January 21, 2026 Regular Board Meeting
TEWKSBURY TOWNSHIP BOARD OF EDUCATION

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

Dr. Simon 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. Effective March 1, 2026 onwards, all legal notices and board meeting dates shall only be posted on the district website in conformity with revised state code.

The Board pledged Allegiance to the Flag.

ROLL CALL

Ms. Dorcus	Mrs. Flood	Mr. Infusino	Mrs. Munoz	Ms. Ross
Ms. Russo	Mr. Schwartz	Mrs. Wygera	Dr. Simon	Dr. Shouffler Ms. Goguen

PRESENT: Ms. Dorcus, Mrs. Flood, Mr. Infusino, Mrs. Munoz, Ms. Ross, Ms. Russo, Mrs. Wygera, Dr. Simon

ABSENT: Mr. Schwartz

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

OPPORTUNITY FOR PUBLIC COMMENT: None.

Motion was made by Dr. Simon and seconded by Mrs. Munoz to close the public comment portion of the meeting.

All in Favor: Ms. Dorcus, Mrs. Flood, Mr. Infusino, Mrs. Munoz, Ms. Ross, Ms. Russo, Mrs. Wygera, Dr. Simon
Absent: Mr. Schwartz

PRESENTATION: Mr. Anthony Ardito, CPA-Ardito and Company, LLC presented the results of the 2024-2025 audit. Ms. Caitlyn Adames, Mr. Bill Bannister-Parette Somjen Architects discussed the referendum projects and reviewed the timeline for the projects.

CORRESPONDENCE: None.

SUPERINTENDENT'S REPORT: Dr. Shouffler shared a timeline for HIB investigations with the Board and discussed the stages of a HIB investigation. Dr. Shouffler thanked Whittemore for hosting the student art show

this past weekend, and congratulated our art teachers, Ms. Pecora and Ms. Brinkhoff for the successful show. The Board reviewed the HIB Report, Enrollment Reports, Emergency/Fire Drill Reports.

School	Tewksbury Elementary School	
Month/Year	Dec. 2025	Jan. 2026
Date	12/18/2025 1:30 PM	1/8/26
Drill Description	Fire	Fire
Duration/ Time of Drill	2 minutes	2 minutes
Weather Conditions	Sunny	Sunny & Warm
Conductor of Drill	Principal Moore & Staff	Principal Moore & Staff
Notification Method	Alarm	Alarm

School	Old Turnpike School	
Month/Year	Jan. 2026	Jan. 2026
Date	1/6/26	1/12/2026
Drill Description	Fire Drill	Lock Down
Duration/ Time of Drill	3 minutes	4 minutes
Weather Conditions	Cold	N/A indoors
Conductor of Drill	Verderamo, Mitchell, & Bracuti	Verderamo, Mitchell, Twks PD, & Bracuti
Notification Method	Walkies & Alarm	Walkies/PA

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

1. Approve the January 6, 2026 HIB report from the Superintendent.

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

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

- December 10, 2025 Regular Board Meeting

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

CURRICULUM: Dr. Shouffler discussed a request by the NJDOE to participate in a middle school survey. Dr. Shouffler discussed events taking place in the school and the community to celebrate the 270th anniversary of Tewksbury Township and the 250th anniversary of the American Revolution. Dr. Shouffler discussed the possibility of organizing a boys lacrosse team with Lebanon Township and Califon in order to get sufficient enrollment. This was brought up by a district parent and would need to be moved on fairly quickly if they were to form the team for the upcoming season. A survey will be sent out to see if there is enough interest. Several weeks ago, Dr. Shouffler, along with Board members, Mrs. Wygera and Mr. Infusino, met with Mayor Melick and Police Chief Hanft regarding hiring student resource officers for the district. The obstacle to hiring the officers is the cost, which would most likely not be available from the township.

POLICY: Dr. Shouffler discussed the policies and regulations up for approval this evening.

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

1. **Motion to approve the following policies and regulations on first reading:**

P 0142.1	Nepotism (M) (Revised)
P 1220	Employment of Chief School Administrator (M) (Revised)
P & R 1552	Sexual Harassment – Staff (M) (New)
P 3362	Sexual Harassment (M) (Abolished)
R 3362	Sexual Harassment of Teaching Staff Members Complaint Procedure (Abolished)
P 4352	Sexual Harassment (M) (Abolished)
R 4352	Sexual Harassment of Support Staff Members Complaint Procedure (Abolished)

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

FINANCE: Ms. Goguen presented the Board with binders to review the budget. The Special Education Medicaid Initiative (SEMI) is up for approval this evening. The district qualifies for this waiver since there are less than 40 students who receive free and reduced lunch. Mrs. Goguen suggests increasing the preschool tuition from $8,500 to $9,000 for next school year. Also suggested is raising the YMCA facility fee to $8,500 for next school year.

Motion was made by Dr. Simon 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 11, 2025 through January 21, 2026 for a total amount of $2,632,634.54.

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

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

   BE IT RESOLVED that upon review of the Treasurer's Report for the month of December, 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 following workshop/travel requests for the 2025-2026 school year.

