

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

**MINUTES – Board Meeting**  
**October 27, 2020**

Mrs. Oster opened the meeting at 7:03 p.m. and read the following statement:

October 22, 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 7:00 p.m. on the evening of Tuesday, October 27, 2020. The board meeting will be held via an online platform which can be accessed

at: <https://westfieldnj12.webex.com/westfieldnj12/onstage/g.php?MTID=e3420f6aa1d871b40c12b0eda38ad5be8>. The meeting can also be accessed by phone at 1-415-655-0001, Access code: 120 200 6327.

Members of the public may submit comments by electronic mail and in written letter form to the Board Secretary and must be received no later than 24 hours prior to the start of the board meeting. The comments should be sent to Dana Sullivan at [dsullivan@westfieldnj12.org](mailto:dsullivan@westfieldnj12.org). Two opportunities for public comment are also provided during the meeting. 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.

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, October 22, 2020, 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.

Members of the public will be allowed to make public comments twice during the virtual meeting. In the beginning of the meeting, the public may comment on agenda items only and at the end of the meeting the public can comment on any topic. At the appropriate time on the agenda, the Q&A window will be opened for public access. If you wish to address the board, please type in your name and address. When your name is called, a staff member will unmute your microphone. Each speaker is limited to three minutes. Please note that if any member of the public becomes disruptive during the remote meeting, the board president may mute the speaker's microphone. Continued disruptions may result in removal from the virtual meeting.

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

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

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Also Present: Dr. Margaret Dolan, Superintendent  
Mrs. Dana Sullivan, Business Administrator/Board Secretary  
Mrs. Barbara B. Ball, Human Resources Specialist  
Dr. Michael Weissman, Assistant Superintendent of Pupil Personnel Services  
Mr. Paul Pineiro, Assistant Superintendent of Curriculum and Instruction

Mr. Garrison arrived at 7:20 p.m.  
Mrs. Oporto arrived at 7:20 p.m.

- **FLAG SALUTE**

The flag salute was led by Ms. Ohlig.

- **ANNOUNCEMENTS**
- **RECOGNIZE PUBLIC** for agenda items only

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

- **SUPERINTENDENT'S REPORT**

Before introducing the K-12 subject area supervisors, Dr. Dolan gave a brief overview of the hard work the students, teachers, administrators, staff, and families are doing to meet the challenging and unfamiliar model of hybrid instruction. While not the school year we could have ever expected, nor our first choice of instruction, hybrid, in-person learning provides a level of personal contact that is so important for our students. The district is slowly increasing in-person learning for some students and examining ways to bring additional students with special needs back into the classroom more fully. Bipolar ionization filtration is being installed in all unit ventilators in classrooms to improve indoor air quality and to deactivate viruses, bacteria, and other harmful substances, while ultraviolet light filters have been installed in all rooftop air-handling units to also sanitize the air. Extracurricular activities are important for the social and emotional well-being of our students and we have been trying to accommodate these activities whenever possible. We are focused on following all health protocols at all times. Additionally, the school nurses and Dr. Dolan remain in constant contact with the Westfield Regional Health Department to monitor COVID cases and to ensure that all appropriate measures are taken to ensure the safety of the school community.

The Board welcomed the supervisors who provided a snapshot of what hybrid and all-remote learning looks like at every grade level, while providing examples of what teachers are doing to engage their students and to monitor their progress. Each recognized the challenges facing our students, teachers, and families and the continuous improvements made as teachers and students become more familiar with this learning environment.

- **MINUTES**

Upon motion of Mrs. Oster, seconded by Mr. Galligan, it was moved to approve Minutes of the Board Meeting held on October 27, 2020. The motion passed with a vote of 9-0.

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• 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:

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

Joan Balcerski	RIS & EIS Intermediate Schools – Secretary	12/31/2020
Jean Rogers	Superintendent’s Office - Secretary	01/31/2021

Accept the resignation of staff, prior to her 10/22/2020 start date:

Renee Ajaeb	Westfield High School - Secretary
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Approve unpaid personal leave for Laura Forrestal, Lincoln School Kindergarten teacher, from 12/1/2020 through 6/30/2021.

