September 24, 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

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

PRESENTATION: Ms. Gwen Thornton, New Jersey School Boards Association - BOE Training

CORRESPONDENCE: None.

SUPERINTENDENT'S REPORT: Tewksbury Elementary students have been busy decorating paper leaves with messages of kindness and artwork, which will be distributed to local businesses in Oldwick during October. Dr. Shouffler thanked Principal Moore for implementing this program and spreading joy to the extended Tewksbury community. This year the district will be evaluated by the NJDOE through the Hunterdon County Superintendent's Office using the Quality Single Accountability Continuum process (QSAC). Dr. Shouffler educated the Board on QSAC, and asked if any board members wished to join the QSAC committee. The Board reviewed the HIB Report, Enrollment Reports, Emergency/Fire Drill Reports.

School	Tewksbury Elementary School		
Month/Year	Sept. 2025	Sept. 2025	Sept. 2025

Date	**9/3/25 9:00 AM**	**9/9/2025 9:04 AM**	**9/16/2025 8:30 AM**
Drill Description	**Fire Drill**	**Lockdown Drill**	**Bus Evacuation Drill in lower parking lot of Tewksbury Elementary School, Bus Routes # 1, 2, 5, 6, 8, 9, 12, 14, 18**
Duration/ Time of Drill	**3 Minutes**	**3 minutes**	**3 minutes**
Weather Conditions	**Sunny**	**Sunny**	**Overcast**
Conductor of Drill	**Lisa Moore**	**Lisa Moore**	**Principal Moore, and Staff**
Notification Method	**Alarm**	**building intercom speakers & walkies**	**walkie-talkies**

School	**Old Turnpike School**	
Month/Year	**Sept. 2025**	**Sept. 2025**
Date	**9/4/25 8:53 AM**	**9/16/25 7:30 a.m.**
Drill Description	**Fire Drill**	**Bus Evacuation Drill in front of Old Turnpike School, Bus Routes # 1, 2, 5, 6, 8, 9, 12, 14**
Duration/ Time of Drill	**4 minutes**	**3 minutes**
Weather Conditions	**Sunny**	**Clear**
Conductor of Drill	**Verderamo, Mitchell, & Krowl**	**Principal Mitchell, staff members**
Notification Method	**Alarm**	**walkie talkies**

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

- August 13, 2025 Board Retreat
- August 13, 2025 Executive Session
- August 20, 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

CURRICULUM: Dr. Shouffler discussed the proposed field trips for the 2025-2026 school year. The field trips have been carefully connected to learning and units of study for the students.

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

1. Approve the following field trip for the 2025-2026 school year:

Grade	Destination	Date (month/year)	Approximate Cost per Student (cost of attendance not paid by district)	Staff Member(s) Coordinating the Trip
6	Museum of Natural History, NYC	November, 2025	$100.00	Heather Olla

2. Rescind the following motion which was approved at the August 20, 2025 Board Meeting:

   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

3. 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
Megan Verderamo -School Safety Specialist	Megan Verderamo -School Safety Specialist
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

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

POLICY: Motion was made by Mrs. Jardinella and seconded by Mrs. Munoz to approve the following policies on second 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 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, Dr. Simon**,** Ms. Stein, Mrs. Wygera, Mrs. Jardinella

FINANCE: Dr. Shouffler thanked the PTA and the Tewksbury Education Foundation for their grants.

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 August 21, 2025 through September 24, 2025 for a total amount of $1,330,535.26.

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

   BE IT RESOLVED that upon review of the Board Secretary's Report for the month of August, 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).

3. Acceptance and Approval of Treasurer's Report for the month of August, 2025.

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

4. Approve the attached list of transfers.

5. Approve the purchase of a 2026 54-passenger Thomas bus utilizing Bus Bid HCESC-VEH-22-10 DeHart at a cost of $186,069.86. Insurance coverage of $185,069.86 will be applied to the purchase.

6. Approve the cancellation of the Hunterdon County ESC Technology Support Services effective December 1, 2025.

7. Approve to void the following outstanding checks:

General Operating Account		
Date	Check Number	Amount
August 24, 2024	19529	$196.08
January 22, 2025	20009	$6.35
February 26, 2025	20092	$79.91
February 26, 2025	20111	$14.10
Payroll Account		
November 29, 2024	59771	$54.20
January 31, 2025	59998	$252.27

8. Rescind the following workshop request which was on approved on September 10, 2025

   Amanda Kouzis, 10/13/25, Approaches to Intervention for Preschoolers with Speech and Language Disorders, Warren County Speech-Language Hearing Association, Hackettstown, NJ. $100.00

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

Workshops/Travel Requests				
Staff Member	**Date**	**Registration**	**Other Expenses***	**Event/Destination**
Jarret Magierowski	11/21/25	-0-	Mileage=$7.38	Hunterdon & Warren County Technology Leader Meeting, Califon NJ
Amanda Kouzis	10/17/25	$220.00	Mileage = $47.00 Tolls = $5.00	New Jersey Association for the Education of Young Children Annual Conference, East Rutherford, NJ

Katherine Gould	10/27/25	-0-	Mileage = $26.84	The Role of the School Climate Team - New Jersey State Bar Foundation, New Brunswick, NJ
Amanda Kouzis	1/14/26	-0-	Mileage = $26.79	Pre-K Literacy Instruction Using Evidence Based Strategies - Center for Literacy Development - Rutgers University, New Brunswick, NJ
Karen Morrow	12/8 & 12/9/2025	$450.00	-0-	English Learner Institute I and II -Multilingual Learners Training, TESOL Trainers, Virtual
Katrina Moore	12/8 & 12/9/2025	$450.00	-0-	English Learner Institute I and II -Multilingual Learners Training, TESOL Trainers, Virtual
Megan Verderamo	12/8 & 12/9/2025	$450.00	-0-	English Learner Institute I and II -Multilingual Learners Training, TESOL Trainers, Virtual

*Mileage will be reimbursed according to board policy.

