# TOWNSHIP COMMITTEE
# APRIL 28, 2015 MINUTES

The Tewksbury Township Committee met in a work session on the above date at the Municipal Building, Mountainville, NJ.
The meeting was called to order at 7:30 PM, roll call held and a quorum established.
Mayor William J. Voyce presided.

Other officials in attendance were Township Committee members Peter Melick and Shaun Van Doren.

Committee members Dana Desiderio and Louis DiMare were absent.

Jesse Landon, Township Administrator was in attendance.

There were approximately five members of the public in attendance.

**1. Open Public Meetings Statement**
Mayor Voyce opened the meeting by announcing that adequate notice of the meeting had been provided by posting a copy thereof on the Police/Administration Building bulletin board, transmitting a copy to the Hunterdon Review and the Hunterdon County Democrat, and filing with the Municipal Clerk, all on January 5, 2015.

**2. Flag Salute**
Those present stood and pledged allegiance to the American flag.

**3. Public Participation**
There were no comments heard from the public.

**4. Actions to be taken**

- **Proclamation**

Mr. Van Doren made a motion to accept the following two Proclamations, seconded by Mr. Melick. The motion was approved. Ayes: Melick, Van Doren, Voyce. Nays: none. Absent: Desiderio, DiMare.

## PROCLAMATION
## TO HONOR JULIA SPADA

**WHEREAS**, Julia Spada, Girl Scouts of America, Troop 80606, has attained the designation of Gold Award Scout, Scouting's highest award; and

**WHEREAS**, Julia Spada's Gold Award project was the creation and running of a leadership workshop held at the Zion Lutheran Church Christian Education Building for middle school girls knows as Empowered Girls Leadership Workshop (EGLW); and

**WHEREAS**, Julia Spada's project was made up of two phases: the planning phase which consisted of training staff members, making lesson plans and securing a building, and the execution phase which was the actual workshop; and

**WHEREAS**, the EGLW workshop concentrated on four key points of leadership: Communication, Planning, Teaching and Knowing Yourself, which, Julia Spada determined were key to the lack of leadership learning opportunities for young women; and

**WHEREAS**, the participants in the EGLW spent their time learning the ins and outs of each point through lecture, activities and games as well as having breaks to come together and have team building exercises; and

**WHEREAS**, Julia Spada hopes that her Gold Award project gave each girl a new sense of confidence in addition to gaining the knowledge and tools to step into leadership positions in their communities.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey hereby extends to Julia Spada, individually, collectively and with great pride, sincere congratulations for achieving this highest of Scouting awards which symbolizes the American ideal of good citizenship and civic responsibility; and

**BE IT FURTHER RESOLVED** that the Township Committee wishes Julia Spada much success in all her future endeavors.

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William J. Voyce
Mayor

**PROCLAMATION**
**TO HONOR ALLIE OBSZANSKI**

**WHEREAS**, Allie Obszanski, Girl Scouts of America, Troop 80606, has attained the designation of Gold Award Scout, Scouting's highest award; and

**WHEREAS**, Allie Obszanski's Gold Award project in December of 2013 was the installation of a Prescription Drug Drop Box in the Tewksbury Police Administration Building; and

**WHEREAS**, the Prescription Drug Drop Box: a permanent fixture in the Police Administration Building can be used for the safe disposal of unwanted and unneeded prescription drugs; and

**WHEREAS**, Allie Obszanski's project is to address the national and global problem of prescription drug abuse and addiction and to have an outlet for the safe disposal of unneeded and dangerous drugs; and

**WHEREAS**, Allie Obszanski has worked with the Hunterdon County's Prosecutor's Office to periodically have the contents of the Prescription Drug Drop Box removed and properly disposed of.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Tewksbury, County of Hunterdon, State of New Jersey hereby extends to Allie Obszanski, individually, collectively and with great pride, sincere congratulations for achieving this highest of Scouting awards which symbolizes the American ideal of good citizenship and civic responsibility; and

**BE IT FURTHER RESOLVED** that the Township Committee wishes Allie Obszanski much success in all her future endeavors.

_____
William J. Voyce
Mayor

- **Consent Agenda**

Mr. Van Doren made a motion to adopt the Consent Agenda, seconded by Mr. Melick. A roll call vote was taken and the motion was approved. Ayes: Melick, Van Doren, Voyce. Nays: None. Absent: Desiderio, DiMare.