Workshops/Travel Requests				
Staff Member	**Date**	**Registration**	**Other Expenses***	**Event/Destination**
Erin Buttgereit	2/11/26	$150.00	Mileage = $11.84	Building Literacy and Writing Confidence in Multilingual Learners, Morris-Union Jointure Commission, New Providence, NJ
Rescind: Jaime Levy	*4/17/26*	*$224.00*	*Mileage = $8.46*	*New Jersey Association for Gifted Children Annual Conference, Somerset, NJ*
Jaime Levy	4/17/26	$239.00	*Mileage = $8.46*	New Jersey Association for Gifted Children Annual Conference, Somerset, NJ
Sheila Donovan	3/25/26	$30.00	Mileage = $15.04	Effective Functioning Skills in the School Setting, Hunterdon County School Counselor Association, Annandale, NJ
Sheila Donovan	2/26/26	-0-	Mileage = $22.56	Respond with Care: Child-Adult Relationship Enhancement Training, Rutgers University, Piscataway, NJ

*Mileage will be reimbursed according to board policy.

6. 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 2026-2027, 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 2026-2027 school year.

7. Approve the following fundraisers/events for the 2025-2026 school year:

Contact	School	Date	Event	Stipend
Tewksbury PTA	TES	2/16-26 - 3/2/26	Read-A-Thon - track minutes students read and receive online pledges from friends and family to support the PTA	N/A
Dee Krowl Bonnie Mendralla	OTS	March, 2026	OTS Grade 5-8 Dance - funds raised go towards 8th grade end of year dance	N/A

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

TECHNOLOGY: None.

FACILITIES: None.

TRANSPORTATION: The new bus has arrived and is in the process of being set up with cameras and radios before it is out on the road.

COMMUNICATION: None.

OTHER: None.

LEGISLATIVE REVIEW: None.

OPPORTUNITY FOR PUBLIC COMMENT: Ms. Brandi Harkins, Califon, NJ would like an additional person to go to the Gifted and Talented Conference.

Motion was made by Dr. Simon and seconded by Mrs. Munoz to close the public comment portion of the meeting.

All in Favor: Ms. Dorcus, Mrs. Flood, Mr. Infusino, Mrs. Munoz, Ms. Ross, Ms. Russo, Mrs. Wygera, Dr. Simon
Absent: Mr. Schwartz

PERSONNEL: Dr. Shouffler discussed the OTS teaching content areas.

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

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

Name	Position	Stipend
Patty Jennings	Camp Mason Trip Chaperone-	Day 1 - $276

	Day 1 plus overnight, Day 2	Day 2 - $40/hour (not to exceed 7 hours)
Alana Magro	Camp Mason Trip Chaperone- Day 1 plus overnight, Day 2	Day 1 - $276 Day 2 - $40/hour (not to exceed 7 hours)
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)
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) + mileage
Lisa Buhl	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) + mileage
Patty Jennings	Battle of the Books, Readington Middle School	$40/hour, (not to exceed 4 hours)
Lisa Buhl	Battle of the Books, Readington Middle School	$40/hour, (not to exceed 4 hours)

2. Approve the following after school clubs for the 2025-2026 school year. Approval contingent upon a minimum enrollment of 10 students per club.

Name	Name of Club	Session 1 (Sept.-Jan.)	Session 2 (Jan.-May)	Supply Budget Requested	Stipend Amount
Sandy Brinkhoff	OTS Art Club		✓	0	$1,500.00
Krista Kovalsky	OTS Lego Club		✓	0	$1,500.00

3. Approve the following teacher facilitators for the Grade 3 Family Mathematics Workshop to be held in March, 2026 at Tewksbury Elementary School.

Name	**Rate**
Patsy DelGrande	$71.69 per hour up to 4 hours (two hours of prep time and two hours of facilitations)
Alyssa Forsythe	$48.85 per hour up to 4 hours (two hours of prep time and two hours of facilitations)
Jaime Levy	$70.15 per hour up to 4 hours (two hours of prep time and two hours of facilitations)

4. Approve the following substitute teachers, for the 2025-2026 school year, pending criminal history review:
    - Emma Dalrymple

- Linda Downey
- Sasha Rogenas

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

OLD BUSINESS: Mr. Infusino would like a committee to discuss the website's progress and features. He also would like a committee to review chromebook usage. Mr. Infusino requests the district to send out an RFP for food service.

NEW BUSINESS: Dr. Simon stated that he was contacted by the Tewksbury News Team to get an update on the referendum. Dr. Simon encourages Board members to bring ideas to him for discussion.

EXECUTIVE SESSION: None.

ADJOURNMENT: Motion was made by Dr. Simon and seconded by Mrs. Munoz to adjourn the meeting. The time was 9:12 p.m.

All in Favor: Ms. Dorcus, Mrs. Flood, Mr. Infusino, Mrs. Munoz, Ms. Ross, Ms. Russo, Mrs. Wygera, Dr. Simon
Absent: Mr. Schwartz

Respectfully submitted,

Heather Goguen
Board Secretary