

January 22, 2025 Regular Board Meeting  
**TEWKSBURY TOWNSHIP BOARD OF EDUCATION**

The Regular Board Meeting of the Tewksbury Township Board of Education was called to order by Mrs. Jardinella at 7:00 p.m. at Old Turnpike School.

Mrs. Jardinella 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](http://www.tewksburyschools.org).

The Board pledged Allegiance to the Flag.

**PRESENT:** Mr. Charniga, Ms. Dorcus, Mr. Infusino, Mrs. Munoz, Dr. Simon, Ms. Stein, Mrs. Wygera, Mrs. Jardinella

**ABSENT:** Mr. Schwartz

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

**OPPORTUNITY FOR PUBLIC COMMENT:** None.

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

All in Favor: Mr. Charniga, Ms. Dorcus, Mr. Infusino, Mrs. Munoz, Dr. Simon, Ms. Stein, Mrs. Wygera, Mrs. Jardinella  
Absent: Mr. Schwartz

**PRESENTATION:** The school Principal's Mrs. Moore and Dr. Mitchell presented the semi annual report on school discipline. Mrs. Wygera suggested that in the future, this data be discussed in executive session to protect the students. Mr. Infusino agreed. Dr. Simon would like the data to be presented in an anonymous fashion. There was also a presentation on the Referendum Financing and Advertising from Mr. Tony Solimine (bond counsel) from Wilentz Goldman & Spitzer; Ms. Danielle Marino (financial advisor) from Phoenix Advisors; and Ms. Jessica Reyes (public relations consultant) from Laura Bishop Communications.

**CORRESPONDENCE:** Thank you notes were received from Parent to Parent and from Anderson House for the Giving Tree donations. Dr. Shouffler thanked Mrs. Krowl for organizing this charity event.

**SUPERINTENDENT'S REPORT:** Dr. Shouffler congratulated Mr. Berg's 8th grade STEM class for once again winning the Hunterdon County Bridge Building Competition. Mrs. Brinkhoff and Mrs. Pecora's art classes had select students' artwork displayed at Whittemore on January 11th. The event was very well received. There is an upcoming assembly for 7th and 8th grades on the topic of Social Media Use and Misuse. Students will be encouraged to take a month-long social media break. The Board reviewed two surveys that staff would like to

send out to OTS students. Dr. Shouffler updated the board on the HIB mid-year report. The board reviewed the HIB Reports, Enrollment Reports and Emergency/Drill Reports.

School	Tewksbury Elementary School		
Month/Year	Dec. 2024	Jan. 2025	Jan. 2025
Date	12/17/2024	1/8/25	1/13/25 1:39 PM
Drill Description	Fire Drill	Secure	Fire Drill
Duration/ Time of Drill	4 Minutes	4 Minutes	2 Minutes
Weather Conditions	Sunny and Warm	n/a	Cloudy and cool
Conductor of Drill	L. Moore	L. Moore/S. Donovan	L. Moore
Notification Method	walkie talkies	loudspeaker and walkie talkies	walkie talkies

School	Old Turnpike School	
Month/Year	Jan. 2025	Jan. 2025
Date	1/3/2025	1/17/2025
Drill Description	Fire Drill	Secure
Duration/ Time of Drill	6 minutes	6 minutes
Weather Conditions	cold	cold
Conductor of Drill	D. Bracuti, M. Mitchell, D. Krowl, M. Verderamo	M. Mitchell, D. Krowl, & D. Bracuti
Notification Method	walkies	walkies & pa system

**MINUTES:** Motion was made by Mrs. Jardinella and seconded by Mrs. Wygera to approve the following minutes:

- December 11, 2024 Regular Board Meeting
- December 11, 2024 Executive Session

Final Resolution: Motion carried on a roll call vote.

