

Minutes April 26, 2018 Regular Board Meeting

TEWKSBURY TOWNSHIP BOARD OF EDUCATION  
Regular Board Meeting  
April 26, 2018

The Regular Board Meeting of the Tewksbury Township Board of Education was called to order by Joanne Black, Business Administrator at 7:15 p.m. in the Library of the Old Turnpike School.

Joanne Black read the Sunshine Law:

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.

The Board pledged Allegiance to the Flag.

PRESENT: Mrs. Ackerman, Mrs. Bartels, Mrs. Johnson, Mr. Mulroony, Mrs. Pettegrove

ABSENT: Mrs. Frank, Mrs. Jenkins, Mr. Thorp,

ALSO PRESENT: Dr. Roseann Humphrey-Interim Superintendent, Mrs. Joanne Black-Business Administrator

PRESENTATION:

- Grace Venernus and Leah Schultze - student council representatives, gave an update on student happenings.
- Dr. Humphrey, Mr. Miller, Mr. Orsini, and Mrs. Verderamo recognized the Governor's Educator of the Year award recipients for 2018: Ms. Allison Caruso, Ms. Emily Searle, Ms. Kristen Rinehart and Ms. Kimberly Leonhardt.

PUBLIC HEARING ON THE 2018-2019 SCHOOL BUDGET

Dr. Humphrey and Mrs. Black presented the budget to the BOE and public. The budget has been approved by the NJDOE Hunterdon County Executive Superintendent for final approval by the BOE and a public hearing. Mrs. Black noted that the budget changes based on the county review from the tentative budget submitted were as follows: capital reserve funds could not be used for the purchase of a bus therefore the budget was revised and current funds(17-18) will be used if available. In addition, there were some minor account reclassifications recommended for some programs.

Dr. Humphrey reviewed the highlights of the budget. Mrs. Black reviewed the expenditures by category noting that salaries and health benefits comprise the majority of the budget. In addition, the capital projects budgeted include another phase of the roof restoration at OTS, phone system upgrades at both schools, camera system upgrades at both schools and other security projects for a total of \$835,000 withdrawal from capital reserve.

Motion was made by Mrs. Pettegrove and seconded by Mr. Mulroony to adopt the following budget for the 2018-2019 school year.

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2018-2019 Total Expenditures	\$ 14,934,507	\$ 117,500	\$ 726,055	\$15,778,062
Less: Anticipated Revenues	\$2,388,636	\$ 117,500	-0-	\$2,506,136
Taxes to be Raised	\$ 12,545,871	-0-	\$ 726,055	\$ 13,271,926

Final Resolution: Motion carried on a roll call vote.

Yes: Leslie Ackerman, Laura Bartels, Erica Johnson, Kevin Mulroony, Cynthia Pettegrove

Absent: Paulette Frank, Krista Jenkins, Thomas Thorp

CORRESPONDENCE: Letter received from Board Member Krista Geoffrion regarding her resignation from her position on the Board. Mrs. Black discussed with the BOE the 65 day time frame to appoint a new board member and presented several options to the board for the advertisement of the vacancy as well as board meeting dates to interview applicants .

PUBLIC COMMENT: None.

#### APPROVAL OF MINUTES:

Motion was made by Mrs. Pettegrove and seconded by Mrs. Bartels to approve the following minutes:

- March 14, 2018 Committee of the Whole Meeting
- March 14, 2018 Executive Session
- March 22, 2018 Regular Board Meeting
- March 22, 2018 Executive Session

Final Resolution: Motion carried on a roll call vote.

Yes: Leslie Ackerman, Laura Bartels, Erica Johnson, Kevin Mulroony, Cynthia Pettegrove

Absent: Paulette Frank, Krista Jenkins, Thomas Thorp

CURRICULUM: Dr. Humphrey spoke about the survey that had been given to the parents and also spoke about the meetings with teachers and parents to discuss the moving of 5th grade student to TES. Mrs. Johnson asked if there were any concerns. Dr. Humphrey stated that parents mentioned that moving the preschool was not a question listed on the survey. Dr. Humphrey stated that she will follow up on several questions asked and minutes will be sent out with an e-mail blast. Ms. Lisa Schneider will attend the next meeting to discuss the School Report Card. There were 4 or 5 additional opt outs as the PARCC testing progressed.

POLICY: Motion was made by Mrs. Pettegrove and seconded by Mrs. Ackerman to approve the following policies:

Motion to approve the following policies on first reading:

- 5131 Conduct/Discipline
- 5131.1 Harassment, Intimidation and Bullying
- 5131.5 Violence and Vandalism
- 5131.6 Substance Abuse
- 5145.4 Equal Educational Opportunity

Motion to approve the following policies on second reading:

- 2130 Principal Evaluation

Final Resolution: Motion carried on a roll call vote.

