March 18, 2026 Committee of the Whole Meeting
TEWKSBURY TOWNSHIP BOARD OF EDUCATION

The Committee of the Whole 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. Notice of the meeting has been posted on the Tewksbury Township School District website. www.tewksburyschools.org. In addition, in accordance with S4654/A5878, signed into law by Governor Murphy in July 2025, the New Jersey Department of State is required to maintain a centralized, publicly accessible directory of legal notice hyperlinks submitted by public entities across the State that can be accessed: https://www.nj.gov/state/statewide-legal-notices-list.shtml.

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, Mr. Infusino, Mrs. Munoz, Ms. Ross, Ms. Russo, Mr. Schwartz (left at 9:03pm, returned at 9:07pm), Mrs. Wygera (left at 8:24pm, returned at 8:29pm), Dr. Simon

ABSENT: Mrs. Flood

ALSO PRESENT: Dr. Jennifer Shouffler-Superintendent, Ms. Heather Goguen-Business Administrator (left at 9:32 pm)

OPPORTUNITY FOR PUBLIC COMMENT: Ms. Maura Obercian, Lebanon, NJ spoke about the fees for cocurricular activities which may be a financial hardship for some families. She would like to ensure everyone interested can participate.

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

PRESENTATION: Dr. Shouffler recognized 8th grade student, Mikayla Scholl, for receiving the Hunterdon County School Boards Association Unsung Hero Award which is awarded to students for making outstanding contributions to their school and community. Dr. Shouffler also presented an update on the district's Strategic Plan.

CORRESPONDENCE: None.

SUPERINTENDENT'S REPORT: The Board reviewed the HIB Report, Enrollment Reports, Emergency/Fire Drill Reports. The bus evacuation drills were shared with the board.

BUS EVACUATION DRILLS		
School	**Tewksbury Elementary School**	**Old Turnpike School**
Month/Year	**March 2026**	**March 2026**
Date	**3/11/2026**	**3/11/2026**
Drill Description	**Bus Evacuation Drill in lower parking lot of Tewksbury Elementary School, Bus Routes # 1, 2, 5, 6, 8, 9, 12, 14**	**Bus Evacuation Drill in front of Old Turnpike School Bus Routes # 1, 2, 5, 6, 8, 9, 12, 14**
Duration/ Time of Drill	**3 minutes, 8:30 a.m.**	**3 minutes, 7:30 a.m**
Weather Conditions	**Overcast & Temperate**	**Sunny**
Conductor of Drill	**Bob Hoffman, bus drivers, arrival staff**	**Bob Hoffman, Dr. Mitchell, & bus drivers**
Notification Method	**Radios**	**Walkies**

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

1. Approve the February 25, 2026 HIB report from the Superintendent.

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

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

- February 4, 2026 Special Ethics Meeting and Committee of the Whole Meeting
- February 25, 2026 Regular Board Meeting
- February 25, 2026 Executive Session

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

CURRICULUM: Dr. Shouffler discussed the current school calendar and the snow days. Two snow days have been used. There is one additional snow day built into the calendar which if not used, was scheduled as a vacation day on April 2nd, however, given the erratic weather we have been having, the board discussed moving it further out in the school year. Making a change to the 2026-2027 calendar was also discussed. The 7th grade trip to see 1776 at the Papermill Playhouse was also discussed. Due to the challenges with busing and lunch, it was decided that the best decision would be not to attend this production. The 270th anniversary booklet honoring Tewksbury

is complete. The district is working with the high school printing team to make copies for community organizations, and with the PTA to sell hard copies. A digital version will be shared on the website.

Motion was made by Dr. Simon 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
4 Special Ed.	Old Turnpike School visit for the rising 5th graders in the resource room in order to acclimate the students to the school and staff.	April 2026	-0-	N. Kinzel S. Femiano

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

POLICY: None.

FINANCE: Dr. Simon spoke about the 2026-2027 budget and the board agreed that the 2026-2027 budget should be a 2% increase to the tax levy.

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

1. Approve the following grant from the Tewksbury PTA:

Requestor/Contact	School/ Grade	Description	Amount of Grant/Donation
Eileen Callahan	TES-K	59 T-shirts for incoming kindergarten for den days	Not to exceed $600.00

2. Accept the donation of a like-new Fender drum set, including the bench, from Mr. & Mrs. Rodrigues, parents of former district students. Value $300.00.

3. Approve the fee of $175 per cocurricular activity per student and the fee of $250 per sport per student for the 2026-2027 school year and thereafter.

