August 20, 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 (arrived at 7:12 p.m.), Mr. Infusino(arrived 7:14 p.m.), Mrs. Munoz, Mr. Schwartz, Ms. Stein, Mrs. Wygera (left at 7:57p.m., returned at 7:59 p.m.), Mrs. Jardinella

ABSENT: Dr. Simon

ALSO PRESENT: Dr. Jennifer Shouffler-Superintendent, Ms. Heather Goguen-Business Administrator, Mrs. Moore-Principal TES, Dr. Mitchell-Principal OTS, Mrs. Verderamo-Supervisor of Instruction and Programs

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

PRESENTATION: Dr. Shouffler, Ms. Moore and Dr. Mitchell discussed the 2025-2026 School Schedules. Ms. Verderamo, Ms. Magro, Ms. Buttgereit and Ms. Amato presented the Grades 5-8 ELA Honors Pilot Program.

CORRESPONDENCE: Email from parent, Email from teacher.

SUPERINTENDENT'S REPORT: The district is ready for the return of the staff and students. The classrooms have been prepared, and the custodial team has worked diligently to clean and improve the school environment. Dr. Shouffler thanked our Facilities Coordinator, Craig Ely for leading this effort. Some noticeable improvements are the gym floor at OTS, art frames to display student work, re-mulched playground, fencing in the basketball area, and painting. The Board reviewed the HIB Report, Enrollment Reports, Emergency/Fire Drill Reports.

School	Tewksbury Elementary School	
Month/Year	July 2025	July 2025
Date	7/9/25 10:00 AM	7/24/25 11:45 AM
Drill Description	Fire drill- ESY program	Evacuation drill- ESY program
Duration/ Time of Drill	5 minutes	5 minutes
Weather Conditions	overcast	sunny
Conductor of Drill	Lori Lopez-Lopez	Lori Lopez-Lopez
Notification Method	alarm	building intercom speakers

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

- June 11, 2025 Regular Board Meeting
- June 11, 2025 Executive Session
- July 8, 2025 Special Board Meeting

Final Resolution: Motion carried on a roll call vote.
Yes: Mr. Charniga, Ms. Dorcus, Mr. Infusino, Mrs. Munoz, Mr. Schwartz, Ms. Stein, Mrs. Jardinella
Absent: Dr. Simon and Mrs. Wygera

CURRICULUM: The NJDOE is pushing towards universal pre-kindergarten in all public schools. In the past, the Board decided not to pursue this grant. If the Board now wishes to pursue this grant, plans would need to begin this year to apply for the grant next summer. The NJDOE has shared that there will be a new standardized test for students this year named the NJ Student Learning Assessment Adaptive-NJSLAA via a new partnership with Cambium Assessment. The rollout begins in the fall, with a field test for grades 4-8 in the areas of ELA and Math. The actual testing for grades 3-8 will be in the spring. This will be an adaptive test with different questions for students as they respond correctly or incorrectly. We are hoping the state will offer some training in September so more can be learned about these new tests.

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

1. Approve adoption of the 2025-2026 Mentoring Plan.
2. Approve adoption of the 2025-2026 District PDP Plan.
3. Approve the updated Old Turnpike School Code of Conduct and Student Handbook for the 2025-2026 school year.
4. Approve the updated Tewksbury Elementary School Code of Conduct and Student Handbook for the 2025-2026 school year.
5. Approve Lisa Moore as the Affirmative Action Officer.
6. Approve Megan Verderamo as the District Anti-Bullying Coordinator.
7. Approve Sheila Donovan as the Tewksbury Elementary School HIB Specialist.
8. Approve Katherine Gould as the Old Turnpike School HIB Specialist.
9. Approve Megan Verderamo as the School Safety Specialist.
10. Approve Megan Verderamo as the District Testing Coordinator.

11. Approve Megan Verderamo as Title IX Coordinator.
12. Approve Megan Verderamo as the Homeless Liaison.
13. Approve Sheila Donovan as the Tewksbury Elementary School Testing Coordinator.
14. Approve Katherine Gould as the Old Turnpike School Testing Coordinator.
15. Approve Sheila Donovan as the Tewksbury Elementary School 504 Plan Coordinator.
16. Approve Katherine Gould as the Old Turnpike School 504 Plan Coordinator.
17. Approve Lori Lopez-Lopez as the District 504 Plan Coordinator.
18. Approve the use of the Charlotte Danielson 2013 Teacher Evaluation Model and Frontline Professional Growth Evaluation Tool.
19. Approve the use of the Kim Marshall Evaluation Rubric for the Administrator Evaluation.
20. Approve the following members of the School Improvement Panel (ScIP):
    - Tewksbury Elementary School
        - Lisa Moore-Principal
        - Megan Verderamo- Supervisor of Instruction and Programs
        - Camille Bristow-Teacher
        - Nicole Kinzel-Teacher
        - Fay Perticari-Teacher