Approve unpaid personal leave for Marie Moran, Lincoln/Franklin/McKinley Schools English as a Second Language teacher, from 12/1/2020 through 6/30/2021.

Approve extension of unpaid child rearing leave, for Courtney Bachmann, Tamaques School Fourth Grade teacher, from 1/1/2021 through 6/30/2021 (medical benefits in accordance with the WEA agreement).

Approve extension of unpaid child rearing leave for Erin Sheppard, Roosevelt Intermediate School Language Arts teacher, from 1/3/2021 through 2/4/2021 (medical benefits in accordance with the WEA agreement).

Approve appointment of Paige Barmakian, (replacing Sheppard, on leave) Roosevelt Intermediate School Language Arts teacher, effective 9/1/2020 through 2/4/2021. She will be paid a salary based on an annual rate of \$68,000 (non-tenure track).

Approve appointment of Peter Fredas, (replacing Ingram, on leave) Edison Intermediate School Special Education teacher, effective 10/19/2020 through 4/9/2021. He will be paid a salary based on an annual rate of \$73,824 (non-tenure track).

Approve appointment of Lauren Laudino, (replacing M. Moran, on leave) Lincoln/Franklin/McKinley Schools English as a Second Language teacher, effective 9/1/2020 through 6/30/2021. She will be paid a salary based on an annual rate of \$78,498 (non-tenure track).

Approve appointment of Marissa Tarashuk, (replacing Bachmann, on leave) Tamaques School Fourth Grade teacher, effective 9/1/2020 through 6/30/2021. She will be paid a salary based on an annual rate of \$70,839 (non-tenure track).

Approve appointment of Christine Bradley, 3/5, Scale IV Secretary to the Payroll Supervisor, for the 2020-2021 school year, effective 10/28/2020 (pending State and

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District required clearances). She will be paid a salary based on an annual rate of \$27,591 (includes education stipend).

Approve appointment of Melanie Estevez, (replacing Perlman, retired) Executive Secretary to the Board Secretary, for the 2020-2021 school year, effective 01/01/2021 (non-aligned). She will be paid a salary based on an annual rate of \$61,600 (includes education and longevity stipends).

Approve appointment of Kerri Linder, 2/5, Scale IV Secretary to the Payroll Supervisor, for the 2020-2021 school year, effective 10/28/2020 (pending State and District required clearances). She will be paid a salary based on an annual rate of \$18,594 (includes education stipend)

Approve appointment of Faye Spieler, Westfield High School 12 month, Scale III Secretary to the Assistant Principal, for the 2020-2021 school year, effective 11/9/2020. She will be paid a salary based on an annual rate of \$40,965 (includes education stipend).

Approve appointment of the following teachers for Saturday Detention Supervision at Westfield High School for the 2020-2021 school year. They will be paid \$25 per hour.

Sean Carcich  
Ellen Frederick  
Marisa Milas  
Matthew Ozol  
Cecilia Pedde  
Guenevere Zucker

Approve appointment of the following paraprofessional being rehired, effective 11/2/2020.

Meredith Hanson	Franklin School
	Half-time, student assigned
	\$ 8,606 (includes education stipend)

Approve appointment of Benedicto Frech Morales, Elm Street custodian – odd shift, to work during his probationary period, effective 12/1/2020 through 6/1/2021 (pending State and District required clearances). He will be paid a salary based on an annual rate of \$43,621 (includes odd shift differential).

Approve the following substitutes for the 2020-2021 school year, as attached.

ATTACHMENT #1

Approve the following Instructional Technology Support Staff assignments for the 2020-2021 school year.

<u>Westfield High School</u>	
Katharine Hickey/Dana Kickey (split)	\$3,959
Callie Campbell/Kim Ou-Yang (split)	\$3,959

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Approve the following co-curricular assignment for the 2020-2021 school year.

