

Westfield Board of Education
Westfield, New Jersey
Office of the Secretary

MINUTES – Board Meeting
February 25, 2020

Mrs. Oster opened the meeting at 6:31 p.m. and read the following statement:

February 20, 2020

Notice is hereby given of the Regular Meeting of the Board of Education of the Town of Westfield, in the County of Union, New Jersey, at 6:30 p.m. on the evening of Tuesday, February 25, 2020, in the Board Room of the Administration Building, 302 Elm Street, Westfield, New Jersey. The purpose of the meeting is to transact the regular business of the Board and to transact any other business to come properly before the Board.

The Board will move immediately into private session to discuss matters rendered confidential by state and federal law. The public portion of the meeting will begin at 7:30 p.m.

This is to advise the general public and to instruct that it be recorded in the Minutes that in compliance with Chapter 231 of the Public Laws of 1975, entitled the "Open Public Meetings Act," the Westfield School Board on Thursday, June 20, 2019, caused to be posted at the Office of the Board of Education located at 302 Elm Street, Westfield, New Jersey, and delivered to The Westfield Leader, The Star-Ledger, the Westfield Library, Town Clerk of Westfield, TAP into Westfield and Patch.com, a meeting notice setting forth the time, date and location of this meeting.

Mrs. Sullivan called the roll with the following members present:

Mr. Bielen, Mr. Diamond, Mr. Galligan,
Mr. Garrison, Ms. Ohlig, Mrs. Oporto,
Mrs. Oster, Mrs. Root

Absent: Mr. Morrissey

Also Present: Dr. Margaret Dolan, Superintendent
Mrs. Dana Sullivan, Business Administrator/Board Secretary
Mrs. Barbara B. Ball, Human Resources Specialist

• **PRIVATE SESSION**

At 6:32 p.m., upon motion of Mrs. Oster, and seconded by Mr. Galligan and approved by a vote of 8-0, moved to approve the following resolution:

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RESOLVED, that the Board of Education move into Private Session for the purpose of discussing matters rendered confidential by state and federal law, personnel matters, Harassment, Intimidation and Bullying incidents, and be it further.

RESOLVED, that any discussion held by the Board which need not remain confidential and the results of the discussion will be made public as soon as practicable.

At 7:30 p.m., the Board resumed the public portion of the meeting.

Also Present: Dr. Michael Weissman, Assistant Superintendent of Pupil Personnel Services
Mr. Paul Pineiro, Assistant Superintendent of Curriculum and Instruction

- **FLAG SALUTE**

The flag salute was led by Mr. Bielen.

- **ANNOUNCEMENTS**

- **RECOGNIZE PUBLIC** for agenda items only

Mrs. Oster recognized the public on agenda items only. There were none.

- **SUPERINTENDENT'S REPORT**

2020-2021 BUDGET

Business Administrator Dana Sullivan presented a report on the proposed budget for the 2020-2021 school year. She reported that this budget is preliminary since, at the time of the Board meeting, state aid information had not been received from the State and was expected on February 27. Mrs. Sullivan noted that once state aid information is received, the Board will adjust the 2020-2021 budget before tentative approval on March 10 and submission to the County Superintendent before the March 20 deadline. She stated that the County has a month to review the tentative budget before the district holds a public hearing and adoption of a final budget on April 28.

Mrs. Sullivan noted that a Board workshop was held in November 2019 to develop a Guiding Change Document to set parameters for the budget, resulting in these priorities:

- Maintain class sizes within policy guidelines
- Maintain funding for:
 - Recently approved courses
 - School Resource Officers
 - Social and Emotional Learning (SEL)
- Maintain fund balance at 2%
- Stay within 2% tax levy cap, plus eligible waivers
- Consider increasing the student activity fee due to increased transportation costs

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To maintain existing programs and fund contractual and mandated costs, the increase to the operating budget is estimated at \$3,506,128.