    - Old Turnpike School
        - Michael Mitchell-Principal
        - Megan Verderamo- Supervisor of Instruction and Programs
        - Alana Magro - Teacher
        - Katrina Moore - Teacher
        - Cathy Zisk - Teacher

21. Approve the following members of the 2025-2026 TES School Safety/Climate Team:
    - Lisa Moore-Principal
    - Megan Verderamo-Supervisor of Instruction and Programs
    - Alyssa Forsythe-Teacher
    - Andria Tibak-Teacher
    - Annie Rose-Mason-Parent
    - Tara Saksa-Parent
    - Nicola Hall-Teacher
    - Sheila Donovan-School Guidance Counselor

22. Approve the following members of the 2025-2026 OTS School Safety/Climate Team:
    - Michael Mitchell-Principal
    - Tom Lobb-Teacher
    - Katherine Gould-School Guidance Counselor/Anti-Bullying Specialist
    - Sara Medenilla-School Nurse
    - Megan Verderamo-Supervisor of Instruction and Programs
    - Bonnie Mendralla-Teacher
    - Jennifer Puppe-Parent

23. Approve the following members of the Data Quality Team:

- Megan Verderamo-Supervisor of Instruction and Programs
- Jennifer Shouffler-Superintendent
- Jarret Magierowski-Network and Database Support Technician

24. Approve revisions to curriculum documents completed during summer and re-approve all district curriculum documents.

    - Revisions include: Grades 5-6 Mathematics, Grade 8 Algebra Honors, Grades 5-8 English Language Arts Honors, Grade 5 and Grade 7 Social Studies.

25. Approve the submission of the Student Safety Data System Report for the 2024-2025 school year to the NJ Department of Education.

26. In accordance with N.J.S.A. 18A:17-43.4 approve the establishment of a Threat Assessment Team for the 2025-2026 school year with the following members:

Tewksbury Elementary School	**Old Turnpike School**
Lori Lopez-Lopez -Supervisor of Special Services	Lori Lopez-Lopez -Supervisor of Special Services
Sheila Donovan-School Guidance Counselor	Katherine Gould-School Guidance Counselor
Steven Strange-Teacher	Thomas Lobb-Teacher
One of the following Tewksbury Police Department Members: Chief Tim Hanft Ptl. Ralph Hroncich	One of the following Tewksbury Police Department Members: Chief Tim Hanft Ptl. Ralph Hroncich

27. Approve the following field trips for the 2025-2026 school year:

Grade	**Destination**	**Brief Description**	**Date (month/ year)**	**Approximate Cost per Student (cost of attendance not paid by district)**	**Staff Member(s) Coordinat- ing the Trip**
8	Historic Hunterdon County Courthouse, Flemington, NJ	9/11 Memorial - to learn and pay respect to the people and families who helped and who were part of 9/11	9/11/25	-0-	S. Sipos

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

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

1. Approve the following policies on first reading:

P 0173	Duties of Public School Accountant (Revised)
P 0174	Legal Services (M) (Revised)
P 0177	Professional Services (M) (Revised)
P & R 1570	Internal Controls (M) (Revised)
P 1620	Administrative Employment Contracts (M) (Revised)
P & R 6111	Special Education Medicaid Initiative (SEMI) Program (M) (Revised)
P 6220	Budget Preparation (M) (Revised)
R 6220	Budget Preparation (Revised)
P 0141.3	Board Member Number and Term – Regional School District (New)
P 0141.4	Board Member Number and Term – County Vocational School District (New)
P 0143	Board Member Election and Appointment (Revised)
P 1636.01	Notification of Promotion, New Job, and Transfer Opportunities (New)
P 1648.15	Recordkeeping for Healthcare Settings In School Buildings – Covid-19 (M) (Abolished)
P 2422	Statutory Curricular Requirements (M) (Revised)
P & R 5117	Interdistrict Public School Choice (Revised)
P 5339.01	Student Sun Protection (M) (New)

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

FINANCE: The auditors have been in the Board Office reviewing the 2024-2025 fiscal year, and will most likely present at the January meeting. There are several finance resolutions to approve this evening. Ms. Goguen explained that the bid threshold went up from $44,000 to $53,000, therefore there is a resolution to approve the Business Administrator to award contracts that are under that amount as long as two competitive quotes have been received. Anything over $53,000 has to go out to bid or we have to use a Cooperative Agreement to award a project or service. There are two allowances with Unitemp to approve for the HVAC which has been worked on this summer.