Yes: Leslie Ackerman, Laura Bartels, Erica Johnson, Kevin Mulroony, Cynthia Pettegrove

Absent: Paulette Frank, Krista Jenkins, Thomas Thorp

FINANCE: Motion was made by Mrs. Pettegrove and seconded by Mrs. Bartels to approve the following:

Pursuant to N.J.A.C. 6A-23A-16.10(c)(3), I certify that as of February 28, 2018, 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.

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Board Secretary

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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 February 28, 2018, 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:

Accept the Board Secretary's Report and the Cash Account Reconciliation Report for month ending February 28, 2018.

Approve the attached list of transfers.

Approve the list of bills dated April 26, 2018 in the amount of \$1,510,455.89.

Approve the following workshops.

Staff Member	Date	Registration	Other Expenses	Travel/Mileage	Event/Destination
Kelly Cullen	10/17/18	\$150.00	-0-	Mileage in accordance with school policy	25th Annual School Health Conference
Cathy Carver	5/7/18	-0-	-0-	Mileage in accordance with school policy	CDK Annual End of Year Accounting Workshop
Joanne Black	5/8/2018	-0-	-0-	Mileage in accordance with school policy	CDK Annual End of Year Accounting Workshop
Joanne Black	6/6/18-6/8/18	\$275.00	Hotel in accordance with school policy	Mileage in accordance with school policy	56th Annual NJASBO Conference

Approve Phoenix Advisors, LLC as Continuing Disclosure Agent and Independent Registered Municipal Advisor "of record" for the 2018-2019 school year at an annual fee of \$850.00.

Approve the Shared Services Agreement for Technology Support Services between the Readington Township Board of Education and The Tewksbury Board of Education for the period commencing July 1, 2018 through June 30, 2019 at an annual cost of \$149,215.00.

Approve the agreement between the Hunterdon County Educational Services Commission and the Tewksbury Board of Education for the provision of Child Study Team services for July 1, 2018 through June 30, 2019 based on the 2018-2019 approved rate schedule for the Commission.

Approve the contract between the YMCA and the Tewksbury Board of Education for the YMCA School Age Child Care program for the 2018-2019 school year. The program includes before and after school child care as well as the summer recreation program.

Accept the quote from ACT for proposal GR 05102004 in the amount of \$822.44 for the purchase and installation of a software license for the the access control system .

Accept the receipt of the REAP(Rural Education Achievement Program) funds from the US Department of Education in the amount of \$44,629.00.

Accept the highest bids received for the sale of the school buses through Hunterdon County Educational Services Commission under Bid #TRANS 18-04 on April 17, 2018 as follows:

Year/Make of Bus	Vehicle ID Number	Highest Bidder	Bid amount
2000 Chevy	1GBHG31F1Y1249162	Car Country	\$510.00
2001 Thomas	4UZ6CFAA91CH51883	Jersey One	\$1,031.00
2001 GM	1GDM7TIC3YJ521898	Jersey One	\$1,226.00
2002 Thomas	4UZAAXBV93CK91731	Jersey One	\$424.00
2003 Ford Wheelchair Van	1FDWE45F52HA76894	Car Country	\$675.00
2007 Thomas	1FDXE45PX6HA899109	Garas	\$3,000.00
2007 Thomas	4UZABRDC77CW15284	Garas	\$5,400.00
2009 IC	4DRBUAAN19B101493	Garas	\$8,000.00
		TOTAL PROCEEDS	\$20,266.00
		HCESC Commission(10%)	\$2,026.60
		Tewksbury Proceeds	\$18,239.40

Final Resolution: Motion carried on a roll call vote.

Yes: Leslie Ackerman, Laura Bartels, Erica Johnson, Kevin Mulroony, Cynthia Pettegrove

Absent: Paulette Frank, Krista Jenkins, Thomas Thorp

Motion was made by Mrs. Pettegrove and seconded by Mrs. Ackerman to approve the following:

Approve the sale of the following bus through the Interlocal Sale Agreement dated March 23, 2018 between the Hunterdon County Educational Services Commission(HCESC) and the Tewksbury Township School Board of Education:

Bus #6                    2002 Freightliner 4UZAABV12CK16794

Final Resolution: Motion carried on a roll call vote.

Yes: Leslie Ackerman, Laura Bartels, Erica Johnson, Kevin Mulroony, Cynthia Pettegrove

Absent: Paulette Frank, Krista Jenkins, Thomas Thorp

TECHNOLOGY: None.

FACILITIES: Mrs. Black discussed the vending machine services and agreement provided by Star Distributors. The company will provide vending machines for both OTS and TES faculty lounges (they currently provide for TES) as well as a beverage machine and a snack machine at OTS for after school purchases. Healthy choices will be available and there will be a 6% commission earned on all purchases used after school.