• Salaries	\$1,811,777
• Special Services (excluding salaries)	\$1,203,532
• Athletics	\$ 173,629
• Buildings and Grounds	\$ 86,440
• Health Benefits	\$ 159,271
• Transportation	\$ 174,644
• Decrease in other areas of budget	(\$ 103,165)
	\$3,506,128

With the estimated increase in expenditures totaling more than the estimated increase of \$2,449,408 in revenues, Mrs. Sullivan noted an estimated projected over cap amount of \$1,056,720. She pointed to significant cost increases over the past six years in certain areas, including a 26% increase in special education, a 39% increase in out-of-district tuition, and a 44% increase in the cost of transportation. A severe nationwide shortage of bus drivers has created transportation challenges for the district, Mrs. Sullivan said.

To stay within the 2% tax levy cap, Mrs. Sullivan outlined proposed reductions in staff salaries and benefits, transportation, technology, utilities/building maintenance, and special education. She noted that retirements could help to offset any possible staff layoffs, that the proposed budget is still in its initial phase, and that there is some flexibility with a large budget.

In a chart comparing similar school districts, it was again pointed out that Westfield's cost per pupil is at the lowest range and less than the state average as well, while the percentage of the budget spent on instruction for each student is on the higher end.

Board members discussed possible ways to ensure that the district continues to provide quality programs for students and to attract and retain high caliber staff members, including whether to ask voters in the future to allow the district to exceed the 2% cap.

• MINUTES

Upon motion of Mrs. Oster, seconded by Mr. Galligan, it was moved to approve Minutes of the Board Meeting held on February 4, 2020, and Private Minutes of February 4, 2020. The motion passed with a vote of 7-0, with one abstention.

• PERSONNEL

The following items relative to personnel are recommended to the Board of Education by the Superintendent of Schools in accordance with Policy 3125 and state guidelines, pending school employee criminal history review.

Upon motion of Mrs. Oster, seconded by Mr. Diamond, it was moved to approve the following Personnel motions:

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Accept with regret, the retirement of staff their last day of employment being, as follows:

William Alusik	Westfield High School – Science	6/30/2020
Linda Frame	Edison Intermediate School – Secretary	1/31/2020
Vinh Ho	Wilson School – Custodian	6/30/2020
Randi Perlman	Business Office – Executive Secretary	6/30/2020
Laura Scaturro	Lincoln School – Special Education	6/30/2020

Accept the resignation of staff with her last day of employment being, as follows:

Christine O'Brien	Franklin School –Paraprofessional	2/21/2020
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Approve disability, family and child rearing leave for Courtney Bachmann, Tamaques School Fourth Grade teacher, beginning 9/1/2020 through 12/31/2020 (medical coverage in accordance with the WEA agreement).

Approve unpaid child rearing leave for John Scozzaro, Edison Intermediate School Music-Instrumental teacher, beginning 6/15/2020 through 6/30/2020 (medical coverage in accordance with the WEA agreement).

Approve appointment of Dr. Margaret Dolan as the District Liaison to Law Enforcement Authorities, for the 2019-2020 school year.

Approve appointment of Luis Carlos Bustamante (replacing Benjamin, resigned) Technology Department Computer Technician (non-aligned), effective 3/2/2020 through 6/30/2020 (or when released from current district) (pending State and District required clearances). He will be paid a salary based on an annual rate of \$50,000.

Approve appointment of the following paraprofessionals who have successfully completed their probationary period.

<u>Name</u>	<u>Effective Date</u>
Mary Boylan	11/01/2019
Leslie Banks	11/18/2019
Dawn Sullivan-Baliko	11/23/2019

Approve appointment of the following paraprofessionals to work during their probationary period 2/26/2020 through 4/26/2020. *Salary to be adjusted in accordance with the agreement between the Board of Education and WISSA.

Mimi Contreras	Tamaques School Half-time, classroom assigned \$9,078* (includes education stipend)
Stephanie Romano	Franklin School Half-time, student assigned \$8,728* (includes education stipend)

Approve the following substitutes for the 2019-2020 school year, as attached. ATTACHMENT #1

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Approve the following change of assignments for the 2019-2020 school year.