10. Approve the following funding request from the Tewksbury Township PTA:

Requestor/ Contact	School/ Grade	Description	Amount of Grant/Donation
Juliean Picardo	TES/1st Gr.	Penguin Pointers Outreach Program - allows students to learn about animal adaptations through the inquiry and discovery of penguins.	$650.00

11. Approve the following funding request from the Tewksbury Education Foundation:

Requestor/ Contact	School/ Grade	Description	Amount of Grant/Donation
Maura Obercian	TES K-4	"Musiquita" - educational fun and exploration of Spanish and Music. Two assemblies, K-2 and 3-4.	$1,735.00

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

TECHNOLOGY: None.

FACILITIES: None.

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

1. Approve the bus routes for the 2025-2026 school year.
2. Approve the joint transportation agreement with Lebanon Township for one choice student attending Lebanon Township for the 2025-2026 school year at a cost of $1,050.

3. Approve the following Hunterdon County ESC bus routes for out of district students for the 2025-2026 ESY and school year:

Route #	Student ID #	ESY Route Cost	ESY Aide Cost	Annual Route Cost	Annual Aide Cost

2610	2939084202	$5,700.00	$1,200.00	$51,300.00	$10,800.00
2617	8327593	$8,010.00	$1,800.00	$48,060.00	$10,800.00

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

COMMUNICATION: None.

OTHER: Dr. Shouffler thanked the board members for supporting the district's efforts on the School Referendum. Dr. Shouffler also thanked Mrs. Wygera, Dr. Simon, and Mr. Schwartz for the videos they made for the referendum, and also thanked the Communications Committee for their support. Dr. Shouffler mentioned some of the ways they are getting word of the referendum out to the Tewksbury community.

LEGISLATIVE REVIEW: Dr. Shouffler mentioned that the state only funds 40% of the preschool funding grant.

OPPORTUNITY FOR PUBLIC COMMENT: Mr. Andrew Helicher, Califon, NJ spoke about the dangerous situation in the OTS parking lot when trying to make a left turn at dismissal. Ms. Brandi Harkins, Califon, NJ, mentioned that students made a petition for the school to get a crosswalk.

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

1. Approve the following stipends for teachers/chaperones for the 2025-2026 school year:

Staff Member	**Event**	**Date**	**Hours**	**Stipend**
Dee Krowl	OTS Gr. 5-8 Dance	October, 2025	Up to 3 hours	$40/hour
Bonnie Mendralla	OTS Gr. 5-8 Dance	October, 2025	Up to 3 hours	$40/hour
Tom Lobb	OTS Gr. 5-8 Dance	October, 2025	Up to 2 hours	$40/hour
Kaycie Sconda	OTS Gr. 5-8 Dance	October, 2025	Up to 2 hours	$40/hour

2. Approve the visits from the following therapy dogs for the 2025-2026 from The Bright and Beautiful Therapy Dogs Inc., along with their handlers:

Hunter - Golden Doodle with Handler Judy Aron-Sallero will be going to OTS

Alee - mixed breed with Handler Bonnie Polito will be going to TES
Brie - mixed breed with Handler Deanna Cuchiaro will be going to TES

3. At the recommendation of the Superintendent, approve Laurene Taylor as the morning and afternoon bus attendant (1 hour each run) effective September 24, 2025, through June 30, 2025. Mrs.Taylor will work approximately 5 days per week during this time period, at the rate of $40/hour.

4. At the recommendation of the Superintendent, approve Katherine Royer as the morning and afternoon substitute bus attendant (1 hour each run) effective September 24, 2025, through June 30, 2025. Ms. Royer would substitute as needed during this time period, at the rate of $40/hour.

5. Approve the family bonding leave request for Erin Cassata, Custodian, effective January 5, 2026. Ms. Cassata will be taking 12 weeks of leave under the New Jersey Family Leave Act, with an anticipated return date of March 30, 2026.

6. At the recommendation of the Superintendent, approve Gregory Ogden as Coordinator of Buildings and Grounds beginning on or about October 27, 2025 through June 30, 2026 at the annual salary of $80,000 (pro-rated).

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

OLD BUSINESS: Mr. Infusino spoke about dismissal at OTS and that something should be done about the safety in the parking lot.

NEW BUSINESS: None.

EXECUTIVE SESSION: **Motion was made by Mrs. Jardinella and seconded by Dr. Simon to enter Executive Session. The time was 8:38 p.m.**

Motion was made by Mrs. Jardinella and seconded by Dr. Simon to exit Executive Session. The time was 9:28 p.m.

ADJOURNMENT: Motion was made by Mrs. Jardinella and seconded by Dr. Simon to adjourn the meeting. The time was 9:28 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