Motion was made by Mrs. Pettegrove and seconded by Mrs. Ackerman to approve the following:

Approve the following organizations to use the school facilities through May 31, 2018. Documentation is available in the Board of Education office.

- Boy Scouts
- Girl Scouts
- Morris County Arts Workshop
- Odyssey of the Mind
- Tewksbury Athletic Association
- Tewksbury Education Foundation

Approve Tewksbury Township to use one of the district's school vans and a bus driver for the Senior Citizen Picnic to be held on Friday, June 15, 2018. Seniors will be transported from parking lot at Oldwick Firehouse to The Meadows Community Center in Oldwick (approximately .1 miles).

Approve the following field trip:

5/14/2018 Junior Solar Sprints to Great Meadows, NJ- No cost to students.

Approve the use of a Tewksbury BOE passenger van by Delaware Township School on a temporary basis to transport students- Hunterdon County DOE and insurance approvals have been obtained.

Final Resolution: Motion carried on a roll call vote.

Yes: Leslie Ackerman, Laura Bartels, Erica Johnson, Kevin Mulroony, Cynthia Pettegrove

Absent: Paulette Frank, Krista Jenkins, Thomas Thorp

COMMUNICATIONS: Dr. Humphrey stated that she will have another meeting about the fifth grade move to TES.

Motion was made by Mrs. Pettegrove and seconded by Mrs. Ackerman to approve the following:

Approve the attached annual Evaluation Forms as required by QSAC.

Final Resolution: Motion carried on a roll call vote.

Yes: Leslie Ackerman, Laura Bartels, Erica Johnson, Kevin Mulroony, Cynthia Pettegrove

Absent: Paulette Frank, Krista Jenkins, Thomas Thorp

SUPERINTENDENT'S REPORT:

There was one investigation at TES and it did not qualify as HIB. Dr. Humphrey had a web-based meeting with the vendor Panorama regarding the climate survey. The district currently uses their social and emotional program and Dr. Humphrey supports using their survey platform. The survey will be shared out by the end of May and open-ended questions may be added.

Motion was made by Mrs. Pettegrove and seconded by Mrs. Bartels to approve the following:

Authorize the Board Secretary to post and advertise the school board vacancy.

Final Resolution: Motion carried on a roll call vote.

Yes: Leslie Ackerman, Laura Bartels, Erica Johnson, Kevin Mulroony, Cynthia Pettegrove

Absent: Paulette Frank, Krista Jenkins, Thomas Thorp

LEGISLATIVE REVIEW: None.

UNFINISHED BUSINESS: None.

AUDIENCE: Ms. Laurie Taylor asked if the PTA should have been on any list that goes out and stated that there was a need to notify more regarding the forum. Ms. Taylor also inquired about the administrative search and was informed that the search will begin in late summer and a survey will go out. Ms. Roxanne Soroko voiced concern about the model for the administrative structure and if the survey being sent out from the district will have questions about the model on it. Mrs. Pettegrove stated that one will be sent that does address the model. \*Note: Mrs. Pettegrove clarified the response to Mrs. Soroko at the May 24th Regular Board Meeting.

EXECUTIVE SESSION: Motion was made by Mrs. Pettegrove and seconded by Mrs. Ackerman to enter Executive Session. The time was 8:25 p.m.

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 for approximately twenty 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.

The regular meeting resumed at 8:51 p.m.

PERSONNEL:

Motion was made by Mrs. Pettegrove and seconded by Mrs. Ackerman to approve the following:

At the recommendation of the Superintendent, approve the following substitute teachers for the 2017-2018 school year pending criminal history review:

- Lauren Bristow
- Samantha Cottone
- Jayne Hruza
- Kelly Scardelli

Accept, with regret, the resignation of Amanda Russell, due to retirement effective June 30, 2018.

Accept, with regret, the resignation of Meg Sass, 5th Gr. ELA teacher, due to retirement effective July 1, 2018.

Accept, with regret, the resignation of Cynthia Weiss, Payroll/HR Specialist, effective May 31, 2018.

At the recommendation of the Superintendent, approve Melissa Edwards as a part time speech therapist for the 2018-2019 school year at Step 11 MA \$74,338 annual salary prorated for approximately 25 to 27 hours per week pending a criminal history background check.

Final Resolution: Motion carried on a roll call vote.

Yes: Leslie Ackerman, Laura Bartels, Erica Johnson, Kevin Mulroony, Cynthia Pettegrove

Absent: Paulette Frank, Krista Jenkins, Thomas Thorp

ADJOURNMENT: Motion was made by Mrs. Pettegrove and seconded by Mrs. Ackerman to adjourn the meeting. The time was 8:52 p.m.

Respectfully submitted,

Joanne Black  
Board Secretary