February 26 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.

The Board pledged Allegiance to the Flag.

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

ABSENT: None.

ALSO PRESENT: Dr. Jennifer Shouffler-Superintendent, Ms. Heather Goguen-Business Administrator, Marc Zitomer, Esq.-Board Attorney

OPPORTUNITY FOR PUBLIC COMMENT: None.

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

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

PRESENTATION: Mr. Jeff Fenton and Mr. Michael Woodruff of the Tewksbury First Aid and Rescue Squad spoke about connections we can make between the schools and our local Rescue Squad. Dr. Shouffler updated the Board on the Strategic Plan. Mr. Marc Zitomer, Board Attorney, gave a presentation on the Harassment, Intimidation, and Bullying law in New Jersey and how our school policies reflect this law.

CORRESPONDENCE: The Red Cross sent a thank you note to OTS students for raising $3,000 for the hurricane victims.

SUPERINTENDENT'S REPORT: Dr. Shoufler spoke about the recent 5th grade field trip to BizTown and the OTS student assembly on a No Social Media month, presented by Mattie Freeman. The board reviewed the HIB Reports, Enrollment Reports and Emergency/Drill Reports.

School	Tewksbury Elementary School	
Month/Year	Jan. 2025	Feb. 2025

Date	**1/24/2025**	**2/4/2025 1:30 PM**
Drill Description	**Hold**	**Fire Drill**
Duration/Time of Drill	**4 minutes**	**2 minutes**
Weather Conditions	**n/a**	**sunny and cool**
Conductor of Drill	**L. Moore**	**L. Moore (Rob and Erin)**
Notification Method	**loudspeaker and walkie talkies**	**walkie talkies**

School	**Old Turnpike School**
Month/Year	**Feb. 2025**
Date	**2/19/2025**
Drill Description	**Fire Drill**
Duration/Time of Drill	**4 minutes**
Weather Conditions	**cold**
Conductor of Drill	**D. Krowl, M. Verderamo, M. Mitchell**
Notification Method	**walkies**

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

- January 2, 2025 Reorganization Meeting and Committee of the Whole Meeting
- January 22, 2025 Regular Board Meeting

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

CURRICULUM: Some field trips and a TES assembly are up for approval this evening.

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
3	RHA Fairview Farm Wildlife Preserve	June, 2025	$15.00	Lori Nichols
7 S.E.	Oakwood Lanes	March, 2025	$10.00	Meghan Girton

7 S.E.	Mane Stream	May, 2025	$35.00	Meghan Girton

2. Approve the March 14th K-4 assembly at Tewksbury Elementary School - Grand Falloons "Our Earth, What a Gas!" This assembly is free of charge provided by the Hunterdon County Health Department Clean Communities.

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

POLICY: The board is reviewing the following policies that had some changes after the first reading. The Tech team will continue monitoring new AI sites and will block sites not on our AI plan.

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: Dr. Shouffler thanked the Tewksbury PTA and the Tewksbury Education Foundation for their grants and support throughout the school year. Ms. Goguen stated that she is waiting for the state aid numbers to be released and will then be able to finalize the budget. Financial disclosure forms must be completed annually by the board members. These are due in the coming months.

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 January 23, 2025 through February 26, 2025 for a total amount of $2,054,129.74.

2. Acceptance and Approval of Board Secretary's Report for the month of January, 2025.

3. BE IT RESOLVED that upon review of the Board Secretary's Reports for the month of January, 2025 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 January, 2025.