Athletic Site Supervisor

Martin Maruschak

\$5,684

Approve change of start date for longevity stipend of \$1,060 (pro-rated) for Aimee Burgoyne-Black, English teacher, Westfield High School, from 4/1/16 to 12/1/15.

Approve change of start date for longevity stipend of \$1,410 (pro-rated) for Aimee Burgoyne-Black, English teacher, Westfield High School, from 4/1/2021 to 12/1/2020.

Approve the addition of the County Substitute Teacher Certificate stipend for the following paraprofessional for the 2020-2021 school year, effective 9/1/2020.

Donna Dwyer

\$ 350

Approve the following co-curricular assignments for the 2020-2021 school year, as attached. ATTACHMENT #2

Approve compensation to the following school nurses for working one additional preparation day during the summer for the 2020-2021 school year. They will be paid at their per diem rate.

Christine DeSousa

Sharon Dorry

Martha Fico

Marybeth Finn

Patricia Kelly

Maryann Kennedy

Christina O'Connor

Jescenia Oviedo

Valerie Williams

Approve compensation to the following nurse for working one preparation day prior to the teachers start date per the WEA agreement for the 2020-2021 school year. She will be paid at her per diem rate.

Jescenia Oviedo

Approve compensation to the following teachers for providing supplemental instruction to three students per their IEP for the 2020-2021 school year. They will be paid at the Board approved rate of \$40 per hour.

Richard McNanna

Catherine Sabatino

Debbie Ann Vezos

Language Arts/Writing

Mathematics

Language Arts

Approve compensation to staff for proctoring PSAT exams at Westfield High School on October 17, 2020, as attached. Funds for payment are provided by student testing fees. ATTACHMENT #3

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Approve compensation to the following Special Education teachers, for an additional 20% of their 2020-2021 salary for teaching an additional class, over and above the agreed upon teaching periods per the WEA agreement.

	<u>From</u>	<u>To</u>
<u>Edison Intermediate School</u>		
Nicole Curtis	11/18/2020	4/19/2021
<u>Roosevelt Intermediate School</u>		
Amy Ainley	11/9/2020	4/19/2021
Dominick Ceccio	11/9/2020	4/19/2021
Michael Chiera	11/9/2020	4/19/2021
Tara Giblin	11/9/2020	4/19/2021
Julia Mirfield	11/9/2020	4/19/2021

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

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

Approve appointment of Faye Bowie, (replacing Forrestal, on leave) Lincoln School .5 Kindergarten teacher, effective 9/1/2020 through 6/30/2021. She will be paid a salary based on an annual rate of \$39,517 (non-tenure track).

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

### • FACILITIES

Facilities Committee Chair Michael Bielen reported that Buildings and Grounds Supervisor Sean McArthur updated committee members on cleaning procedures in all district facilities. Mr. McArthur stated that increased cleaning, sanitizing, and disinfecting continues to take place each day, with special attention paid to high touch surfaces. Mr. Bielen noted a concern by some parents that non-WHS students took part in the SAT at Westfield High School earlier this month and reported that Mr. McArthur's team conducted the same thorough cleaning process to sanitize the building following the test administration. Mr. McArthur told the committee that the bipolar ionization and air purification systems installed in unit ventilators and rooftop air handling units will greatly improve air quality, Mr. Bielen reported. Committee members also discussed a planned outdoor classroom at McKinley to be funded by the PTO, the five-year facilities plan, and how best to utilize the Edison fields as the Town of Westfield works with the Board of Education on plans to revitalize the fields.

Mr. Bielen also stated that the committee made the recommendation that outside organizations not be allowed to use school facilities for indoor sports. He stated that

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while Board members and district administrators understand the value of indoor sports, the first priority is to keep students and staff healthy and safe.

- LONG RANGE PLANNING
- 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

0167	Public Participation in Board Meetings (Bylaws)
5610	Suspension (Pupils)
5620	Expulsion (Pupils)
8320	Personnel Records (Operations)

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

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

Approve Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, for the 2020-2021 school year.

