline for each offer.

11. Approve, in accordance with N.J.S.A 40A:65-1, et. seq. and N.J.S.A. 18A:6-51et. Seq. via active Inter-Local Vehicle Sale Agreement with HCESC, and accept highest bid offers at a sealed-bid opening held on October 31, 2024 at the Hunterdon County Education Services Commision Administrative Office, located at 37 Hoffmans Crossing Road, Califon, New Jersey 07830 at 1:00 pm on the following vehicles:

Vehicle #	VIN #	Brand/ Chasis, Style, Model	Year	Engine	Miles	Brakes	Details	Sealed Bid Offer/Payment
Pickup	1GT02ZCG5DZ156964	GMC Sierra 2500HD 4WD Reg Cab 133.7" Work Truck w/Plow	2013	GM 6.0 Liter Gas V8	32,927	Hydraulic	"Runs and drives, Heavy Rust on frame, missing one strut." Includes Western Plow	$8,000 – Mass Trans.
29	4DRBUAAN19B084291	IC BE Conventional Bus	2009	Maxx Force DT466 Inline-6 Turbo Diesel	132,687	Air	02/2024 Inspection Sticker, Starts/Runs/Drives. ICS in First Row (Integrated Child Safety Seats x 3), "Heater Leaks, Needs front tires."	$3,150 – Maytav Bus Co.
3	4DRBUAANX9B101489	IC BE Conventional Bus	2009	MaxxForce DT466 Inline-6 Turbo Diesel	188,684	Air	08/2024 Inspection Sticker, "Has an electrical issue with injectors, sometimes will not start. Needs front tires."	$3,150 – Maytav Bus Co.

Bid Opening Results are as follows:

Vehicle #	Jersey One Auto	Sheppard Bus	Nelvi Transit	Gara Trans.	Car Country USA	Maytav Bus Co	Mass Trans.	Layla Trans	TOP OFFER
Pickup	$1,031	$1,888	$3,500	$3,701	$2,861	$1,550	$8,000	$1,780	$8,000
29	$607	-	-	$301	$1,087	$3,150	-	$2,750	$3,150
3	$607	-	-	$301	$987	$3,150	-	$1,750	$3,150

12. Bid results were due to the Tewksbury Township School Business Office located at the Old Turnpike School, 173 Old Turnpike Road, Califon, NJ 07830, on Thursday, October 31, 2024 at 1:00 PM for the HVAC Replacement at Old Turnpike School. Heather Goguen, Business Administrator, Craig Ely, Buildings and Grounds Coordinator, and Caitlyn Adames, Architect, were present. The following were the results:

Name of Company	Base Bid	Alternate #1	Alternate #2	Total Bid
Unitemp Mechanical Degrees LLC	$1,164,000	$299,000	$146,000	$1,609,000
H&S Construction & Mechanical	$1,394,000	$339,000	$150,000	$1,883,000
DuMont Mechanical, Inc.	$1,339,380	$247,930	$97,000	$1,684,310
Envirocon, LLC	$1,713,200	($250,000)	$35,000	$1,498,200
Iron Mountain Mechanical, LLC	$1,254,555	$296,425	$120,000	$1,670,980
EACM Corp.	$1,380,000	$290,000	$10,000	$1,680,000
Thassian Mechanical Contracting Inc.	$1,758,000	$310,000	$75,000	$2,143,000

WHEREAS**,** the Board of Education publicly advertised and solicited bids from interested contractors for the HVAC Replacement Project at Old Turnpike School; and

WHEREAS**,** the bids for the project were received, publicly opened and read aloud in the District Administrative Office on October 31, 2024; and

Whereas, the specifications required that certain work be included within the base bid and identified a separate scope of work for Alternate Bids #1 and #2, which required separate bid amounts to be included with each bid to allow for the work of each alternate; and

Whereas, the bid submitted by Envirocon, LLC failed to separate out the work to be included within the base bid and alternates, such that the base bid amount in Envirocon's bid apparently included all work for the project, which constitutes a defect; and

Whereas, the bid submitted by Unitemp Mechanical Degrees, LLC, properly addressed the scope of work for both the base bid and the additional work required of Alternate Bids #1 and #2, such that Unitemp submitted a bid in the total amount of $1,609,000, consisting of a total base bid in the amount of $1,164,000.00, as well as Alternate #1 in the amount of $299,000 and Alternate Bid #2 in the amount of $146,000.00, per the project specifications, inclusive of the bid allowances; and

Whereas, Unitemp Mechanical Degrees, LLC has therefore been deemed to be the lowest responsible and responsive bidder for the project;