<u>From</u>	<u>To</u>
Rebecca Antonelli	Kelly Hardman (Pending State & District required clearances)
8 th Grade Softball	8 th Grade Softball
\$8,034	\$ 6,798

<u>From</u>	<u>To</u>
TBD	John Preston
Girls Track Varsity Assistant	Girls Track Varsity Assistant
	\$ 9,515

<u>From</u>	<u>To</u>
TBD	Robert Brewster (Pending State & District required clearances)
Head Baseball	Head Baseball
	\$10,882

<u>From</u>	<u>To</u>
Jay Cook	Jay Cook (Shared)
Freshman Baseball	Freshman Baseball
\$8,034	\$ 4,820
	<u>And</u>
	Carlos Torres (Shared) (Pending State & District required clearances)
	Freshman Baseball
	\$ 3,214

Approve change in assignment for the following custodian, effective 1/2/2020 – 2/7/2020.

	<u>From</u>	<u>To</u>
Jack Fariello	Wilson School	Wilson School
	Custodian	Acting Head Custodian
	\$45,942	\$46,846

Approve compensation to the following staff member for administering CPR/AED Adult/Child Training on the In-Service Day, 2/14/2020 from 8:30 a.m. – 10:00 a.m. He will be paid \$40 per staff member not to exceed \$1,000.

<u>Name</u>	<u>Staff Members</u>	<u>Amount</u>
Steven Barandica	25 @ \$40	\$1,000

Approve compensation to Louis DeAngelo for the Robotics Club Advisory position in the amount of \$2,500 for September through December of the 2019-2020 school year. Funds provided by the Westfield Education Fund Grant.

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Approve compensation to the following Westfield High School students for lighting and sound work for the 2019-2020 school year. They will be paid at the rate of \$12.50 per hour. Funds are provided by ticket proceeds.

Alina Romero
Benjamin Zakharenko

Approve compensation for clinician fees to Alex DiFabio for providing master classes to Edison and Roosevelt Intermediate School band students for the 2019-2020 school year. He will be paid \$800 for a total of 6 days. Funds provided by the Roosevelt Band account and the Westfield Coalition for the Arts.

Approve compensation to the following substitute teachers for proctoring mid-term make-up exams. They will be paid at their hourly rate.

Francis Browne	8.00 hours
Teodora Gable	14.25 hours
Andrew Lawrence	12.25 hours
James McDonald	13.00 hours

Approve compensation to the following Westfield High School paraprofessionals for the 2019-2020 school year for working additional hours in order to meet supervisory needs during mid-term and final exams. They will be paid at their hourly rate.

*Salary to be adjusted in accordance with the agreement between the Board of Education and WISSA.

Elizabeth Lally
Theresa Martins
Debra Ann McCracken

Approve agreement between the Westfield Instructional Support Staff Association (WISSA) and the Westfield Board of Education for the period of 7/1/2019 through 6/30/2022, as per attached. ADMINISTRATIVE MEMO #1

Approve change in assignment for the 2019-2020 school year for the following paraprofessional, effective 2/26/20=20. *Salary to be adjusted in accordance with the WISSA/Board of Education Agreement.

	<u>From</u>	<u>To</u>
Elizabeth Craig	Wilson School Half-time student assigned \$9,078* (includes ed. stipend)	Wilson School Full-time student assigned \$17,155* (includes ed. stipend)

Approve compensation to the following Westfield High School Special Education teacher for an additional 4% of her 2019-2020 salary for teaching an additional class one day per week, over and above the agreed upon teaching periods. Effective 1/1/2020 through 6/30/2020.

Paulette DelRosso

Chemistry

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Approve extension of unpaid child rearing leave for Erin Givens, Wilson School, First grade, for the 2020-2021 school year (medical benefits in accordance with the WEA agreement).

