December 10, 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, Mrs. Hoy-Weiberth, Mr. Infusino, Mrs. Munoz, Mr. Schwartz, Dr. Simon, Mrs. Wygera, Mrs. Jardinella

ABSENT: None.

ALSO PRESENT: Dr. Jennifer Shouffler-Superintendent, Ms. Heather Goguen-Business Administrator, Ms. Lisa Moore-TES Principal, Dr. Michael Mitchell-OTS Principal.

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, Mrs. Hoy-Weiberth, Mr. Infusino, Mrs. Munoz, Mr. Schwartz, Dr. Simon, Mrs. Wygera, Mrs. Jardinella

PRESENTATION: Dr. Shouffler congratulated and recognized the 2025-2026 Governor's Educators of the Year: Ms. Bonnie Mendralla-OTS Governor's Educator of the Year, Ms. Fay Perticari-TES Governor's Educator of the Year, Ms. Laurie Taylor-TES Governor's Educational Services Professional of the Year. Ms. Moore spoke about Ms. Perticari and Ms. Taylor's accomplishments at TES and Dr. Mitchell spoke about Ms. Mendralla's accomplishments at OTS. Dr. Shouffler thanked the outgoing Board of Education members for their service to the Tewksbury students and community: Mrs. Sue Jardinella, Mr. Jim Charniga, and Mrs. Sandy Hoy-Weiberth. Dr. Shouffler also thanked outgoing tech support specialist Mr. Michael Codis for his technology assistance at the BOE meeting over the last two years.

CORRESPONDENCE: None.

SUPERINTENDENT'S REPORT: There is a HIB report to approve this evening. Dr. Shouffler also shared the HIB Summary Report of past cases with the board. The Board reviewed the Enrollment Reports and Emergency/Fire Drill Reports.

School	Tewksbury Elementary School	
Month/Year	November 2025	Dec. 2025
Date	11/19/2025	12/5/2025
Drill Description	Secure	Communication
Duration/ Time of Drill	3 minutes	n/a
Weather Conditions	Overcast	n/a
Conductor of Drill	Principal Moore & Staff	Verderamo
Notification Method	building intercom speakers	Realtime

School	Old Turnpike School			
Month/Year	November 2025	November 2025	December 2025	Dec. 2025
Date	11/20/2025	11/25/2025	12/4/2025	12/5/2025
Drill Description	Evacution	Hold	Fire Drill	Communication
Duration/ Time of Drill	4 minutes	2 minutes	4 minutes	n/a
Weather Conditions	Cold	N/A indoors	Cold	n/a
Conductor of Drill	Mitchell, Krowl, & Bracuti	Mitchell, Verderamo, & Bracuti	Bracuti & Krowl	Verderamo
Notification Method	Walkies & PA	Walkies & PA	Walkie & Alarm	Realtime

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

1. Approve the November 19, 2025 HIB report from the Superintendent.

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

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

- November 19, 2025 Regular Board Meeting
- November 19, 2025 Executive Session

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

CURRICULUM: The Board reviewed the four drafts of the 2026-2027 school calendar and made the selection that has the first day of school for students beginning August 31, 2026.

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

1. Approve the Virtual Instruction Program, updated December, 2025.

2. Approve Draft D of the 2026-2027 School Calendar.

3. Approve the following field trips 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
7	Camp Mason overnight trip Hardwick Township, NJ	March 2025	$200.00	Cathy Zisk, Alana Magro, Patty Jennings
8	Pathway to Leadership Ocean Place Resort, Long Branch, NJ	February 2025	$50.00	Dee Krowl

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

POLICY: There are several policies to be reviewed and approved on a first reading this evening. There was discussion at the last meeting about removing the Principal's Preliminary Determination (Section G) on the HIB Policy#5512. The three other policies are part of the new Freedom to Read Act.

1. **Motion was made by Mr. Infusino and seconded by Mrs. Hoy-Weiberth to approve, on first reading, to remove the Principal's Preliminary Determination (G) from Policy #5512.**

Final Resolution: Motion carried on a roll call vote.
Yes: Mr. Charniga, Ms. Dorcus, Mrs. Hoy-Weiberth, Mr. Infusino, Mr. Schwartz, Mrs. Wygera, Mrs. Jardinella
No: Mrs. Munoz, Dr. Simon
Absent: None.

2. **Motion was made by Mrs. Jardinella and seconded by Mrs. Munoz to approve the following policies and regulations on first reading:**

P2530	Resource Materials (Revised)
R2530	Resource Materials (Revised)
P2535	Library Material (M) (New)
R 2535	Library Material (M) (New)
P 9130	Public Complaints (Revised)
R9130	Public Complaints (Revised)

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

FINANCE: Mrs. Goguen stated that the audit for fiscal year 2024-2025 is up for approval this evening. There were no findings. Our auditor, Mr. Ardito, will come to the January 21st meeting. Representatives from Parette Somjen Architects will also be at the meeting to go over our process and timeline for the referendum projects. The bond sale for the referendum takes place tomorrow and Dr. Shouffler and Ms. Goguen have a meeting with the financial advisor and bond counsel to review the bids. Next week, Dr. Shouffler and Ms. Goguen have their mid year budget review with the county office. Ms. Goguen has received next year's budget information from the administrators and has also met with the facilities and technology coordinators regarding their upcoming projects. The dishwasher at TES needs replacement, and an additional lawn mower is needed. The big focus will be on the referendum projects for 2026-2027.

