

TEWKSBURY TOWNSHIP SCHOOL DISTRICT
173 Old Turnpike Road
Califon, New Jersey 07830
Phone: 908-439-2010 Fax: 908-439-2655

BOARD MEETING AGENDA

Date: June 22, 2017

7:00 PM

District Goals

1. To continue to monitor the progress of the implementation of the Strategic Plan initiatives outlined by the administration. The Plan will be broken into quarterly objectives for the 2016-2017 school year by the August Board meeting. Progress will be monitored quarterly beginning in October 2016 (January 2017, April 2017, and July 2017).
2. To support continued improvement in writing for students in grades 3-8 by monitoring annual growth as measured by the district approved writing rubrics.
3. To increase student performance in the area of mathematics in grades K-8 as measured by growth and growth projection data on the NWEA MAP test.

Board Goals

1. To continue and expand the staff and student recognition program to highlight the best practices, initiatives and achievements of both our students and staff.
2. To develop a mentorship program in each area of board governance to ensure continuity and the preservation of institutional memory.
3. By June 2017, develop a plan for administrative succession.

I. SUNSHINE ANNOUNCEMENT

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, the Hunterdon Democrat, the Hunterdon Review and notice of the meeting has been posted in the Township Municipal Building, both school buildings and the Tewksbury Township Public Library.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Mrs. Ackerman	Mrs. Frank	Mrs. Jenkins	Mrs. Pettegrove	Mrs. Larsen
Mrs. Bartels	Mrs. Geoffrion	Mr. Mulroony	Mr. Thorp	

IV. PRESENTATION

- Ms. L. Schneider - Curriculum Update
- Ms. M. Verderamo - Child Study Team Update

V. CORRESPONDENCE

VI. OPPORTUNITY FOR PUBLIC COMMENT - AGENDA ITEMS

During this portion of the meeting, the public is invited to address the Board with questions or comments on agenda items and if time permitting, other items.

The public is requested to sign the register provided for this purpose and to state their name, address, and direct their comments to the Board President. While all comments will be considered and a response will be forthcoming if and when appropriate, the Board will not respond to the speakers at the time of their appearance.

The public comment period will be a maximum of thirty minutes in length unless there are unusual circumstances. Those appearing will be allocated three minutes to speak and no one will be permitted to speak twice until all those wishing to speak have had a turn.

VII. BOARD ACTION

A. APPROVAL OF MINUTES

Motion to approve the following minutes:

- Approval of Minutes - May 10, 2017 Special Meeting
- Approval of Minutes - May 10, 2017 Executive Session
- Approval of Minutes - May 11, 2017 Committee of the Whole Meeting
- Approval of Minutes - May 11, 2017 Executive Session
- Approval of Minutes - May 15, 2017 Special Meeting
- Approval of Minutes - May 15, 2017 Executive Session
- Approval of Minutes - May 25, 2017 Regular Meeting
- Approval of Minutes - May 25, 2017 Executive Session
- Approval of Minutes - March 9, 2017 Committee of the Whole Meeting (Amended)

Motion _____ 2nd _____

B. CURRICULUM

Discussion

C. POLICY

Discussion

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

- 6171.4 E Procedural Statement
- 6171.4 Special Education

Motion _____ 2nd _____

Roll Call:

Mrs. Ackerman ___ Mrs. Bartels ___ Mrs. Frank ___ Mrs. Geoffrion ___ Mrs. Jenkins ___ Mr. Mulroony ___ Mrs. Pettegrove ___ Mr. Thorp ___ Mrs. Larsen ___

D. FINANCE

Discussion

Pursuant to N.J.A.C. 6A-23A-16.10(c)(3), I certify that as of April 30, 2017, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district's Board of Education.

Board Secretary

Date

CERTIFICATION OF FUNDS

Motion to certify that, pursuant to N.J.A.C. 6A-23A-16.10(c)(4), after review of the secretary's monthly financial report (appropriations section) for April 30, 2017, and upon proper consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A-23A-16.10(c)(4) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Motion to approve the following:

1. Accept the Board Secretary's Report and the Cash Account Reconciliation Report for month ending April 30, 2017.
2. Approve the attached list of transfers.
3. Approve the list of bills dated June 22, 2017 in the amount of \$1,639,278.70.
4. Approve placement of student #8342943881 at Montgomery Academy for the 2017 Extended School Year Program beginning July 3, 2017 through July 31, 2017 at a tuition rate of \$6,841.40 plus transportation.
5. Approve placement of student #8342943881 at Montgomery Academy for the 2017-2018 School Year beginning September 7, 2017 through June 30, 2018 at a tuition rate of \$61,572.60 plus transportation.
6. Approve placement of student #9018305163 at Clinton Township School for the 2017 Extended School Year Program beginning June 26, 2017 through July 27, 2017 at a tuition rate of \$4,561.37 plus transportation.
7. Approve placement of student #6343430400 at Somerset Hills Learning Institute for the 2017 Extended School Year Program beginning July 6, 2017 through August 17, 2017 at a tuition rate of \$15,361.30 plus transportation.
8. Approve placement of student #6343430400 at Somerset Hills Learning Institute for the 2017-2018 School Year beginning September 5, 2017 through June 30, 2018 at a tuition rate of \$95,346.00 plus transportation.