ROLL CALL: Yes: Mr. Bielen, Mr. Diamond, Mr. Galligan,
 Mr. Garrison, Ms. Ohlig, Mrs. Oporto,
 Mrs. Oster, Mrs. Root
 Absent: Mr. Morrissey

Upon motion of Mrs. Oster, seconded by Mr. Diamond, it was moved to approve the following Personnel motion:

Approve reimbursement for mentoring fees to the following teachers for obtaining tenure as per the WEA agreement during the 2019-2020 school year, as attached.
ATTACHMENT #2

ROLL CALL: Yes: Mr. Bielen, Mr. Diamond, Mr. Galligan,
 Mr. Garrison, Mrs. Oporto, Mrs. Oster, Mrs. Root
 Abstain: Ms. Ohlig
 Absent: Mr. Morrissey

• **FACILITIES**

At the request of Facilities Committee Chair Michael Bielen, who was unable to attend a recent committee meeting, Board member Brendan Galligan reported on the gathering at which plans to refurbish the fitness center at Gary Kehler Stadium were discussed with Supervisor of Athletics Sandra Mamary and members of the Westfield Boosters Association, which has provided a generous donation to pay for the project. Mr. Galligan reported a 98% completion of the replacement door project at the high school and intermediate schools, with plans to begin installing new interior doors at the elementary schools this summer. Students are using the newly renovated television studio at the high school, Mr. Galligan said, as contractors work after school hours to complete a few punch list items.

Mr. Galligan also reported that a few members of the committee attended a recent meeting of the Westfield Town Council and that they look forward to hearing more about the Town Parks and Recreation Master Plan and how it impacts future Board plans for district fields as well as current district needs/usages of those fields. Mr. Garrison again expressed the importance of working collaboratively as a community with town officials.

• **LONG RANGE PLANNING**

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• **POLICIES**

Upon motion of Mr. Galligan, seconded by Mr. Diamond, it was moved to approve the following Policy motion:

Approve for first reading the following policies, as attached. ATTACHMENT #1

2200	Scope of Curriculum (Program)
2415.06	Unsafe School Choice Option (Program)
2700	Services to Nonpublic School Pupils (Program)
9120	Public Information Program (Community)
9400.1	School District Staff/Media Relations (Community)

ROLL CALL: Yes: Mr. Bielen, Mr. Diamond, Mr. Galligan,
 Mr. Garrison, Ms. Ohlig, Mrs. Oporto,
 Mrs. Oster, Mrs. Root
 Absent: Mr. Morrissey

Upon motion of Mr. Galligan, seconded by Mrs. Oporto, it was moved to approve the following Policy motion:

Approve for first reading to Abolish the following policy, as attached. ATTACHMENT #2

2415.03 Highly Qualified Teachers (Program)

ROLL CALL: Yes: Mr. Bielen, Mr. Diamond, Mr. Galligan,
 Mr. Garrison, Ms. Ohlig, Mrs. Oporto,
 Mrs. Oster, Mrs. Root
 Absent: Mr. Morrissey

Upon motion of Mr. Galligan, seconded by Mrs. Oporto, it was moved to approve the following Policy motion:

The Board affirms the Superintendent's decision on HIB incidents 20E09 and 20R04 for the reasons set forth therein.

ROLL CALL: Yes: Mr. Bielen, Mr. Diamond, Mr. Galligan,
 Mr. Garrison, Ms. Ohlig, Mrs. Oporto,
 Mrs. Oster, Mrs. Root
 Absent: Mr. Morrissey

• **CURRICULUM, INSTRUCTION & PROGRAMS**

Upon motion of Mrs. Root, seconded by Mr. Diamond, it was moved to approve the following Curriculum motions:

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Approve the following district field trips and overnight field trips, as attached. ATTACHMENT #1

Approve for first reading the following curricula, as attached. ATTACHMENT #2

Science

Science Applications

Chemistry II AP

Earth Science

Integration of Design, Engineering and Architecture

Approve for second reading the following curricula, as attached. ATTACHMENT #3

Visual & Performing Arts

6th & 7th Grade Band

8th Grade Band

Practical Arts

Sustainable Design (New Course)

Approve the following voluntary Student Teacher/Intern candidates for the 2019-2020 school year, as attached. ATTACHMENT #4

ROLL CALL: Yes: Mr. Bielen, Mr. Diamond, Mr. Galligan,
 Mr. Garrison, Ms. Ohlig, Mrs. Oporto,
 Mrs. Oster, Mrs. Root
 Absent: Mr. Morrissey