4. Approve the Interlocal Vehicle Sale Agreement with Hunterdon County Educational Services Commission.

RESOLVED, that the Tewksbury Township Board of Education approve, upon recommendation of the Superintendent, approve the following resolution regarding the Authorized for Sale/Disposal of Vehicles:

WHEREAS, the Tewksbury Township Board of Education reaffirmed its membership in the Hunterdon County Educational Services Commission ("HCESC") Cooperative Purchasing System for the 2025/2026 school year; and

WHEREAS, the Tewksbury Township Board of Education has one (1) vehicle, which is no longer of service to the District and/or which have outlived its useful life;

SO IT BE RESOLVED that, in accordance with N.J.S.A. 40A:65-1, et. seq. And N.J.S.A. 18A:6-51, et. seq., the Tewksbury Township Board of Education enter into an Inter-Local Vehicle Sale Agreement with the HCESC for the following vehicles:

Bus #	VIN #	Brand/Chassis, Style, Model	YEAR	# Pass	ENGINE	MILES	BRAKES
7	**4DRBUAAN8AB244347**	**IC/CE**	**2010**	**54**	**MAXXFORCE DT225**	**155,447**	**Air Drum**

BE IT FURTHER RESOLVED that, as per this agreement, the Tewksbury Township Board of Education will retain 100% of the top bids received, while the buyer will pay HCESC a 10% commission, which will handle all legal advertisements, bid documentation, promotion, and coordination of the sale of above-listed vehicles; and

BE IT FINALLY RESOLVED that any offers to purchase subject vehicles will be presented by the HCESC to the Tewksbury Township School Business Administrator, who will have the right to authorize acceptance, counter, or decline each offer.

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

TECHNOLOGY: Mr. Infusino, chair of the Website committee gave an update. Mrs. Munoz, chair of the Student Technology Use committee gave an update.

FACILITIES: Ms. Goguen stated that there will be two bid openings on Friday, March 20th. One is for the exterior doors and one is for the HVAC upgrades. There will be an addendum for March 25th with the architect recommendations.

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

1. Approve the State Application for Interior Renovations and Art Room Renovations at Old Turnpike School.

   Whereas, the Board of Education at the Township of Tewksbury in the County of Hunterdon, NJ (the "Board") would like to proceed with a school facilities project consisting generally of Renovations to the All Purpose Room, Art Room, Technology (STEAM) and Science Rooms/Labs for the Interior Renovations at Old Turnpike School:

   Whereas, the Board now seeks to take steps in order to proceed with the Projects, State Project #5180-030-25-1000 and Project #5180-030-25-3000:

   Therefore Be It Resolved, in accordance with the requirement of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves all plans prepared in connection with the Project and the Board further authorizes the submission of the same to their County Superintendent of Schools and the New Jersey Department of Education for approval by Parette Somjen Architects. This project is designated "DOE Debt Service Aid (N.J.S.A. 18A:7G-9)" and the Board is seeking state funding.

   Therefore Be It Further Resolved, that the Board hereby authorizes, if necessary, the amendment to its Long Range Facilities Plan in order to reflect the proposed Projects.

   Therefore Be It Further Resolved, that the Board hereby authorizes the generation of a check for the DOE Final Review fee to be submitted to the Department of Education in the amount totaling $2,954.75 (Art Room) and $18,521.00 (Interior Renovations).

   Therefore Be It Further Resolved, that the School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determination of the Board set forth in this resolution, including the submission of information to the New Jersey Department of Education as applicable to the proposed Project.

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

TRANSPORTATION: None.

COMMUNICATION: None.

OTHER: None.

LEGISLATIVE REVIEW: None.

OPPORTUNITY FOR PUBLIC COMMENT: Ms. Brandi Harkins, Califon, NJ, stated that the strategic plan is a living, working document. Ms. Harkins requested that a group of parents of the gifted and talented students have meetings similar to SEPAC meetings so they can get their ideas shared with board members and teachers. Ms. Raquel Torres, Lebanon, NJ, spoke about a meeting she attended with an FBI agent and was informed that law enforcement is trained to mitigate school shootings and suggested the same be done with ICE.

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

PERSONNEL: Dr. Shouffler announced her retirement and shared her letter with the Board. Dr. Shouffler expressed best wishes to Dr. Lopez-Lopez in her future endeavors.

