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

MINUTES – Board Meeting
October 29, 2019

Mrs. Oster opened the meeting at 7:30 p.m. and read the following statement:

October 24, 2019

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 7:30 p.m. on the evening of Tuesday, October 29 2019, 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.

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 24, 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. Diamond, Mr. Galligan, Mr. Morrissey,
Ms. Ohlig, Mrs. Oporto, Mrs. Oster, Mrs. Root

Absent: Mr. Bielen, Mr. Garrison

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

- **FLAG SALUTE**

The flag salute was led by Mr. Morrissey.

- **ANNOUNCEMENTS**

- **RECOGNIZE PUBLIC** for agenda items only

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

- **SUPERINTENDENT'S REPORT**

Student Safety Data System (SSDS)
The New Jersey Department of Education (NJDOE) requires a report twice a year on Violence, Vandalism, and Substance Abuse as well as Harassment, Intimidation and Bullying (HIB). Our most recent report for the period January 1, 2019 through June 30, 2019 outlines the number of incidents, along with HIB trainings and programs. This report coincides with School Violence Awareness Week which was observed across the state from October 21-25, 2019. During the period of January 1, 2019 and June 30, 2019, the district reported a total of 28 incidents in the categories meeting the state's definition of violence, vandalism, substances, weapons and/or confirmed HIB instances. There were a total of 29 other incidents leading to removal and 5 alleged HIB investigations, along with 14 HIB trainings for staff and 36 HIB programs for students, staff and parents.

Each school has one or more anti-bullying specialists and there is a district anti-bullying coordinator appointed each year. Our schools list their specialists and their coordinator on their websites. We undergo a great deal of training in the anti-bullying process and we continue our efforts in this important area, including a review of the Code of Conduct and the Anti-Bullying Bill of Rights within our schools. We encourage students to be "upstanders" and, as mentioned Dr. Dolan presented at the last Board meeting on the Week of "Extra" Respect, to respect themselves and others.

School Self-Assessment for Determining HIB Grade
Additionally, each year a School Improvement Panel (SIP) at each school provides a self-assessment of how the school is meeting requirements under the New Jersey Anti-Bullying Bill of Rights Act. The panels review what has been accomplished in terms of programs, trainings, or instruction for students and staff. The Board approved the 2018-2019 School Self-Assessment for Determining HIB Grades for all ten schools which the district will submit to the NJDOE for approval.

- **MINUTES**

Upon motion of Mrs. Oster, seconded by Mr. Galligan, it was moved to approve Minutes of the Board Meeting held on October 15, 2019, and Private Minutes of October 15, 2019. The motion passed with a vote of 7-0.

- **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. Root, seconded by Mr. Diamond, it was moved to approve the following Personnel motions:

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

Vanessa Bagley	Franklin School – Lunch Aide	10/17/19
Jacqueline Gagliardo	Westfield High School – Guidance Counselor	12/20/19

Approve extension of unpaid child rearing leave, for Tiffany Winters, Jefferson School Second Grade teacher, for the 2019-2020 school year (medical benefits in accordance with the WEA agreement).

Approve appointment of Melissa Battaglia, (replacing Givens, on leave) Wilson School First Grade teacher, effective 12/2/19 through 6/30/20. She will be paid a salary based on an annual rate of $76,115 (non-tenure track).

Approve appointment of Carol Fahrenthold, (replacing Winters, on leave) Jefferson School Second Grade teacher, effective 9/1/19 through 6/30/20. She will be paid a salary based on an annual rate of $76,808 (non–tenure track).

Approve appointment of the following teacher for Saturday Detention Supervision for the 2019-2020 school year. She will be paid $25 per hour.

Westfield High School
Diane Mahatha

Approve the following ESY staff for ABA Home Programming for the 2019-2020 school year. She will be paid at the Board approved rate of $55 per hour.

Sarah Freer

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

Approve the following Lunch Aides for the 2019-2020 school year, pending State and District required clearances, as attached. Lunch aides will be paid at the Board approved rate of $14.50 per hour, including attendance at an orientation meeting. As per the WISSA Agreement, paraprofessionals performing lunch duty will be paid at their hourly rate.* *Salary to be adjusted in accordance with the WISSA/Board of Education Agreement. ATTACHMENT #2

Approve the following volunteers for the 2019-2020 school year (pending State and District required clearances).