9. Approve placement of student #8648863621 at Allegro School for the 2017 Extended School Year Program beginning July 10, 2017 through August 18, 2017 at a tuition rate of \$14,610. 00, aide at a cost of \$4,200.00 plus transportation.
10. Approve placement of student #8648863621 at Allegro School for the 2017-2018 School Year beginning September 6, 2017 through June 30, 2018 at a tuition rate of \$87,660. 00, aide at a cost of \$25,200.00 plus transportation.
11. Approve entering into contract with Brett DiNovi & Associates, L.L.C. for Behavioral Consultation Services for 2017-2018 School Year beginning August 28, 2017 through June 30, 2018 at a rate of \$125.00 per hour, not to exceed 70 hours for the school year.
12. Approve the lateral move for Edward Doerr for the 2017-2018 school year from BA+15 Step 10 \$67,233 to MA Step 11 \$73,738.
13. Approve entering into contract with Supreme Consultants for 2017-2018 School Year beginning July 1, 2017 through June 30, 2018 for transcribing services at a rate of \$25.00 per page.
14. Approve the donation of _____ to the TES Odyssey of the Mind team to attend the World Odyssey of the Mind Competition at Michigan State University from May 24-May 27, 2017.
15. Approve the attached list of 12-month employees to carry-over the specified number of unused vacation days to the 2017-2018 school year.
16. Approve the 2017-2018 renewal of Delta Dental as the dental insurance carrier. The renewal reflects a 0% increase for 12 months (7/1/17-6/30/18) and includes a 5% second year rate cap.
17. Approve the submission of the IDEA application for the FY 2018, and accept the grant award upon subsequent approval for the FY 2018 IDEA application.
18. Approve Maschio's Food Services, Inc. of Chester, NJ, to manage the Tewksbury Township Board of Education's food services for the 2017-18 school year at an annual cost of \$6,930.00 as recommended by the School Business Administrator. Maschio's Food Service, Inc. guarantees that the food service operation for the 2017-18 school year shall operate at "no cost".
19. Approve the following lunch prices:

Student Lunch:	\$3.25
Adult Lunch:	\$3.75

20. Accept the following quote for the purchase of a 2018 Chevrolet Mid Bus 24 Passenger with 14 child restraint positions through the ESCNJ Co-op bid 16/17-35:

Base price:	\$ 52,483.00
Front & rear Sensor System	1,151.00
Additional options	<u>13,226.40</u>
Total cost with options:	\$ 66,860.40

21. Approve the resolution for participation in the joint agreement for coordinated transportation between the Tewksbury Township Board of Education and the Hunterdon County Educational Services Commission for the 2017-2018 school year.

22. Approve the following resolution:

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Tewksbury Township Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve and Maintenance Reserve account at year end, and

WHEREAS the Tewksbury Township Board of Education has determined that an amount not to exceed the following amounts is available for such purpose of transfer;

Capital Reserve	\$1,250,000
Maintenance Reserve	250,000

NOW THEREFORE BE IT RESOLVED by the Tewksbury Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

BE IT RESOLVED, that the Board approve the following resolution:

Approval to Transfer Current Year Surplus to Capital Reserve and Maintenance Reserve Accounts.

23. Accept the quote in the amount of \$70,257.60 from CDW for the purchase of 240 Lenovo Chromebooks. Total cost also includes license costs of \$6,840.00 (\$28.50 per chromebook) and three year protection plan per chromebook at a cost of \$19,370.40 (\$80.71 per chromebook).