NOW, THEREFORE, BE IT:

Resolved, that the Board of Education hereby rejects Envirocon, LLC's bid for the reasons identified above; and be it further

Resolved, that the Board of Education award the contract for the project to Unitemp Mechanical Degrees, LLC, Somerset, NJ, in the total contract amount of $1,609,000.00, inclusive of Alternates #1 and #2 and the bid allowance, subject to the terms and conditions of a contractual agreement pending review by Board counsel, and which the Board President and/or Business Administrator is thereafter authorized to execute on behalf of the Board; and be it further

RESOLVED, that the contract will be funded in part by State and/or Federal grant funds, and therefore the contract award and subsequent project completion shall be contingent upon compliance with all Federal and State procurement requirements and New Jersey grant agreements as may be applicable to this project.

13. Approve the 2025-2026 Budget Development Calendar.

14. Approve the following field trips for the 2024-2025 school year:

Grade	Destination	Date (month/year)	Approximate Cost per Student (cost of attendance not paid by district)	Staff Member(s) Coordinating the Trip
Gr. 5-8	Vocal ensemble members have been invited to perform at the Tewksbury Seniors Club Holiday celebration at the Oldwick Firehouse.	December, 2024	-0-	Nicole Polinger

15. Approve the following grant from the Tewksbury Education Foundation.

Requestor/Contact	School/ Grade	Description	Amount of Grant/Donation
Patsy DelGrande	Assembly for all TES grades and breakout sessions for Gr. 4 classes	2 day residency - Young Audiences Fundamental Rhythms - Hip Hop Fundamentals	$2,195

Final Resolution: Motion carried on a roll call vote.
Yes: Ms. Carrino, Mr. Charniga, Ms. Fleming, Mrs. Jardinella, Mrs. Munoz, Mrs. Niang, Dr. Simon, Mrs.Wygera, Ms. Stein
Absent: None.

TECHNOLOGY: None.

FACILITIES: None.

TRANSPORTATION: None.

COMMUNICATION: None.

OTHER: The Hunterdon County Vocational School District is looking for a liaison from the Board of Education. There will be two meetings to attend.

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

1. Approve Suleyka Munoz as the Board Liaison to the Hunterdon County Vocational School District.

2. Adopt, implement, and submit to the county office, the 2024-2025 Memorandum of Agreement Between Education and Law Enforcement Officials.

Final Resolution: Motion carried on a roll call vote.
Yes: Ms. Carrino, Mr. Charniga, Ms. Fleming, Mrs. Jardinella, Mrs. Munoz, Mrs. Niang, Dr. Simon, Mrs.Wygera, Ms. Stein
Absent: None.

LEGISLATIVE REVIEW: None.

OPPORTUNITY FOR PUBLIC COMMENT: None.

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

All in Favor: Ms. Carrino, Mr. Charniga, Ms. Fleming, Mrs. Jardinella, Mrs. Munoz, Mrs. Niang, Dr. Simon, Mrs. Wygera, Ms. Stein
Absent: None.

PERSONNEL: Dr. Shouffler discussed the survey of substitute salaries in the area and suggested raising both the teacher and custodial substitute salaries in order to stay competitive with neighboring districts.

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

1. Approve an increase in the daily substitute teacher/paraprofessional rate from $120 to $140 .

2. Approve an increase in the hourly substitute custodial rate from $17.50 to $18.00.

3. Approve Colleen Carolonza as a substitute teacher for the 2024-2025 school year, pending criminal history review.

4. At the recommendation of the Superintendent, approve Kristin Evans as a full time paraprofessional, effective on or about November 18, through June 30, 2025, at Instructional Aide Step 8, $20.18/hour, pending criminal history review.

Final Resolution: Motion carried on a roll call vote.
Yes: Ms. Carrino, Mr. Charniga, Ms. Fleming, Mrs. Jardinella, Mrs. Munoz, Mrs. Niang, Dr. Simon, Mrs.Wygera, Ms. Stein
Absent: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

EXECUTIVE SESSION: None.

ADJOURNMENT: Motion was made by Ms. Stein and seconded by Ms.Munoz to adjourn the meeting. The time was 8:07 p.m.

All in Favor: Ms. Carrino, Mr. Charniga, Ms. Fleming, Mrs. Jardinella, Mrs. Munoz, Mrs. Niang, Dr. Simon, Mrs. Wygera, Ms. Stein
Absent: None.

Respectfully submitted,

Heather Goguen
Board Secretary