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

1. Accept the letter of retirement from Dr. Jennifer Shouffler, Superintendent of Schools, effective June 30, 2026.

2. Accept the letter of resignation from Dr. Lori Lopez-Lopez, Supervisor of Special Services, effective May 21, 2026.

3. Accept the letter of resignation from Ms. Lisa Buhl, Special Education Teacher, effective May 11, 2026.

4. Approve Amanda Villamar, a student in the School Psy.D. Program at Rutgers University Graduate School of Applied and Professional Psychology, to perform her year and a half School Psychologist practicum. This practicum would be under the supervision of Katherine Royer, School Psychologist. Phase 1: March 2026-June 2026 (4 hours per week), Phase 2: September 2026-June 2027 (two days per week).

5. At the recommendation of the Superintendent, approve the following substitute teachers for the 2025-2026 school year:

    - Wenjing Feng
    - Sophia Charleston

6. Approve the Chaperones for the 8th Grade Trip to Washington, DC, in May, 2026.

Name	Position	Stipend
Rick deJaager	Washington DC Overnight Chaperone	Day 1 - $40/hour (not to exceed 2 hours) plus $276 for overnight Day 2 - $276 for overnight Day 3 $40/hour (not to exceed 7 hours)

Patty Jennings	Washington DC Overnight Chaperone	Day 1 - $40/hour (not to exceed 2 hours) plus $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 - $40/hour (not to exceed 2 hours) plus $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 - $40/hour (not to exceed 2 hours) plus $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 - $40/hour (not to exceed 2 hours) plus $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 - $40/hour (not to exceed 2 hours) plus $276 for overnight Day 2 - $276 for overnight Day 3 $40/hour (not to exceed 7 hours)
Krista Kovalsky 1:1 Aide	Washington DC Overnight Chaperone	Day 1 - $40/hour (not to exceed 2 hours) plus $276 for overnight Day 2 - $276 for overnight Day 3 $40/hour (not to exceed 7 hours)
Kaycie Sconda 1:1 Aide	Washington DC Overnight Chaperone	Day 1 - $40/hour (not to exceed 2 hours) plus $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 for the school day + $40/hour (not to exceed 2 hours) + $276 for overnight Day 2 - $250 + $276 for overnight Day 3 - $250 for the school day + $40/hour (not to exceed 7 hours)

7. Approve the Chaperones for the 7th Grade Trip to Philadelphia, in May, 2026.

Name	Position	Stipend
Patty Jennings	Philadelphia Trip Chaperone	$40/hour (not to exceed 8 hours)
Rob Lovering	Philadelphia Trip Chaperone	$40/hour (not to exceed 8 hours)
Alana Magro	Philadelphia Trip Chaperone	$40/hour (not to exceed 8 hours)
Cathy Zisk	Philadelphia Trip Chaperone	$40/hour (not to exceed 8 hours)

Heather Heithoff Nurse	Philadelphia Trip Chaperone	$250 for the school day + $40/hour (not to exceed 8 hours)

8. Approve the Chaperones for the 5th Grade Trip to Bronx Zoo, in May, 2026.

Name	Position	Stipend
Yahna Fiscarelli	Bronx Zoo Trip Chaperone	$40/hour (not to exceed 3 hours)
Dee Krowl	Bronx Zoo Trip Chaperone	$40/hour (not to exceed 3 hours)
Bonnie Mendralla	Bronx Zoo Trip Chaperone	$40/hour (not to exceed 3 hours)
Scott Steinman	Bronx Zoo Trip Chaperone	$40/hour (not to exceed 3 hours)
Heather Heithoff Nurse	Bronx Zoo Trip Chaperone	$250 for the school day + $40/hour (not to exceed 3 hours)

9. Rescind the following honoraria position for the 2025-2026 school year.

Name	Position	Stipend
Rob Lovering	Assistant Coach - Track	$3,721.00

10. Approve the following honoraria position for the 2025-2026 school year.

Name	Position	Stipend
Daniela DiGiovanni	Assistant Coach - Track	$3,721.00

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

OLD BUSINESS: Mrs. Wygera contacted the DAR about essays for next year. There are two essays that students can participate in.

NEW BUSINESS: Dr. Simon stated that several board members have reached out to him regarding the superintendent search. NJ School Boards have sent a proposal. Dr. Simon spoke with the board attorney about sending out an RFP for finding a search firm.

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

1. Approve the issuance of an RFP for superintendent search firms.

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

EXECUTIVE SESSION: **Motion was made by Dr. Simon and seconded by Mrs. Munoz to enter Executive Session. The time was 9:02 p.m.**

Motion was made by Dr. Simon and seconded by Mrs. Munoz to exit Executive Session. The time was 10:04 p.m.

ADJOURNMENT: Motion was made by Dr. Simon and seconded by Mrs. Munoz to adjourn the meeting. The time was 10:04 p.m.

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

Respectfully submitted,

Heather Goguen
Board Secretary