5. BE IT RESOLVED that upon review of the Treasurer's Report for the month of January, 2025 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
Megan Verderamo	2/28/25	-0-	Mileage = $34.26	New Jersey Department of Education School Safety Speaker Series: Behavioral Threat Assessment and Management Best Practices: A Defensible Process, Special Education Considerations, and Emerging Challenges, Sayreville, NJ
Kathy Gould	2/28/25	-0-	Mileage = $34.26	New Jersey Department of Education School Safety Speaker Series: Behavioral Threat Assessment and Management Best Practices: A Defensible Process, Special Education Considerations, and Emerging Challenges, Sayreville, NJ
Heather Goguen	6/3/25-6/6/25	$500.00	Mileage = $125.49 Tolls/Parking = $65.00 Lodging = $248.00 Meals = $238.00	New Jersey Association of School Business Officials Annual Conference, Atlantic City, NJ
Anne Rose-Mason	4/3/25	$75.00	Mileage = $9.35	Hunterdon County Librarians Association Late Winter Workshop, Flemington, NJ
Alana Magro	4/3/25	$75.00	Mileage = $9.35	Hunterdon County Librarians Association Late Winter Workshop, Flemington, NJ
Jarret Magierowski	3/13/25	-0-	Mileage = $7.05	Hunterdon County Technology Leader Meeting, Califon NJ
Daniela DiGiovanni	3/11/25	$135.00	Mileage = $42.30	New Jersey Educational Computing Cooperative Annual Conference, Montclair, NJ
Craig Ely	3/24/25 - 3/25/25	$350.00	Mileage = $125.96 Tolls/Parking = $65.00 Lodging = $100.00	New Jersey School Buildings & Grounds Association 2025 Conference Expo, Atlantic City, NJ
Megan Verderamo	4/11/25	$60.00	-0-	Pattern of Strengths and Weaknesses, Support for MTSS - Rutgers University - Division of Continuing Studies, Virtual

*Mileage will be reimbursed according to board policy.

8. Approve the following grants from the Tewksbury PTA.

Requestor/Contact	School/ Grade	Description	Amount of Grant/Donation
Alyssa Forsythe	TES/Gr. 4	Purchase of locks for lockers for the fourth grade students to practice using in preparation for their transition to OTS.	$184.95
Sandy Brinkhoff	OTS Gr. 5-8	15 Dick Blick black frames and mats to be reused each school year.	$738.95

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

Requestor/Contact	School/ Grade	Description	Amount of Grant/Donation
Alyssa Forsythe	TES/Gr. 4	A Naturalist from the Hunterdon County Parks Commission will come to TES and provide a hands-on residency involving physics in nature.	$140.00
Fay Perticari	TES/Gr. K	Bash the Trash Environmental Arts residency will show students how to build their own instruments made from "trash" and the science behind them.	$1,040.00

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

Fundraiser	Description	Date	Sponsor
Spring Cookie Decorating Kits	Cookie decorating kits provided by Bridgehollow Bakery. Proceeds to benefit the Tewksbury PTA.	March/April, 2025	Tewksbury PTA

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

TECHNOLOGY: None.

FACILITIES: There is a new draft of the TES mural for review. Ms. Goguen explained the resolution on tonight's agenda amending the Long Range Facilities Plan. The district is hoping to receive debt service aid for these projects. The amendment must be submitted to the DOE for approval. Ms. Goguen also discussed a proposal for Laura Bishop Communications, a public relations firm that would start a campaign on the referendum projects. It was decided to defer the vote on this proposal until the next meeting.

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

1. AUTHORIZE APPLICATIONS TO BE MADE TO THE COMMISSIONER OF EDUCATION FOR APPROVAL OF EDUCATIONAL PLANS, SCHEMATIC PLANS AND SCHOOL FACILITIES PROJECTS, ANY REQUIRED AMENDMENT TO THE LONG-RANGE FACILITIES PLAN AND OTHER RELATED ACTIONS IN ACCORDANCE WITH THE EDUCATIONAL FACILITIES CONSTRUCTION AND FINANCING ACT.

   BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF TEWKSBURY IN THE COUNTY OF HUNTERDON, NEW JERSEY AS FOLLOWS:

   i. The Board President, the Superintendent of Schools, the Business Administrator/ Board Secretary, the Project Architect, Bond Counsel and other appropriate representatives of the Board (the "Board Representatives") are hereby authorized to submit the educational plans and the schematic plans for the school facilities projects listed in the Schedule of Projects attached hereto (the "Projects"), hereby approved in forms prepared by Parette Somjen Architects, LLC (the "Project Architect"), together with such other information as may be required, to the Commissioner of Education for the approval of the educational plans, the schematic plans and the Projects and, if necessary, and required amendment to the long-range facilities plan, in accordance with the requirements of the Educational Facilities Construction and Financing Act, N.J.S.A. 18A:7G-1 et seq. (P.L. 2000, Ch. 72, effective July 18, 2000, as amended and supplemented (the "Act")) and N.J.A.C.6A:26-2.1(f), 6A:26-2.3, 6A:26-3.1, and 6A:26-3.2. The Board will request debt service aid for eligible project costs.

   ii. The Board Representatives are hereby further authorized and directed to submit schematic plans and any other required information to the Planning Board and, if necessary, to the New Jersey Department of Environmental Protection and to any appropriate agency for review and comment.

   iii. Parette Somjen Architects, LLC, the School District's appointed architect for the Projects, has heretofore been authorized and delegated the responsibility to prepare the plans and specifications for the Projects in consultation with and under the supervision of the Business Administrator/ Board Secretary, who has heretofore been delegated the responsibility to work with the architect for this purpose on behalf of the Board, and such authorizations and delegations are hereby reconfirmed and ratified, all in accordance with the requirements of N.J.S.A. 18A:18A-16.

   iv. The Board of Education further determines that it plans to submit a bond proposal or proposals to the voters at the annual school election or at a special school district election once the required DOE approvals have been received. The form of the bond proposal or proposals will be approved by this Board at a later time and then submitted as required by laws.

   v. The Board Representatives are hereby authorized to take all steps necessary to implement this resolution.

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

TRANSPORTATION: None.

COMMUNICATION: None.

OTHER: None.

LEGISLATIVE REVIEW: None.

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, Mr. Schwartz, Dr. Simon, Ms. Stein, Mrs. Wygera, Mrs. Jardinella

PERSONNEL: Dr. Shouffler wished Donna Poyer best wishes on her upcoming retirement. There is a new club for board approval which aligns with the strategic plan.

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

1. Accept, with best wishes, the letter of retirement from Donna Poyer, School Bus Driver, effective June 30, 2025.

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

Staff Member	Name of Club	Half or Full Year Club	Supply Budget Requested	Stipend
Darcy Harp	Recreational Sports Club (badminton, volleyball, golf)	Half Year	$200	$1,500

3. Approve the following dance chaperones for the 2024-2025 school year.

Name of Event/ Fundraiser	Description	Date	Advisors	Chaperones	Hours	Rate
OTS Dance	Dance for grades 5-8	March, 2025	Dee Krowl Bonnie Mendralla	Dee Krowl Bonnie Mendralla Daria Bracuti Kaycie Sconda	Up to 4.5 hours Up to 4.5 hours Up to 3.5 hours Up to 3.5 hours	$40/hour $40/hour $40/hour $40/hour

4. Approve the following chaperones for the TES Spring Fling.

Name of	Description	Date	Chaperones	Hours	Rate

Event/ Fundraiser					
TES Spring Fling	Evening of Fun and Games for TES students	April, 2025	Eileen Callahan Alyssa Forsythe Amanda Kouzis Maura Obercian Cathy Pepe Kristen Rinehart Monica Scala Bonnie Taffera	Up to 3 hours Up to 3 hours Up to 3 hours Up to 3 hours Up to 3 hours Up to 3 hours Up to 3 hours Up to 3 hours	$40/hour $40/hour $40/hour $40/hour $40/hour $40/hour $40/hour $40/hour