Motion was made by Mrs. Jardinella and seconded by Mrs. Wygera 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 June 12, 2025 through June 30, 2025 for a total amount of $1,241,248.15, and for the period of July 1, 2025 through August 20, 2025 for a total amount of $2,649,830.84.

1. Acceptance and Approval of Board Secretary's Report for the month of June, 2025 and July, 2025.
BE IT RESOLVED that upon review of the Board Secretary's Reports for the month of June, 2025 and July, 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).

2. Acceptance and Approval of Treasurer's Report for the month of June, 2025 and July, 2025.
   BE IT RESOLVED that upon review of the Treasurer's Report for the month of June, 2025 and 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).

3. Approve the attached list of transfers for the month of June, 2025 and July, 2025.

5. Approve the following workshop/travel requests for the 2025-2026 school year.

Workshops/Travel Requests				
Staff Member	**Date**	**Registration**	**Other Expenses***	**Event/Destination**
Heather Olla	10/21/25	$205.00	Mileage =$35.25	New Jersey Science Convention, Princeton NJ
Samantha Wu	10/21/25	$205.00	Mileage =$21.99	New Jersey Science Convention, Princeton NJ
Nancy Morogiello	10/22/25	$275.00	-0-	34th Annual School Nurse Conference, Somerset, NJ

*Mileage will be reimbursed according to board policy.

6. Approve the submission of the ESEA application for FY 2026 and accept the grant award upon subsequent approval for the FY2026 ESEA application. Grant allocations:

Title IA	$11,990
Title IIA	$6,712
Title III (through consortium)	$484
Title IV	$10,000

7. Approve the submission of the IDEA application for FY 2026 and accept the grant award upon subsequent approval for the FY2026 IDEA application. Grant allocations:

Basic	$113,373
Preschool	$7,967

8. Approve the submission of the REAP application for FY 2026 and accept the grant award upon subsequent approval for the FY2026 REAP application for REAP grant allocations in the amount of $58,364.

9. Approve contract allowances #1 and #2 with Unitemp Mechanical Degree, LLC for the Old Turnpike HVAC Replacement project as follows:

#1	Cleaning of existing ductwork for XAHU A 100 which will be reused for TRU-1. Completed upon removal of the AHU and prior to installation of RTU-1.	$4,895.00
#2	Natural Gas Valve - installation of natural gas isolation valve for the RTU systems	$5,480.70

Both allowances are within the approved original contract allowance sum of $167,000.00. $156,624.30 remains within the allowance sum after these two allowances.

10. Approve the increase for Bid Threshold for School Business Administrator/Board Secretary, Heather Goguen.

WHEREAS, Heather Goguen, School Business Administrator/Board Secretary, possesses a Qualified Purchasing Agent (QPA) Certificate; and

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from $44,000.00 to $53,000.00, effective July 1, 2025.

NOW, THEREFORE BE IT RESOLVED, that the Tewksbury Township Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a), establishes and sets the bid threshold amount of $53,000.00 for the school district, and further authorizes the School Business Administrator/Board Secretary, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed, in the aggregate of the newly established bid threshold amount; and

BE IT FURTHER RESOLVED, for contracts in the aggregate that are less than the bid threshold but fifteen percent (15%) or more of the bid threshold amount, the School Business Administrator/Board Secretary shall award contracts after soliciting a least two competitive quotations; and

BE IT FURTHER RESOLVED, the School Business Administrator/Board Secretary pursuant to N.J.S.A. 18A:18A-37(c), is authorized to award contracts that are in the aggregate less than fifteen (15%) percent of the bid threshold without soliciting competitive quotations.

11. Approve the renewal of insurance coverage for the period of July 1, 2025 – June 30, 2026 school year in accordance with the following:

Coverage	Insurer	Cost
Worker's Compensation	SAIF	$69,529
Supplemental Worker's Compensation	SAIF	$4,131
Package (includes Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability)	SAIF	$124,447
Student Accident	BMI	$3,453
School Leaders' Prof Liability	SAIF	$23,022
Excess Liability	SAIF	$8,210
Bond – Goguen	Selective	$634.80

12. Approve the Joint transportation agreement with Califon School District for the 2025-2026 school year. Tewksbury Township School District will transport 10 school choice students residing in Califon for the annual fee of $1,177 per student. Tewksbury Township School District will also transport Califon students for sports and field trips at an hourly rate of $100/hour.