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

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

The Board affirms the Superintendent's decision on HIB incidents 20E11, 20E12 and 20E13 for the reasons set forth therein.

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

- 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 for first reading the following curricula, as attached. ATTACHMENT #1

Social Studies

Global Connections, Grade 5

The Ancient World, Grade 6

European Transformation & the New World, Grade 7

United States History, Grade 8

Exploring Global Studies, Grade 9

Global Perspectives, Grade 9

Mock Trial

Approve the following voluntary Student Teacher/Intern candidate for the 2020-2021 school year, as attached. ATTACHMENT #2

Approve 2020-2021 School Nursing Plan, as attached. ADMINISTRATIVE MEMO #1

Approve the following virtual district field trip, as attached. ATTACHMENT #3

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

• **FINANCE**

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

Approve acceptance of the amended Union County Cares Act – Coronavirus Relief Funds School District Grant for the period of 7/1/2020 through 12/30/2020, not to exceed \$308,700.

Approve Comprehensive Maintenance Plan and Form M-1 Annual Maintenance Budget Work Sheet, as attached. ADMINISTRATIVE MEMO #1

Approve transfer of \$7,361 from the maintenance reserve account for additional driveway replacement at McKinley Elementary School.

Approve the following Resolution:

**RESOLUTION AUTHORIZING CONTRACTS  
WITH VENDORS THROUGH COOPERATIVE PURCHASING AGREEMENT  
FOR BOARDS OF EDUCATION  
PURSUANT TO N.J.S.A. 18A:18A-11 & 12**

WHEREAS, the Westfield Board of Education, pursuant to N.J.S.A. 18A:18A-11 & 12 and N.J.S.A. 40A:11-11(5), may, by resolution and without advertising for bids, award contracts for the purchase of any goods or services and that were procured through cooperative purchasing agreements; and



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WHEREAS, the Westfield Board of Education authorized participation in the Morris County, Union County, the Educational Services Commission of New Jersey, Somerset County, Hunterdon County, and the Educational Data Service Cooperative Programs, and

WHEREAS, the Westfield Board of Education has the need on a timely basis to purchase goods or services utilizing these; and

WHEREAS, the Westfield Board of Education intends to enter into contracts with the attached Vendors through this resolutions, which shall be subject to all the conditions applicable to the current Cooperative contracts;

NOW BE IT RESOLVED, the Westfield Board of Education authorizes the Purchasing Agent to purchase certain goods or services from the Vendor listed below for the 2020-2021 school years pursuant to all conditions of the individual contracts; and be it further

RESOLVED, that the duration of the contracts between the Westfield Board of Education and the Vendors shall be from 7/1/2020 – 6/30/2021.

VENDORS	SERVICE/SUPPLY	COOPERATIVE	Bid Number
PMC Associates	Physical Security Products	HCESC	HCESC-Cat-20-12
Allied Fire & Safety; Fire & Security Tech	Fire Extinguisher Inspect/Related Svce	ESCNJ	20/21-23

Approve Payment of Bill lists for October, September Payroll, hand checks for September, for a total amount of \$11,543,253.04. ADMINISTRATIVE MEMO #2

Approve the following Budget Transfers ending 9/30/2020, as attached. ADMINISTRATIVE MEMO #3

Approve Board Secretary's Report for the month ended 9/30/2020. ADMINISTRATIVE MEMO #4

Approve the following Treasurer's Report for the month ended 9/30/2020. ADMINISTRATIVE MEMO #5

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 September 30, 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

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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 #6

Accept a gift of \$2,726.50 from the Westfield School Boosters Association for the purchase of seven tents for the Westfield High School Athletic teams.

Accept a gift of \$750 from The Rotary Club of Westfield to be used for the Learning Garden at Jefferson Elementary School.

Accept a gift of an outdoor classroom from the McKinley Elementary School PTO at an estimated cost of \$25,000.

Accept a gift of \$250 from The Westfield Rotary Foundation to purchase and set up a Little Free Library at Franklin School.