Jose Lopez	Marching Band
Nicholas Murray	Wrestling

Approve the following change for the 2019-2020 school year, effective 9/24/19 as follows:

	From	To
Telma Saravia	Franklin School Custodian $40,961	Franklin School Night Custodian $42,818

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

	From	To
William Wertheimer	Boys Lacrosse Varsity Assistant Coach $9,515	Boys Lacrosse Head Coach (Tuohy, resigned) $10,882

Approve compensation to the following staff member for administering assessments for the Gifted Program. She will be paid at the Board approved rate of $125 per assessment as follows:

Name	Tests	Amount
Silvia Banga	1	$125

Approve compensation to staff for proctoring PSAT exams at Westfield High School on October 19, 2019, as attached. Funds for payment are provided by student testing fees. ATTACHMENT #3

Approve compensation to the following paraprofessional for working additional hours to meet student needs. She will be paid at her hourly rate.

Marie Pennella	Edison Intermediate School	30 minutes

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

- **FACILITIES**
- **LONG RANGE PLANNING**
- **POLICIES**

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

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

0131	Bylaws and Policies (Bylaws)
0141	Board Member Number and Term (Bylaws)
0142	Board Member Qualifications, Prohibited Acts and Code of Ethics (Bylaws)
0142.1	Nepotism (Bylaws)
5611	Removal of Pupils for Firearms Offenses (Pupils)
5613	Removal of Pupils for Assaults with Weapons Offenses (Pupils)
8130	School Organization (Operations)
8465	Hate Crimes and Bias-Related Acts (Operations)
9150	School Visitors (Community)

Approve the 2018-2019 School Self-Assessments for HIB Grades for the following schools:

Westfield High School
Edison Intermediate School
Roosevelt Intermediate School
Franklin School
Jefferson School
McKinley School
Tamaques School
Washington School
Wilson School
Lincoln School

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

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 20HS01, 20E01 and 20R01 for the reasons set forth therein.

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

- **CURRICULUM, INSTRUCTION & PROGRAMS**

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

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

English Language Arts
Blog Writing
English IV AP Literature & Composition
English IV AP Language & Composition
Writers Craft

Visual & Performing Arts
General Music, Grades K-5
Chorus, Grade 5
Instrumental Music, Grades 4-5

Approve the following voluntary Student Teacher/Intern candidate for the 2019-2020 and 2020-2021 school years, as attached. ATTACHMENT #3

Approve 2019-2020 School Nursing Plan, as attached. ADMINISTRATIVE MEMO #1

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

- **FINANCE**

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

Approve the 2019-2020 agreements between the Board of Education of Westfield and the Union County Educational Services Commission, for New Jersey Nonpublic Technology Initiative Program for the participating schools within this district. ATTACHMENT #1

Approve Payment of Bills for September, September Payroll, hand checks for September, for a total amount of $11,945,074.96. ADMINISTRATIVE MEMO #1

Approve the following Budget Transfers ending 9/30/19 as per attached. ADMINISTRATIVE MEMO #2

Approve Board Secretary's Report for the month ended 9/30/19. ADMINISTRATIVE MEMO #3

Approve the following Treasurer's Report for the month ended 9/30/19. 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 September 30, 2019 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 gifts from the Westfield High School PTSO to be used as follows:

$ 4,400.00	To purchase an HDU sign
$ 5,790.00	Painted Cafeteria B
$13,455.80	Painted Auditorium lobby
$ 9,618.75	Painting of front hallway and cafeteria hallway

Accept a gift of $360 from the Westfield Coalition for the Arts to go towards masterclasses for the 7th grade woodwind class at Roosevelt Intermediate School.

Accept a gift of $349.70 to purchase an iPad and a case from the Jefferson School PTO for use in the nurse's office.

Accept a gift of $175 from the McKinley School PTO to cover the cost of a nurse to accompany the third grade classes on their walking tour of Westfield on October 23, 2019.