Yes: Mr. Charniga, Ms. Dorcus, Mr. Infusino, Mrs. Munoz, Dr. Simon, Ms. Stein, Mrs. Wygera, Mrs. Jardinella

Absent: Mr. Schwartz

**CURRICULUM:** Spring sports coaches are on the agenda for approval. There will be at least two adults at each practice and game for student supervision. We do not have the numbers to field a girls or boys lacrosse team this season. The Grade 7 Camp Mason trip will now be one overnight instead of two. There will also be a van transporting students back and forth each day for students that do not wish to stay overnight. Dr. Shouffler thanked the staff for coordinating this trip.

**Motion was made by Mrs. Jardinella and seconded by Mrs. Munoz to approve the following:**

**1. 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
S.E. Gr. 7	Spinning Wheel Diner, Lebanon, NJ to work on related life skills	January, 2025	cost of meal	Meghan Girton
5-8 Instrumental Music Students	Voorhees High School - Attend the Voorhees Pops Concert and have an opportunity to learn about music programs offered.	February, 2025	-0-	Nicole Polinger

Final Resolution: Motion carried on a roll call vote.

Yes: Mr. Charniga, Ms. Dorcus, Mr. Infusino, Mrs. Munoz, Dr. Simon, Ms. Stein, Mrs. Wygera, Mrs. Jardinella

Absent: Mr. Schwartz

**POLICY:** Dr. Shouffler reviewed some of the new policies. They will be reviewed further by the Board and voted on at the next board meeting.

Policy Alert 234

A Uniform State Memorandum of Agreement Between Education and Law  
Enforcement Officials – 2023 Revisions

- P 5512 Harassment, Intimidation, or Bullying (M) (Revised)
- P 5533 Student Smoking (M) (Revised)
- R 5533 Student Smoking (Revised)
- P & R 7441 Electronic Surveillance In School Buildings and On  
School Grounds (M) (Revised)
- P & R 9320 Cooperation with Law Enforcement Agencies (M) (Revised)

**B. General Policy and Regulation Updates**

- P 2365 Acceptable Use of Generative Artificial Intelligence (AI) (New)
- P 5111 Eligibility of Resident/Nonresident Students (M) (Revised)
- P 5516 Use of Electronic Communication Devices (Revised)
- R 5516 Use of Electronic Communication Devices (New)
- P 5701 Academic Integrity (Revised)
- P 5710 Student Grievance (Revised)
- P 8500 Food Services (M) (Revised)
- P 9163 Spectator Code of Conduct for Interscholastic Events (M) (New)

**FINANCE:** Ms. Goguen handed out 2025-2026 budget binders to the board and reviewed the initial budget numbers as well as all of the various components that were submitted by administrators and the Technology, Transportation and Buildings & Grounds personnel. Ms. Goguen also spoke about the financial disclosures and mandated training for board members for this upcoming year.

**Motion was made by Mrs. Jardinella 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 December 12, 2024 through January 22, 2025 for a total amount of \$2,357,141,45.

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

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

5. BE IT RESOLVED that upon review of the Treasurer's Report for the month of December, 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
Susan Moyer	2/11/25	\$295.00	-0-	Can't Remediate That /R/: Try This Step-By-Step Approach for /R/ and Other Challenging Speech Sound Errors, Institute for Educational Development, Virtual
Jaime Levy	4/11/25	\$239.00	Mileage = \$8.41	New Jersey Association for Gifted Children Conference 2025, Somerset, NJ
Megan Verderamo	1/31/25	\$150.00	Mileage = \$38.82 Tolls = \$1.98	Leading Early Literacy Instruction, Intervention, and Assessment: What principals and Supervisors Need to Know, NJPSA New Jersey Principals and Supervisors Association, Monroe, NJ
Bob Hoffman	3/26/25 - 3/28/25	\$500.00	Mileage = \$125.02 Tolls/Parking = \$25.00 Lodging = \$214.00	55th Annual New Jersey Pupil Transportation Conference and Equipment Show - School Transportation Supervisors of NJ, Atlantic City, NJ
Megan Verderamo	2/10/25	\$90.00	Mileage = \$24.81	Running Effective I&RS/NJTSS Meetings, Morris Union Jointure Commission, New Providence, NJ
Sharon Bednarz				