• FINANCE

Upon motion of Mr. Diamond, seconded by Mr. Garrison, it was moved to approve the following Finance motions:

Approve submission of an amendment for FY-2020 IDEA Basic and Preschool to include FY 2019 carryover funds as follows:

IDEA Basic	\$ 3,643 Public
	\$ 5,512 Nonpublic
IDEA Preschool	\$54,951 Public

Approve FY 2019 carryover funds for ESEA (formerly NCLB) Title I, Title IIA, Title III, Title III Immigrant and Title IV as follows:

Title I	Public	\$1,234
Title IIA	Public	\$ 803
	Nonpublic	\$1,000
Title III	Public	\$6,847
Title III IMM	Public	\$ 200

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Title IV	Public	\$4,431
	Nonpublic	\$ 313

Approve Payment of Bills for February, January Payroll, hand checks for January, Aid-In-Lieu of Transportation dated 2/24/2020 and the Employee Travel Reimbursement Report date 2/24/2020 for a total amount of \$11,452,563.94.

ADMINISTRATIVE MEMO #1

Approve the following Budget Transfers ending 1/31/2020 as per attached.

ADMINISTRATIVE MEMO #2

Approve Board Secretary's Report for the month ended 1/31/2020.

ADMINISTRATIVE MEMO #3

Approve the following Treasurer's Report for the month ended 1/31/2020.

ADMINISTRATIVE MEMO #4

Approve the Monthly Budgetary Line Item Status Certification:

RESOLVED, that the Board Secretary for the Westfield Board of Education certifies that pursuant to NJAC 6A:23A-16.10(c)3, as of January 31, 2020 that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of NJAC 6A:23A-16.10(a); and

FURTHER BE IT RESOLVED, that the Westfield Board of Education certifies that pursuant to NJAC 6A:23A-16.10(c)4 that after review of the board secretary's and treasurer's monthly financial reports and the advice of district officials, we have no reason to doubt that no major account or fund has been over-expended in violation of NJAC 6A:23A-16.10(b).

Approve in accordance with Policy 6471, Travel Expenses for Board Members, Administrators and Teachers, travel request, as per attached.

ADMINISTRATIVE MEMO #5

Accept a gift of \$300 from the Westfield Coalition for the Arts to Roosevelt Intermediate School's Band to go towards masterclasses for 6-8 grade percussion students.

Accept a gift of \$450 from Wilson School PTO to purchase *Number the Stars* books for the Fifth grade.

Accept a gift of \$353.26 from the Wilson School PTO to fund the purchase of 10 ukuleles and accessories.

Accept gifts from the Westfield Foundation to be used as follows:

\$15,200	Help fund the STEM lab at Roosevelt Intermediate School
\$ 4,000	Help fund an asphalt recreation area at Roosevelt Intermediate School

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Accept a gift of \$700 from the McKinley School PTO to help fund the Kapers Wranglers.

Accept a gift of a Little Free Library (“take a book, return a book”), valued at approximately \$477.57, at Jefferson School from Girl Scout Troop 40916.

Accept a gift of approximately \$66,000 from the Westfield Booster’s Association towards the renovation of the Fitness Center, located at Gary Kehler Stadium.

Approve out-of-district placement for the following student:

<u>Student</u>	<u>School</u>	<u>Start Date</u>	<u>Tuition</u>
2216024	Collier Middle School Wickatunk, NJ	2/19/2020	\$59,580

ROLL CALL: Yes: Mr. Bielen, Mr. Diamond, Mr. Galligan,
 Mr. Garrison, Ms. Ohlig, Mrs. Oporto,
 Mrs. Oster, Mrs. Root
 Absent: Mr. Morrissey

- **LEGISLATION**
- **TECHNOLOGY**

Technology Committee Chair Robert Garrison announced that the former Technology Committee is now the Technology and Communication Committee. At its recent meeting, committee members heard from Coordinator of School and Community Relations Mary Ann McGann who provided an overview of the ways in which the school district is working to better communicate with its many stakeholders, including students, parents, staff, alumni, senior citizens and other members of the Westfield community. Mr. Garrison noted the increasing importance of the district website at www.westfieldnj12.org and district social media ([Facebook@westfieldpublicschools](https://www.facebook.com/westfieldpublicschools) and [Twitter@westfieldnj12.org](https://twitter.com/westfieldnj12)) as factual resources of news and information about the school district.