Approve reimbursement to parents for the following ESY Programs:

Student	Tuition	Program
2510199	$3,330	Harbor Haven
2701023	$4,085	Harbor Haven

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

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

--The following policies were reviewed by the Policy Committee on 10/16/19 with no changes:

0110	Identification (Bylaws)
0120	Authority and Powers (Bylaws)
0132	Executive Authority (Bylaws)
0133	Adjudication of Disputes (Bylaws)
0134	Board Self-Evaluation (Bylaws)
0143	Board Member Election and Appointment (Bylaws)
0144	Board Member Orientation and Training (Bylaws)
0144.1	Prospective Board Member Orientation (Bylaws)
0145	Board Member Resignation and Removal (Bylaws)

--Suspension of students, as follows:

R-2007	October 16 &17, 2019
E-2008	October 23 & 24, 2019

--Termination of placement of students VT20-09 and VT20-21, from Union County Vo-Tech P/T Program, Scotch Plains, NJ, effective 10/22/19.

--Termination of placement of students M20-19, M20-24, M20-51, M20-55, M20-79 and M20-84, from Union County Vo-Tech-Magnet School, Scotch Plains, NJ, effective 10/22/19.

- **UNFNISHED BUSINESS**

- **NEW BUSINESS**

- **LIAISON REPORTS**

Mrs. Oporto reported on a recent meeting of the Lincoln School PTO at which topics of discussion included staff training using CPR manikins and a possible PTO shed to store supplies outside. Mrs. Oporto also stated that the Lincoln PTO will hold its annual Book Fair on Monday, November 4 through Wednesday, November 6 from 1:15 - 7:45 p.m. each day.

Board member Kent Diamond stated that security vestibules and the upcoming "School Safety and Security for Parents" presentation by the NJDOE's Office of School Preparedness and Emergency Planning were discussed at a recent meeting of the Tamaques PTO. Mr. Diamond also reported on his attendance at a meeting of the Westfield Memorial Library Board of Trustees where it was stated that the library will again offer extended hours to Westfield students during mid-term and final exams.

Board member Brendan Galligan reported that several board members joined Business Administrator Dana Sullivan and Dr. Dolan at the New Jersey School Boards Association annual convention. Mr. Galligan noted the many professional courses available to attendees including offerings on building security, social and emotional learning, special education, and other important topics.

Board President Peggy Oster reported that she and Board Vice President Amy Root met on October 29 with Mayor Shelley Brindle. Mrs. Oster noted that she and Mrs. Root meet every two to three months with the mayor as part of a cooperative relationship with town administration to "make Westfield the best that it can be."

Mrs. Root mentioned a recent visit of the Westfield Green Team to Franklin School where members of the team reiterated the 3-Rs of responsible conservation: reduce, reuse, recycle. She stated that Town Councilman David Contract and other members of the Green Team are always willing to share their presentation with other schools who wish to invite them.

- **RECOGNIZE PUBLIC**

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

The Board heard from a resident who encouraged board members to look more broadly at long-term district improvement projects and to possibly combine them rather than dealing with each individually.

Another resident addressed the Board about the district's policy and procedures for managing pediculosis (head lice). Dr. Dolan reported that our current procedures are based on recommendations from the Centers for Disease Control and Prevention, the American Academy of Pediatrics, the National Association of School Nurses and the Harvard School of Public Health.

The Board heard from another resident concerned about a questionnaire being used in a social studies class which he felt asked leading questions and was too political. Assistant Superintendent for Curriculum, Instruction and Programs Paul Pineiro noted that this questionnaire has been used at Westfield High School for at least ten or more years and that it is a useful tool to promote honest and good conversations.

A resident expressed strong concerns that the district is not doing enough to combat racial epithets and other expressions of hate written in school bathrooms. Dr. Dolan stated that whenever we are made aware of hateful graffiti, we take immediate steps to address it and to try to identify the person responsible.

Mrs. Sullivan reported that she had sent an email to the district's supervisor of buildings and grounds to have custodians again check school bathrooms for any offensive graffiti. Mrs. Oporto expressed concern about graffiti in bathrooms at town facilities; Mrs. Oster reported that she will notify Mayor Brindle of this discussion.

- **ADJOURNMENT**

At 8:52 p.m., Mrs. Oster moved to adjourn the meeting, seconded by Mr. Diamond. The motion passed by a vote of 7-0.

Respectfully submitted,

Mrs. Dana Sullivan
Board Secretary