**MISCELLANEOUS**

- Claims as submitted by the CFO
- Regular and e/s minutes of 04-14-15

**5. Work Session Topics**

**Board of Education – 2015 Budget**

Lori Larsen, BOE Vice President and Monica Rowland, Superintendent of Schools were present to explain the 2015-2016 School Budget. (The presentation in its entirety is attached to these minutes.)
The Overarching Goals and Mission Statement were mentioned stressing the high quality educational experience that is offered to all students. The Strategic Planning process was a success from last year- priorities have received support, and spending and revenue sources are closely evaluated and used wisely. Ms. Rowland noted that the district does not want to merely maintain services; they wish to work to enhance services for both students and tax payer.

The District Strengths were outlined paying close attention to the fiscal strengths and being in "good shape" from years past.
The sound budgeting and auditing, use of surplus and excellent maintenance of facilities were noted.
Particular note was made regarding Rural Operating District (ROD) grants, security at TES, to include swipe cards and cameras, funding for a generator at OTS so that the school can be used as an emergency shelter once the showers are working and HVAC upgrades at OTS.

Shared services were discussed with regard to an agreement for technology services with Readington Township.

Ms. Rowland stressed the generous support from the community including the PTA, TAA, TEF, grants and the Artists in Residence program.

The challenges facing the small Tewksbury school district was noted. It was added that there is a constant challenge to create, maintain and enhance quality programming in a J district which receives little or no State or federal aid.

Further discussion followed regarding the declining enrollment over the past seven years and the issues associated with per pupil costs.

An unexpected increase in health benefits will affect the budget as a predicted 40% increase will be realized.

Unfunded and underfunded mandates were noted as outlined in the attached presentation.

Tewksbury's designation as a Choice District was noted. It was stated that the district receives between $12,000.00 and $14,000.00 from the State per student. Currently there are 26 Choice Students who will remain in the program until graduation – no new students will be offered the program.

It was stressed that the Board makes sure resources are allocated efficiently and effectively.

Further discussion followed regarding the proposed increase for health insurance and how the Board is looking at other options and working with a broker to find a plan that most benefits the employees.

The following points were noted in the presentation.

- The next generation science standards will be implemented in 2016-2017 and the curriculum is currently being written.
- Partnership for Assessment of Readiness for College and Careers (PARCC) testing was discussed.
- Curriculum revisions for which teachers will be paid over the summer along with professional development.
- Technology enhancements which will include the purchase of student devices and upgrading to a wireless system.
- The anti bullying program was noted which will require additional training for bus drivers and cafeteria workers and offer more student activities.

Ms. Rowland stressed that the Board works hard to put together programs that make Tewksbury schools competitive and attractive.

Curriculum and Instruction Highlights include the expansion of the Columbia College Writer's Workshop, the Aspire student programs, aligning with the Next Generation Science Standards and offering full day kindergarten starting in 2015-2016.

Discussion followed regarding Mr. Melick's comments regarding full day kindergarten and the afterschool program. Ms. Rowland stated that based on research there is a direct link between

full day kindergarten and and achievement, adding that they are working on scheduling, introducing small and large motor skills, social skills and the opportunity to have more "center time."

Further discussion followed regarding technology integration and the aim to have a 1-1 ratio for students and devices. It was added that there will be more project based learning in the future to teach 21st century skills to the students.

The Operational and Facilities highlights were noted as outlined in the attached document.

In response to a question from Mr. Van Doren, the OTS generator project and HVAC upgrade were discussed.

In response to a question from Mr. Melick, student enrollment numbers were noted with regard to the possibility of cutting the number of staff. Ms. Rowland noted that some programs require staffing as a mandate, adding that the normal class size is 20 students. She added that there has not been a tax increase for seven years.

Comments were heard regarding the combining with Califon Borough but that is not an option.

John Spada questioned the costs involved with the School Choice program and was advised that the district is not responsible for costs related to transportation.

In response to a question from Kelly Spada it was stated that the old buses are sent out of state when a new vehicle is purchased.

George Cassa questioned the costs related to administering the PARCC testing.