Robin Corrado Midge Grant Frank Henderson Bob Hoffman, Jr. Pam Hoy Darlene McCaffrey Heidi McKee Donna Poyer Don Schuyler	3/8/25	\$250 total for 10 drivers	-0-	School Transportation Services of NJ 2025 School Bus Driver Safety Seminar, Piscataway, NJ
Kaycie Sconda	2/25/25	\$250.00	Mileage = \$21.15	2025 New Jersey Association for Health, Physical Education, Recreation and Dance Convention, Princeton, NJ
Lisa Moore	1/31/25	\$150.00	Mileage = \$32.71	Leading Early Literacy, New Jersey Principals and Supervisors Association, Monroe, NJ

\*Mileage will be reimbursed according to board policy.

8. Approve the following fundraiser for the 2024-2025 school year.

Fundraiser	Description	Date	Advisor(s)
Canned Food Drive	Mrs. Forsythe's 4th Gr. class will plan, organize and complete a whole school canned food drive for the Open Cupboard Food Pantry.	February, 2025	Mrs. Forsythe

9. Approve the Resolution regarding Special Education Medicaid Initiative (SEMI) Program Waiver of Requirements.

**BE IT RESOLVED** that the Board upon recommendation of the Chief School Administrator approve the following resolution regarding Special Education Medicaid Initiative (SEMI) Program:

**Whereas**, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for 2025-2026, and

**Whereas**, the Tewksbury Township Board of Education desires to apply for this waiver due to the fact that the district projects having fewer than 40 Medicaid eligible classified students.

**Now, Therefore Be It Resolved** that the Tewksbury Township Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Hunterdon an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2025-2026 school year.

10. Approve educational services for student #8327385 through Learn Well at \$58.95 per hour for ten hours per week from January 13, 2025 through March 11, 2025 for a total not to exceed \$4,716.00.
11. Accept the donation from the Tewksbury Education Association for the donation of playing cards and math-related prizes for the families participating in Family Math Night at Tewksbury Elementary School.
12. Approve the annual tuition of \$8,500.00 for the 2025-2026 Preschool Program.

Final Resolution: Motion carried on a roll call vote.

Yes: Mr. Charniga, Ms. Dorcus, Mr. Infusino, Mrs. Munoz, Dr. Simon, Ms. Stein, Mrs. Wygera, Mrs. Jardinella

Absent: Mr. Schwartz

**TECHNOLOGY:** None.

**FACILITIES:** Motion was made by Mrs. Jardinella and seconded by Dr. Simon to approve the following:

1. Approve the five year Shared Services Agreement between Tewksbury Township and the Tewksbury Township Board of Education from January 1, 2025 through December 31, 2029.

Final Resolution: Motion carried on a roll call vote.

Yes: Mr. Charniga, Ms. Dorcus, Mr. Infusino, Mrs. Munoz, Dr. Simon, Ms. Stein, Mrs. Wygera, Mrs. Jardinella

Absent: Mr. Schwartz

**TRANSPORTATION:** None.

**COMMUNICATION:** None.

**OTHER:** Mrs. Jardinella thanked Mrs. Bohm, a community member, for initiating a meal train for a staff member.

**LEGISLATIVE REVIEW:** None.

**OPPORTUNITY FOR PUBLIC COMMENT:** None.

**Motion was made by Mrs. Jardinella and seconded by Mr. Infusino to close the public comment portion of the meeting.**

All in Favor: Mr. Charniga, Ms. Dorcus, Mr. Infusino, Mrs. Munoz, Dr. Simon, Ms. Stein, Mrs. Wygera, Mrs. Jardinella

Absent: Mr. Schwartz

**PERSONNEL:** Dr. Shouffler wished Mrs. Nugent well in her retirement and noted that she will be missed.

**Motion was made by Mrs. Jardinella and seconded by Mrs. Munoz to approve the following:**

1. Accept, with best wishes, the letter of retirement from Pam Nugent, 2nd Grade Teacher, effective November 1, 2025.
2. Approve the following honoraria positions for the 2024-2025 school year.