5. Approve the Chaperones for the 8th Grade Trip to Washington, DC, in May, 2025.

Name	Position	Stipend
Amy Allen	Washington DC Overnight Chaperone	Day 1 - $276 for overnight Day 2 - $276 for overnight Day 3 $40/hour (not to exceed 7 hours)
Rick deJaager	Washington DC Overnight Chaperone	Day 1 - $276 for overnight Day 2 - $276 for overnight Day 3 $40/hour (not to exceed 7 hours)
Sara Femiano	Washington DC Overnight Chaperone	Day 1 - $276 for overnight Day 2 - $276 for overnight Day 3 $40/hour (not to exceed 7 hours)
Dee Krowl	Washington DC Overnight Chaperone	Day 1 - $276 for overnight Day 2 - $276 for overnight Day 3 $40/hour (not to exceed 7 hours)
Tom Lobb	Washington DC Overnight Chaperone	Day 1 - $276 for overnight Day 2 - $276 for overnight Day 3 $40/hour (not to exceed 7 hours)
Bonnie Mendralla	Washington DC Overnight Chaperone	Day 1 - $276 for overnight Day 2 - $276 for overnight Day 3 $40/hour (not to exceed 7 hours)
Scott Sipos	Washington DC Overnight Chaperone	Day 1 - $276 for overnight Day 2 - $276 for overnight Day 3 $40/hour (not to exceed 7 hours)
Scott Steinman	Washington DC Overnight Chaperone	Day 1 - $276 for overnight Day 2 - $276 for overnight Day 3 $40/hour (not to exceed 7 hours)
Heather Heithoff	Nurse - Washington DC Overnight Chaperone	Day 1 - $250 + $276 for overnight Day 2 - $250 + $276 for overnight Day 3 - $250 for the school day + $40/hour (not to exceed 7 hours)

6. Approve the Chaperones for the 6th Grade Trip to the Museum of Natural History in March, 2025.

Name	Position	Stipend
Heather Olla	Museum of Natural History Chaperone	$40/hour (not to exceed 3 hours)
Elisa DeVita	Museum of Natural History Chaperone	$40/hour (not to exceed 3 hours)
Erin Buttgereit	Museum of Natural History Chaperone	$40/hour (not to exceed 3 hours)
Daniela DiGiovanni	Museum of Natural History Chaperone	$40/hour (not to exceed 3 hours)
Krista Kovalsky	Museum of Natural History Chaperone	$40/hour (not to exceed 3 hours)
Heather Heithoff	Nurse -Museum of Natural History Chaperone	$250/day plus $40/hour (not to exceed 3 hours)

7. Approve the Chaperones for the 5th Grade Trip to the Bronx Zoo in May, 2025.

Name	Position	Stipend
Bonnie Mendralla	Bronx Zoo Chaperone	$40/hour (not to exceed 3 hours)
Yahna Fiscarelli	Bronx Zoo Chaperone	$40/hour (not to exceed 3 hours)
Chris Mortenson	Bronx Zoo Chaperone	$40/hour (not to exceed 3 hours)
Maura Obercian	Bronx Zoo Chaperone	$40/hour (not to exceed 3 hours)
Dee Krowl	Bronx Zoo Chaperone	$40/hour (not to exceed 3 hours)
Heather Heithoff	Nurse -Bronx Zoo Chaperone	$250/day plus $40/hour (not to exceed 3 hours)

8. Approve the following teacher facilitator for the evening hours worked during the 5th grade astronomy program with the Pearl Observatory in March, 2025.

Name	Rate
Yahna Fiscarelli	$68.54 per hour up to 2 hours

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

OLD BUSINESS: None.

NEW BUSINESS: Mr. Schwartz would like our Board to engage/collaborate with the North Hunterdon/Voorhees School Board.

EXECUTIVE SESSION: **Motion was made by Mrs. Jardinella and seconded by Mrs. Wygera to enter Executive Session. The time was 9:17 p.m.**

Motion was made by Mrs. Jardinella and seconded by Mrs. Munoz to exit Executive Session. The time was 9:52 p.m.

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

1. Approve the January 30, 2025 HIB report from the Superintendent.

Final Resolution: Motion carried on a roll call vote.
Yes: Mr. Charniga, Mr. Infusino,Mr. Schwartz, Dr. Simon, Ms. Stein, Mrs. Wygera, Mrs. Jardinella
Abstain: Ms. Dorcus, Mrs. Munoz
Absent: None.

ADJOURNMENT: Motion was made by Mrs. Jardinella and seconded by Dr. Simon to adjourn the meeting. The time was 9:52 p.m.

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

Respectfully submitted,

Heather Goguen
Board Secretary