24. *Approve Water Management Services, Inc. as the Licensed Operator for the Tewksbury Elementary School wastewater treatment plant for the 2017-2018 school year at the cost of \$1,200.00/month.
25. *Accept the quote from Drill Construction, 80 Main Street, West Orange, NJ 07052 for replacement of one of the four existing septic tanks at Old Turnpike School. Work will include the installation of one new pump within the tank and the re-installation of the existing pump. Total cost is \$39,750.00.
26. *Approve the disposal of the following obsolete buses: #1, #4, #8, van #10, #12.
27. *Accept the quote from Seon Design Inc. for bus cameras in the amount of \$2,875.00

Motion _____ 2nd _____

Roll Call:

Mrs. Ackerman ___ Mrs. Bartels ___ Mrs. Frank ___ Mrs. Geoffrion ___ Mrs. Jenkins ___ Mr. Mulroony ___ Mrs. Pettegrove ___ Mr. Thorp ___ Mrs. Larsen ___

E. TECHNOLOGY

Discussion

F. FACILITIES

Discussion

Motion to approve the following:

1. Approve and establish a program of special education for students with Multiple Disabilities at Tewksbury Elementary School under the direction of Megan Verderamo, Supervisor of Special Education Programs beginning School Year 2017-2018.
2. Accept the donation of a tree to be planted at OTS from Mr. Duncan Rose. Value of tree not to exceed \$500.00.

Motion _____ 2nd _____

Roll Call:

Mrs. Ackerman ___ Mrs. Bartels ___ Mrs. Frank ___ Mrs. Geoffrion ___ Mrs. Jenkins ___ Mr. Mulroony ___ Mrs. Pettegrove ___ Mr. Thorp ___ Mrs. Larsen ___

G. COMMUNICATIONS

Discussion

H. OTHER

Discussion

Old Business

- Annual School Board Election will be Tuesday, November 7, 2017. The petition for school board candidates is due to the County Clerk’s office no later than Monday, July 31, 2017.

New Business

- *Discussion of PL2015, Chapter 47 Compliance

Motion to approve the following:

1. Approve the submission of the Assurance Statement to the NJDOE which assures compliance with Part B of the IDEA and N.J.A.C. 6A:14-1.1(b).

Motion _____ 2nd _____

Roll Call:

Mrs. Ackerman ___ Mrs. Bartels ___ Mrs. Frank ___ Mrs. Geoffrion ___ Mrs. Jenkins ___ Mr. Mulroony ___ Mrs. Pettegrove ___ Mr. Thorp ___ Mrs. Larsen ___

I. PERSONNEL

Discussion

Motion to approve the following:

1. At the recommendation of the Superintendent, approve to hire Juliean Picardo as a Long Term Substitute Teacher effective June 1, 2017 through June 30, 2017 at Step 1 BA \$54,193, pro-rated.
2. Approve Kathleen Wright as School Social Worker for up to 30 hours for summer evaluations, reports, meetings, and case management beginning July 5, 2017 through August 25, 2017 at Step 2 MA at \$41.21 per hour.
3. Approve the Superintendent to hire additional personnel as needed for the 2017-2018 school year with subsequent approval at the next Board meeting.

Motion _____ 2nd _____

Roll Call:

Mrs. Ackerman ___ Mrs. Bartels ___ Mrs. Frank ___ Mrs. Geoffrion ___ Mrs. Jenkins ___ Mr. Mulroony ___ Mrs. Pettegrove ___ Mr. Thorp ___ Mrs. Larsen ___

VIII. SUPERINTENDENT'S REPORT

Discussion

- HIB/Suspension Report
- EVVRS/HIB-ITP
- School Performance Report

IX. LEGISLATIVE REVIEW

X. UNFINISHED BUSINESS

XI. NEW BUSINESS

XII. AUDIENCE

XIII. REORGANIZATION APPOINTMENTS

Motion to approve the following:

1. Appoint Joanne Black as Board Secretary for the 2017-18 school year and Dr. Roseann Humphrey in the absence of the Board Secretary.
2. Appoint Paula Hatch as Cash Account Reconciliation Specialist for the 2017-18 school year.

3. Approve the annual appointment of Hickory Run Family Practice to be the District's Medical Inspector for the 2017-18 school year.
4. Approve the annual appointment of Bank of America, and Peapack Gladstone Bank as the District's Official Depository for the 2017-18 school year.
5. Approve the annual appointment of the Courier News to be the District's official legal newspaper and the Hunterdon Review and Hunterdon Democrat to be the District's official Alternate newspaper for the 2017-18 school year.
6. Approve the annual appointment of Jim Miller as the District's Affirmative Action Officer for the 2017-18 school year.
7. Designate Lori Larsen, BOE President, Joanne Black, Board Secretary, and Dr. Roseann Humphrey, Interim Superintendent, to endorse all school warrants from July 1, 2017 through December 31, 2017.
8. Approve the annual appointment of Joanne Black, as Investment Officer for the district for the 2017-18 school year.
9. Approve all Policies contained in the Policy Manual, which is on file in the Board Office, for the 2017-18 school year.
10. Appoint Joanne Black as Custodian of Records for the 2017-18 school year.
11. Approve Brian Jesby as Integrated Pest Management Coordinator, Indoor Air Quality Designee and AHERA Coordinator for the 2017-2018 school year.
12. Approve Brian Jesby as the Right to Know Officer for the 2017-2018 school year.
13. Approve the following Tax Shelter Annuity Companies for the 2017-2018 school year: Fidelity Investments, Vanguard, VALIC, AXA Equitable, Lincoln Financial, Metropolitan Life.
14. Approve all current curricula for the 2017-18 school year.
15. Approve the following companies offering disability insurance to district employees for the 2017-2018 school year: Unum, Colonial and Prudential.
16. Approve _____ as the district's insurance carrier for the 2017-18 school year.
17. Approve Wells Fargo as the district's broker of record for health benefits and general insurance for the 2017-2018 school year.
18. Approve R and L Payroll Services as the service provider for payroll functions, effective July 1, 2017 through June 30, 2018.