In response to a question from Mr. Melick, Ms. Rowland praised the local Police for their assistance with a recent event at OTS.
No further information was available on the subject matter.

In response to a question by Mr. Van Doren, Ms. Rowland stated he could contact the Business Administrator to obtain the figures related to remaining debt service.

In response to a question from Mayor Voyce, Ms. Rowland stated that the educational media budget does not include devices; they are in the general education budget.
The educational media budget covers the technology agreement with Readington and the various licenses.

General comments were made regarding the Librarian(s) salaries and the fact that salary for staff is approximately 70% of the budget.

Ms. Rowland stated that the 4% budget is responsive to community strategic planning and the increase to the health care costs is a huge impact.

In closing, Ms. Rowland stated that there may be a reduction in staff in coming years and each percentage point is about $100,000.
She thanked the Committee for allowing them to come to the meeting and thanked the staff for helping to coordinate the recent Community Day.

**6. Township Committee Comments**

Mr. Van Doren stated that he and Mr. Landon are discussing the scheduled Night Out on 8/4/15. He will have additional information and a schedule to present to the Committee at the 5/26/15 meeting.

Mr. Melick noted that a meeting is scheduled for 4/30/15 to discuss DPW negotiations. He added that he has received many calls regarding Bissell Road. Mr. Landon added that bids will be available in May with hoped of accepting bids in June.

Mayor Voyce note two recent accidents on County Route 512 in Pottersville and 517 in the Dinner Pot area.
It was further noted that there are still utility poles that need to be removed from a March accident that occurred on Route 517 in the Fairmount area and several from previous storms including hurricane Sancy.
Mr. Landon noted that he has spoken with Comcast and telephone company personnel to no avail: he will keep trying.
Mr. Melick noted on particular damaged utility pole on Potterstown Road and McCann Mill Road.

It was the consensus of the Committee that summer help be sought for the DPW.

**7. Adjournment**

There being no further business, the meeting was adjourned at 8:50 PM.

Roberta A. Brassard
Municipal Clerk

# School Budget 2015-16

TEWKSBURY TWP. SCHOOL DISTRICT

APRIL 2015

## Overarching Goals

- To provide a high quality educational experience for all students.
- To support the priorities identified through the recent strategic planning process.
- To evaluate all expenditures and revenue sources to ensure that resources are allocated appropriately.
- To seek ways to contain net budget costs while preserving and enhancing services for our students.

# We have many strengths as a district

- Sound budgeting year to year
- Appropriate use of surplus to reduce tax impact
- Excellent facilities which have been maintained
- ROD grants
- Shared services - Technology
- Exceptional support from the school community – PTA, TEF, TAA

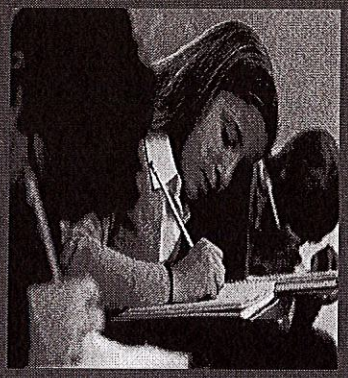
# Challenges

- Small district
- Limited state and federal aid – "J" district
- Historically declining enrollment
- Dramatic increases in benefit costs
- Many unfunded or underfunded mandates:
  1) Common Core/PARCC assessments
  2) AchieveNJ – evaluation model
  3) Anti-bullying Bill of Rights

# Enrollment Projections

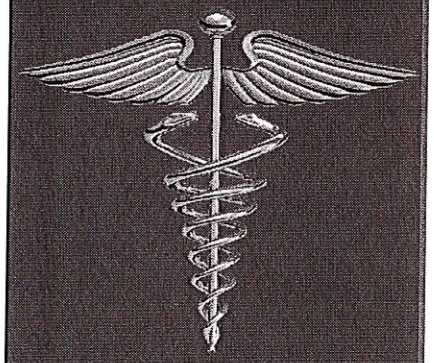
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-2016 | 2016-17 |
|---|---|---|---|---|---|
| 709 | 688 | 690 | 654 | 626* | 600* |

## How are we addressing the declining enrollment?



- Tewksbury became a "choice" district in 2013-14 school year.
- Provide high quality, innovative educational experiences in order to compete with private schools and other choice districts.
- Engage in strategic planning to solidify our vision of an excellent, progressive school district.
- Ensure that resources are allocated in the most efficient and effective ways possible.