Staff Member	Position	Stipend
Tom Lobb	Head Baseball Coach	\$4,401
Rob Lovering	Assistant Baseball Coach	\$3,721

Patty Jennings	Head Softball Coach	\$4,401
Kaycie Sconda	Assistant Softball Coach	\$3,046
Cathy Zisk	Head Track and Field Coach	\$4,401
Daniela DiGiovanni	Assistant Track and Field Coach	\$3,046
Rick deJaager	Assistant Track and Field Coach	\$3,721
Daria Bracuti	Track Aide	\$40/hr. as needed
Elisa DeVita	Track Aide	\$40/hr. as needed
Darcy Harp	Track Aide	\$40/hr. as needed

3. Approve the following club for the 2024-2025 school year.

Staff Member	Name of Club	Half or Full Year Club	Supply Budget Requested	Stipend
Dee Krowl Bonnie Mendralla	Craft/Chocolate Club	Half Year	\$300	\$1,500 (shared)

3. Approve the following substitute teachers/aides for the 2024-2025 school year:

- Alana Corradi
- Nathan Moore
- Will Weinlein

4. Approve the following teacher facilitators for the Grade 3 and 4 Family Mathematics Workshop to be held in 2025 - date TBD.

Name	Rate
Jaime Levy	\$68.54 per hour up to 4 hours (two hours of prep time and two hours of facilitations)
Alyssa Forsythe	\$46.05 per hour up to 4 hours (two hours of prep time and two hours of facilitations)
Patsy DelGrande	\$70.08 per hour up to 4 hours (two hours of prep time and two hours of facilitations)

5. Approve the following honoraria positions for the 2024-2025 school year:

Name		Position	Stipend
A	Patty Jennings	Camp Mason Trip Chaperone- Day 1 plus overnight, Day 2	Day 1 - \$276 Day 2 - \$40/hour (not to exceed 7 hours)
B	Joelle Capece	Camp Mason Trip Chaperone-	Day 1 - \$276

		Day 1 plus overnight, Day 2	Day 2 - \$40/hour (not to exceed 7 hours)
C	Alana Magro	Camp Mason Trip Chaperone- Day 1 plus overnight, Day 2	Day 1 - \$276 Day 2 - \$40/hour (not to exceed 7 hours)
D	Cathy Zisk	Camp Mason Trip Chaperone- Day 1 plus overnight, Day 2	Day 1 - \$276 for overnight Day 2 - \$40/hour (not to exceed 7 hours)
E	Rob Lovering	Camp Mason Trip Chaperone- Full Day on Tuesday and Wednesday (no overnight)	Day 1 - \$138 + mileage Day 2 - \$40/hour (not to exceed 7 hours)
F	Sara Femiano	Camp Mason Trip Student Aide and Chaperone- Ride bus/van with student- Full Day on Tuesday and Wednesday (no overnight)	Day 1 - \$138 Day 2 - \$40/hour (not to exceed 7 hours)

Final Resolution: Motion carried on a roll call vote.

Yes: Mr. Charniga, Ms. Dorcus, Mr. Infusino, Mrs. Munoz, Dr. Simon, Ms. Stein, Mrs. Wygera, Mrs. Jardinella

Abstain from #5F: Mr. Charniga

Absent: Mr. Schwartz

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**EXECUTIVE SESSION:** None.

**ADJOURNMENT: Motion was made by Mrs. Jardinella and seconded by Dr. Simon to adjourn the meeting. The time was 8:32 p.m.**

All in Favor: Mr. Charniga, Ms. Dorcus, Mr. Infusino, Mrs. Munoz, Dr. Simon, Ms. Stein, Mrs. Wygera, Mrs. Jardinella

Absent: Mr. Schwartz

Respectfully submitted,

Heather Goguen  
Board Secretary