19. Approve CDK Systems as the computer service provider for board office administrative and accounting functions, effective July 1, 2017 through June 30, 2018.
20. Approve Realtime Information Systems as the computer service provider for student record functions, effective July 1, 2017 through June 30, 2018.
21. Adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint board president and board secretary to act as parliamentarians for the 2017-2018 school year.
22. Adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2017-2018 school year.
23. Appoint Machado Law Group, LLC as Special Education Counsel for the 2017-18 school year without competitive bidding as a “Professional Services” in accordance with the Public School Contracts Law, N.J.S.A. 18A:18(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.
24. Appoint Ardito and Company LLP as the Tewksbury School District auditor for the audit of the 2016-2017 school year.

Motion _____ 2nd _____

Roll Call:

Mrs. Ackerman___ Mrs. Bartels___ Mrs. Frank___Mrs. Geoffrion___ Mrs. Jenkins___ Mr. Mulroony___ Mrs. Pettegrove___ Mr. Thorp___ Mrs. Larsen___

XIV. MISCELLANEOUS APPROVALS

Motion to approve the following:

1. Be it resolved that the Tewksbury Township Board of Education appoints Joanne Black, pursuant to N.J.A.C. 5:34-5.5, as purchasing agent of the board of education, and as such, establishes and sets the bid threshold amount of \$40,000 for the board of education, and furthermore, the board authorizes Joanne Black 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 the newly established bid threshold amount and to approve competitive quotations for amounts more than \$6,000.
2. Approve Joanne Black, School Business Administrator, to make all necessary final transfers for the 2016-2017 school year budget in order to balance the budget for June 30, 2017.
3. Appoint Joanne Black, School Business Administrator, as Public Agency Compliance Officer for purchasing and liaison official with the authority to recommend the appropriate corrections to the district’s contracting procedures as required by the NJ Division of Contract Compliance and Equal Opportunity Office.
4. Approve the bonding of the Joanne Black, Board Secretary as per state law.

5. Approve adherence to all policies and regulations adopted by the previous Board, including the petty cash funds in the amount of \$500 naming Joanne Black as custodian.
6. Approve the following resolution authorizing the procurement of goods and services through the New Jersey state purchasing agency:

WHEREAS, Title 18A:18A-10 provides that, “ A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and,

WHEREAS, the Tewksbury Township School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and,

WHEREAS, the Tewksbury Township School Board of Education desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year,

NOW THEREFORE BE IT RESOLVED, that the Tewksbury Township Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing all state contracted vendors.

7. Authorize the renewal of cooperative agreements between the Tewksbury Township School District and the following:
 - Hunterdon Educational Services Commission
 - Somerset County Cooperative Program (SOCCP)
 - The Educational Services Commission of New Jersey (formerly known as the Middlesex Regional Educational Services Commission (MRESC)).

Motion _____ 2nd _____

Roll Call:

Mrs. Ackerman ___ Mrs. Bartels ___ Mrs. Frank ___ Mrs. Geoffrion ___ Mrs. Jenkins ___ Mr. Mulroony ___ Mrs. Pettegrove ___ Mr. Thorp ___ Mrs. Larsen ___

XV. EXECUTIVE SESSION

WHEREAS, Chapter 231, P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in executive or private session under certain limited circumstances, and:

WHEREAS, said law required the Board of Education to adopt a resolution at a public meeting before it can meet in such an executive or private session;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Township of Tewksbury that it does hereby determine that it is necessary to meet in executive session at this time to discuss personnel matters for approximately thirty minutes. The matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting. Action may be taken.

XVI. ADJOURNMENT

Motion _____ 2nd _____

The next regular meeting of the Board of Education will be July 27, 2017.

*Items marked with an asterisk have been added since the Committee of the Whole Meeting.