## What is the impact of rising health care costs?



- Over the last few years, we have had very low or no increases in health care costs.
- For the upcoming fiscal year (beginning July 1), we have been told to anticipate a 40% increase in our health insurance costs.
- This is ***more than double*** what we expected.
- A portion of the benefits cost is borne by the employee and this percentage has increased annually over the last four years. There is no further increase in employee contribution percentage next year in accordance with NJ code.
- We are looking for alternate coverages through our broker while still meeting the obligations set forth in the collective bargaining agreement.

## Unfunded or Underfunded Mandates

- Common Core, NGSS and PARCC assessments have created the need for:
  1) curriculum revisions
  2) new instructional strategies and materials
  3) professional development for teachers
  4) substantial technology enhancements
- New teacher evaluation model created the need for:
  1) <u>triple</u> the number of observations
  2) use of a research based tool (Danielson/Teachscape)

## Unfunded or Underfunded Mandates

- Anti-Bullying Bill of Rights creates the need for:
  1) increased professional development for all staff, ABS, ABC
  2) increased educational experiences for students in topics such as character education, cyberbullying, conflict resolution.

## Curriculum & Instruction Highlights 15-16

- Expansion of Columbia College Writer's Workshop into science and social at OTS
- Expanded opportunities for Aspire students as well as enrichment opportunities for all students.
- Development of curriculum aligned to new Next Generation Science Standards
- Full day Kindergarten
- Extensive integration of technology into classroom instruction –increased numbers of student devices, 1:1 ratio for students in grades 3-8, BYOD; Google Apps for Education, 3-D printing.
- Opportunities for more project based learning for students – 21st century skill development
- Increased professional development for teachers in Writer's Workshop, gifted education, Math in Focus (Singapore approach to math instruction), Next Gen Science Standards, co-teaching.

# Operational & Facilities Highlights 15-16

- HVAC upgrades at OTS (funded in part by ROD grant from the state)
- Continued security enhancements
- Purchase of 2 buses
- Wireless upgrade at TES

# Revenue

| | |
|---|---|
| Local Tax Levy | $11,412,856 |
| Interest and Tuition | 60,874 |
| Fund Balance Surplus | 895,642 |
| State Aid | 849,868 |
| NCLB and IDEA | 124,442 |
| Debt Service Tax Levy | 760,709 |
| Withdraw from Capital Reserve | 322,682 |
| TOTAL REVENUES | $14,427,073 |

# Expenditures

| | | Percent of Budget |
|---|---|---|
| General Ed. Programs | 3,894,853 | 27 |
| Special Ed. Programs | 1,186,513 | 8 |
| Basic Skills | 319,790 | 2 |
| Extra-curricular | 60,218 | .4 |
| Athletics | 95,348 | .7 |
| Tuition | 157,012 | 1.1 |
| Health Services | 194,692 | 1.4 |
| Related Services | 301,234 | 2.1 |

# Expenditures - continued

| | | Percent of Budget |
|---|---|---|
| Guidance | 140,268 | .9 |
| Child Study Team | 303,072 | 2.1 |
| Improvement of Instruction | 277,161 | 1.9 |
| Educational Media | 395,662 | 2.7 |
| Staff Training | 19,000 | .1 |
| General Admin. | 350,518 | 2.4 |
| School Admin. | 435,370 | 3 |
| Business Office | 232,271 | 1.6 |

# Expenditures – cont.

| | | Percent of Budget |
|---|---|---|
| O&M – Physical Plant | 1,001,091 | 6.9 |
| Transportation | 576,766 | 4 |
| Employee Benefits | 2,848,985 | 20 |
| Capital Outlay | 752,096 | 5.2 |
| Federal Programs | 124,442 | .9 |
| Debt Service | 760,711 | 5.3 |
| TOTAL EXPENDITURES | $14,427,073 | |

# Summary

- 4% tax rate increase
- Responsive to strategic planning priorities
- Substantial enhancements to programs
- Increased professional development
- Upgrades to facilities and transportation
- Effective allocation of resources given flat revenues and increases in health care costs and mandated programs.