Motion was made by Mrs. Jardinella and seconded by Mrs. Wygera 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 November 20, 2025 through December 10, 2025 for a total amount of $694,202.68

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

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

   BE IT RESOLVED that upon review of the Treasurer's Report for the month of November, 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 contract with Hunterdon County Educational Services Commission for Technology Services for Systems and Network Administration and for Data Backups for the 2025-2026 school year at a cost of $7,092.

6. Approval of 2024-2025 School Audit.

   BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the 2024-2025 Audit Report conducted by Ardito and Co. (ACFR) and Audit Management Program (AMR).

   BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, that the Board Secretary be directed to file the necessary reports with the State Department of Education.

   Recommendations:

   None

7. Approve the following grant from the Tewksbury PTA:

Requestor/Contact	School/ Grade	Description	Amount of Grant/Donation
Fay Perticari	TES PreK-4	Purchase of 3 locking outdoor storage units along with age-appropriate outdoor play equipment for each recess group.	$909.00

8. Approve the following fundraisers for the 2025-2026 school year:

Fundraiser	Description	Date	Advisor
Shoot Out Sarcoma to benefit the Slay Sarcoma Foundation	Girls get pledges for free throw shooting at girls basketball practice. This is organized by the Voorhees HS Girls Basketball team. All sending districts participating will be recognized at Voorhees HS in January 2026.	Dec. 2025	Patty Jennings

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

Workshops/Travel Requests				
Staff Member	**Date**	**Registration**	**Other Expenses***	**Event/Destination**

Jennifer Shouffler	1/28/26-1/30/26	$610.00 (Partially funded by Title 4 grant)	Mileage = $93.00 Tolls/Parking = $30.00 Hotel = $235.00 Meals = $150.00	Techspo 2026 - New Jersey Association of School Administrators, Atlantic City, NJ
Michael Mitchell	1/28/26-1/30/26	$610.00 (Partially funded by Title 4 grant)	Mileage = $125.00 Tolls/Parking = $30.00 Hotel = $235.00 Meals = $150.00	Techspo 2026 - New Jersey Association of School Administrators, Atlantic City, NJ
Bob Hoffman	3/25/26-3/27/26	$500.00	Mileage = $125.00 Tolls/Parking = $100.00 Hotel = $214.00 Meals = $150.00	56th Annual New Jersey Pupil Transportation Conference and Equipment Show - School Transportation Supervisors of NJ, Atlantic City, NJ

*Mileage will be reimbursed according to board policy.

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

TECHNOLOGY: None.

FACILITIES: None.

TRANSPORTATION: None.

COMMUNICATION: None.

OTHER: None.

LEGISLATIVE REVIEW: None.

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.

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

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

1. At the recommendation of the Superintendent, approve to hire Lisa Buhl as a Special Education Teacher, beginning January 5, 2026 through June 30, 2026 at Step 7 MA+30, $76,622, prorated, pending criminal history review.

2. At the recommendation of the Superintendent, approve Michelle Gadsden as a volunteer Softball Coach for the 2025-2026 school year, pending criminal history review.

3. At the recommendation of the Superintendent, approve Jaclyn Ward as a Technology Assistant to attend the Board Meetings and/or other evening meetings to facilitate the live streaming of the

meetings for the 2025-2026 school year. Salary will be $25/hour, for a minimum of 3 hours each evening worked.

4. Approve the following honoraria positions for the 2025-2026 school year.

Name	Position	Stipend
Tom Lobb	Head Coach - Baseball	$4,401.00
Jonathan Neuhs	Assistant Coach - Baseball	$2,198.00
Heather Olla	Head Coach - Softball	$4,401.00
Kaycie Sconda	Assistant Coach - Softball	$3,046.00
Cathy Zisk	Head Coach - Track	$4,401.00
Rick deJaager	Assistant Coach - Track	$3,721.00
Rob Lovering	Assistant Coach - Track	$3,721.00
Daniela DiGiovanni	Alternate Basketball Scorekeeper & Supervision at Games (as needed)-shared position	$40/hour
Kaycie Sconda	Alternate Basketball Scorekeeper & Supervision at Games (as needed)-shared position	$40/hour

5. Approve the following stipends for the 2025-2026 school year:

Name	Event	Date	Stipend
Jill Pecora	District Art Show at Whittemore	January, 2026	$40/hour (not to exceed 3 hours)
Sandra Brinkhoff	District Art Show at Whittemore	January, 2026	$40/hour (not to exceed 3 hours)

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

OLD BUSINESS: Mrs. Wygera spoke about tomorrow's meeting with the Police Chief, Mayor, and Dr. Shouffler, regarding school resource officers. Mr. Schwartz spoke about alternative revenues and would like to discuss the viability of additional revenue sources.

NEW BUSINESS: None.

EXECUTIVE SESSION None.

ADJOURNMENT: Motion was made by Mrs. Jardinella and seconded by Mrs. Wygera to adjourn the meeting. The time was 7:50 p.m.

All in Favor: Mr. Charniga, Ms. Dorcus, Mrs. Hoy-Weiberth, Mr. Infusino, Mrs. Munoz, Mr. Schwartz, Dr. Simon, Mrs. Wygera, Mrs. Jardinella
Absent: None.

Respectfully submitted,

Heather Goguen
Board Secretary