In response to a question from Board member Gretchan Ohlig, Mr. Galligan confirmed that the Board will receive amended by-laws for the Technology and Communication Committee at its next meeting.

- **NOTES FOR THE RECORD**

--2020-2021 Holiday Calendar for 12 and 10½ Month Staff, as attached.

ATTACHMENT #1

--The following policies were reviewed by the Policy Committee on 2/18/2020 with no changes:

1210	Board-Superintendent Relations (Administration)
1220	Employment of Chief School Administrator (Administration)

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1230	Superintendent's Duties (Administration)
2210	Curriculum Development (Program)
2220	Adoption of Courses (Program)
2230	Course Guides (Program)
2240	Controversial Issues (Program)
2265	Differentiated Instruction (Program)
2270	Religion in Schools (Program)
2416	Programs for Pregnant Pupils (Program)
2421	Vocational Education (Program)
2440	Summer School (Program)
2510	Adoption of Textbooks (Program)
2520	Instructional Supplies (Program)
2530	Selection of Resource Materials (Program)
2531	Copying of Copyrighted Materials (Program)
2622.1	District Pupil Assessments (Program)
9400	Board of Education/Media Relations (Community)

--Suspension of students, as follows:

W-2030	February 10, 2020
W-2031	February 10, 2020
W-2032	February 21, 2020

--January 2020, Fire/Security Drill Report, as attached. ATTACHMENT #2

--Start date for Arielle Sestito, (leave replacement for Hornberger) was 2/24/2020.

- **UNFINISHED BUSINESS**
- **NEW BUSINESS**
- **LIAISON REPORTS**

Mr. Galligan reported on a recent meeting of the Union County School Boards Association at which staff member use of social media and other topics were discussed.

Mrs. Oporto reminded Westfield residents to complete a survey by the Westfield Memorial Library, if they haven't already done so. The survey is part of the library's three-year strategic plan.

Mr. Garrison reported on a recent meeting of the Wilson School PTO at which upcoming events were discussed.

- **RECOGNIZE PUBLIC**

Mrs. Oster recognized the public for questions and/or comments.

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The Board heard from three parents with first graders at Tamaques School who expressed concerns about the current first grade class size. The parents asked that an additional section (class) be added next year for second graders. Dr. Dolan stated that if the number of current students stays the same or increases next year, the district will need to add another section.

One of the parents expressed surprise at the issues surrounding the increase in transportation costs and shortage of licensed bus drivers, asking if there were creative solutions to the problem. Mrs. Sullivan explained that school districts are strictly regulated by the State but that parents are welcome to lobby state legislators. Whenever possible, Mrs. Sullivan said, the district has looked at sharing bus routes for out-of-district placements with other districts to be more efficient. Additionally, Mrs. Sullivan said the district considered purchasing buses but found that, without being able to stagger departure times to accommodate both instruction and athletics, it was not a cost effective option.

• PRIVATE SESSION

At 9:02 p.m., upon motion of Mrs. Oster, and seconded by Mr. Diamond, and approved by a vote of 8-0, moved to approve the following resolution:

RESOLVED, that the Board of Education move into Private Session for the purpose of discussing matters rendered confidential by state and federal law, negotiations, Harassment, Intimidation and Bullying incidents, and be it further.

RESOLVED, that any discussion held by the Board which need not remain confidential and the results of the discussion will be made public as soon as practicable.

• ADJOURNMENT

At 9:37 p.m., Mrs. Oster moved to adjourn the meeting, seconded by Mrs. Oporto. The motion passed by a vote of 8-0.

Respectfully submitted,



Mrs. Dana Sullivan
Board Secretary