13. Approve the acceptance of FY25 Non-Public Transportation Aid in the amount of $26,619.

14. Approve the acceptance of FY25 Extraordinary Aid in the amount of $183,730.

15. Approve the Aid In Lieu Processing agreement with Hunterdon County Educational Services Commission for the 2025-2026 school year at a rate of 5.5% of Aid In Lieu payments or amount equal to one Aid In Lieu payment, whichever is greater.

16. Approve placement of student #8327012 at the Bethlehem Township Board of Education for the 2025-2026 School Year effective August 21, 2025 through June 30, 2026 at a tuition rate of $37,175.00 plus transportation.

17. Approve placement of student #8326650 at the North Hunterdon-Voorhees Regional High School District Board of Education, for the 2025-2026 School Year effective August 22, 2025 through June 15, 2026 plus transportation.

Final Resolution: Motion carried on a roll call vote.
Yes: Mr. Charniga, Ms. Dorcus, Mr. Infusino, Mrs. Munoz, Mr. Schwartz, Ms. Stein, Mrs. Wygera, Mrs. Jardinella
Absent: Dr. Simon
Abstain: Mr. Charniga abstained from #17.

TECHNOLOGY: None.

FACILITIES: Many projects have been completed this summer. At Tewksbury Elementary School, there were some door repairs and lock replacements, some access door updates, fencing around the

basketball court was replaced and the lighting was updated to LED in the hallways. A small section of the TES roof should be replaced by the weekend. At Old Turnpike School, the gym floor was completely refurbished, boiler valves were replaced, clocks were replaced, and the HVAC work was completed. Some of the security upgrades are still being worked on throughout the district. The water tank replacement project at OTS has been delayed until the fall due to a delay in the parts needed.

TRANSPORTATION: Bus passes went out on Monday. We are still waiting for both the replacement bus and the new bus that we ordered.

COMMUNICATION: None.

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

1. Approve the District and Superintendent Goals for the 2025-2026 school year.

2. Approve the Board Goals for the 2025-2026 school year.

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

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

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

1. Approve the building change for the following teacher for the 2025-2026 school year:

    - Krista Kovalsky - moving from Tewksbury Elementary School to Old Turnpike School

2. Approve the updated job description for the 10-month school secretary.

3. Approve the updated job description for the Supervisor of Instruction and Programs.

4. Approve the following TES library volunteers for the 2025-2026 school year.

    - Faith Ross
    - Ellen Siegel

5. Approve Sydney Smith, a student at Centenary University, to perform her Clinical Experience (Practicum) during the Fall 2025 semester, and her Clinical Internship (student teaching) during

the Spring 2026 semester. The cooperating TES teachers will be Becky Chapman as the General Education Teacher and Nicole Kinzel as the Special Education Teacher.

6. At the recommendation of the Superintendent, approve Elizabeth Palladino as a full time Paraprofessional for the 2025-2026 school year effective August 25, 2026 through June 30, 2026 at Step 12, $22.19 per hour.

7. At the recommendation of the Superintendent, approve Lauriene Taylor as a full time Paraprofessional for the 2025-2026 school year effective August 25, 2026 through June 30, 2026 at Step 8, $20.74 per hour.

8. At the recommendation of the Superintendent, approve the following substitute teachers/paraprofessionals for the 2025-2026 school year.
   - Callie Triano
   - Sally Warner

9. Approve the additional hours for summer 2025 Child Study Team work.

Name	Position	Step	Hours	Rate
Katherine Royer	School Psychologist	Step 4 MA+30	up to 10	$50.11

10. Approve Elissa DeVita to attend the 5th Grade Back to School Night in September, 2025. Rate will be $40/hour for up to one hour.

11. Approve the summer hours for the following staff member:

Name	Description	Hours	Rate
Monica Scala	1:1 aide needed for Kindergarten Playdate in August, 2025.	Up to 3 hours	Instructional Aide Step 8 $20.74/hour

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

OLD BUSINESS: Ms. Stein inquired as to whether the board would be doing self evaluations.

NEW BUSINESS: Mrs. Jardinella spoke about the referendum. The communications team consisting of board members met this morning. The first committee meeting of expanded members for the communications committee will take place on September 15th.

EXECUTIVE SESSION: None.

ADJOURNMENT: Motion was made by Mrs. Jardinella and seconded by MrSchwartz to adjourn the meeting. The time was 9:05 p.m.

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

Respectfully submitted,

Heather Goguen
Board Secretary