Approve Corrections/Changes to Out-of-District Placements for the 2020-2021 Extended School Year and the 2020-2021 – 10 month placements.

ESY

<u>Student</u>	<u>School</u>	<u>Tuition</u>
2421008	Livingston High School	\$ 3,910
2316013	Livingston High School	\$ 4,150
2416019	Summit High School	\$ 1,403

10 – Month

<u>Student</u>	<u>School</u>	<u>Tuition</u>
2421008	Livingston High School	\$33,364
2316013	Livingston High School	\$29,328
	1:1 Aide	\$32,032
2416019	Summit High School	\$27,455
2516017	Summit High School	\$49,692
	1:1 Aide	\$37,934
	Related Services	\$ 2,976
2220803	Summit High School	\$49,692
	1:1 Aide	\$44,969
	Related Services	\$12,404

Approve Corrections/Changes to the Out-of-District Placement for the 2020-2021 school year.

<u>Student</u>	<u>School</u>	<u>Start Date</u>	<u>Tuition</u>
610898	New Beginnings Fairfield, NJ	9/9/2020	\$71,651.58
			<u>\$19,950.00</u> (aide)
			\$91,601.58

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

<u>Student</u>	<u>School</u>	<u>Start Date</u>	<u>Tuition</u>
2220011	Cornerstone Day School Cranford, NJ	10/5/2020	\$75,275.20
610896	Newmark High School Scotch Plains, NJ	9/8/2020	\$ 7,171.34

Approve placement of the following student at Union County Vocational-Technical School Magnet Program, Scotch Plains, NJ, for the 2020-2021 school year.

<u>Student</u>	<u>Effective Date</u>	<u>Tuition</u>
M21-86	9/10/2020	\$6,000

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

- **LEGISLATION**
- **TECHNOLOGY**
- **NOTES FOR THE RECORD**

--The start date for Renee Collins, (replacing Lehmberg, resigned) was 10/16/2020.

--Suspension of student, as follows:

W-2103      October 8, 2020

--Termination of placement of student 610896 from Newmark School, Scotch Plains, NJ, effective 10/7/2020.

--September 2020, Fire/Security Drill Report, as attached. ATTACHMENT #1

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

Board Vice President Amy Root reported that she attended a recent virtual meeting of the Franklin PTO with PTO members busy planning creative virtual activities and fundraisers and sharing lots of thoughts about Halloween.

Mr. Bielen noted that Halloween was also a topic at a recent meeting of the Edison PTSO at which Edison principal Dr. Matthew Bolton gave a brief overview of the updated academic schedule to be implemented in early November. Schedule details are pending, but parents seemed very receptive, Mr. Bielen reported.

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Mr. Galligan and Board Member Robert Garrison stated that they attended the annual conference of the New Jersey School Boards Association (NJSBA), which was held virtually this year and offered many useful training sessions over a three-day period. Mr. Galligan noted that the sessions are recorded and available to members for a year; Mr. Garrison congratulated Coordinator of School and Community Relations Mary Ann McGann who was a panelist in a session addressing “Education During the Pandemic: Communications Challenges Facing School Districts.”

Mrs. Oster attended virtual meetings of the WHS PTSO and the Jefferson PTO who are continuing to do as much as possible to support our schools. She also reported that she would join a virtual meeting of school board members from other districts, if time permitted, saying that it was a good way to compare best practices with other districts.

- **RECOGNIZE PUBLIC**

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

The Board heard from a parent who thanked our teachers for “an amazing job” and who questioned the equity of afternoon all-remote sessions at the middle school level. Dr. Dolan noted that she would bring her concerns to the next scheduled meeting on the proposed middle school schedule changes.

- **ADJOURNMENT**

At 9:01 p.m., Mrs. Oster moved to adjourn the meeting, seconded by Mr. Galligan. The motion passed by a vote of 9-0.

Respectfully submitted,



Mrs. Dana Sullivan  
Board Secretary