

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

MINUTES – Board Meeting
October 9, 2018

Ms. Ohlig opened the meeting at 7:30 p.m. and read the following statement:

October 4, 2018

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 9, 2018, 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 4, 2018, 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:

Mrs. Benner, Mr. Diamond, Mr. Galligan, Mr. Garrison
Ms. Ohlig, Mrs. Oster, Mr. Ostroff, Mrs. Root
Absent: Mr. Bielen

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

- **FLAG SALUTE**

The flag salute was led by Mr. Ostroff.

- **ANNOUNCEMENTS**

- **RECOGNIZE PUBLIC** for agenda items only

Ms. Ohlig recognized the public on agenda items only. There were none.

MINUTES – Board Meeting - 2
October 9, 2018

• SUPERINTENDENT'S REPORT

Week of Respect

October 1-5, 2018 was observed as the Week of Respect in public schools throughout New Jersey. Westfield provides guidance, programs, and training throughout the year to emphasize the importance of respect for self, for others, and for the community. It is a vital part of the culture of all of Westfield's schools and important in the education of our students. During the Week of Respect, there were classroom readings and discussion, lessons taught by school counselors, daily morning announcements on the meaning of respect, and many other activities. Specific examples included "Make a Chance - Take a Chance to be Kind" at McKinley School, modeled after the book "What Do You Do With a Chance" with students asked to write down a simple act they might perform to make a difference if given the chance. At a Franklin School assembly, the focus was on the Six Pillars of Character with students dressed in brightly colored shirts, each a different color by grade level with one of the six pillars - Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship - written on the back. Dr. Paul Wichansky - who has faced his own personal challenges - talked to the intermediate students about the transformative nature of kindness and, across the district, a positive growth mindset of resilience, dedication, and hard work continues to be reinforced.

Student Safety Data System (SSDS)

The New Jersey Department of Education requires a report twice a year on Violence, Vandalism, and Substance Abuse as well as Harassment, Intimidation and Bullying (HIB). Westfield's most recent report for the period January 1, 2018 through June 30, 2018 outlines the number of incidents of Violence, Vandalism, Substance Abuse, Weapons and confirmed HIBs along with HIB trainings and programs. This report coincides with the upcoming School Violence Awareness Week, which will be observed October 15-19, 2018.

Each school has one or more anti-bullying specialists, and there is a district anti-bullying coordinator appointed each year. The schools list their specialists and the coordinator on their websites. The district undergoes a great deal of training in the anti-bullying process, and continues their efforts in this important area, including a review of the Code of Conduct and the Anti-Bullying Bill of Rights within our schools. The Westfield Board of Education encourages students to be "upstanders" and, as mentioned earlier, to respect themselves and others.

MINUTES – Board Meeting - 3
October 9, 2018

Report on Testing

Paul Pineiro, Assistant Superintendent of Curriculum, Instruction, and Programs, presented a Report on 2018 Testing Results, with a specific focus on the Partnership for Assessment of Readiness for College and Careers (PARCC):

- In 2018, PARCC results in English Language Arts and Math exceeded New Jersey comparisons as well as those averages of other PARCC states, with Westfield students scoring at approximately 90% on both ELA and Math across the grade levels.
- The data for the PARCC tests in grades 3-8 is useful for comparative analysis in determining areas of needed improvement. Comparative analysis is more difficult at the high school level because many students choose another form of assessment over PARCC to meet graduation requirements.
- The New Jersey Department of Education has approved changes recommended by Acting Commissioner Dr. Lamont Repollet that include shorter testing times in grades 3-8 and a name change for the test itself. The new assessment package is called the New Jersey Student Learning Assessment and will be administered in English Language Arts, Math, and Science. It is no longer called PARCC.
- Changes to the high school graduation requirements also have been proposed. They include no ELA or Math assessment for grade 11, reducing the number of tests from 6 to 4, and allowing students to apply an alternate assessment, such as the SAT or ACT, to fulfill graduation assessment requirements. A 60-day public comment period is currently underway and must be concluded before the State Board of Education can take action on this proposal.
- Once the NJDOE changes are finalized, parents will be able to check the status of their student's graduation requirements in the Parent Portal on Genesis under the "Assessments" tab.

• **MINUTES**

Upon motion of Ms. Ohlig, seconded by Mr. Galligan, it was moved to approve Minutes of the Board Meeting held on September 25, 2018, and Private Minutes of September 25, 2018. The motion passed with a vote of 8-0.

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

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

Genevieve Lagola Business Office – Secretary 12/31/18

MINUTES – Board Meeting - 4

October 9, 2018

Revised

Approve continuation of salary to employee #3092 after all sick leave days have been exhausted until 11/30/18. The salary paid will be reduced by the cost of substitutes needed for the employee after the sick days are exhausted. If the cost of substitutes exceeds the employee's salary, approve an unpaid medical leave until 11/30/18 (medical benefits in accordance with the WEA agreement).

Approve appointment of Kim Blutfield (replacing Brophy, on leave) Washington School Resource teacher, effective 12/5/18 through 6/30/19. She will be paid a salary based on an annual rate of \$76,908 (non-tenure track).

Approve appointment of Christine Harrington (replacing Ainley, on leave) Roosevelt Intermediate School Special Education teacher, effective 10/15/18 through 4/9/19. She will be paid a salary based on an annual rate of \$71,845 (non-tenure track).

Approve appointment of the following paraprofessional for the 2018-2019 school year, effective 10/10/18 (pending State and District required clearances).

| | |
|--------------------|---------------------------------------|
| Gillian D'Ambrosio | Washington School |
| | Half-time, student assigned |
| | \$ 9,728 (includes education stipend) |

Approve appointment of the following paraprofessional to work during her probationary period 10/22/18 through 12/22/18, (pending State and District required clearances).

| | |
|----------------|-----------------------------|
| Linda DAddario | Edison Intermediate School |
| | Half-time, student assigned |
| | \$ 8,078 |

Approve appointment of the following paraprofessional to work during her probationary period 11/1/18 through 1/1/19, (pending State and District required clearances).

| | |
|------------------|-----------------------------|
| Faith MacDonnell | Washington School |
| | Half-time, student assigned |
| | \$ 8,078 |

Approve the following additional substitute for the 2018-2019 school year, effective 10/10/18.

Secretary
Christine Rothenberg

Approve the following teaching staff member, for ABA Home Programming for the 2018-2019 school year. She will be paid at the Board approved rate of \$55 per hour.

Wilson School
Adriana Guerra

MINUTES – Board Meeting - 5
October 9, 2018

Approve the following Special Education teacher for the Wilson Reading Tutoring Program for the 2018-2019 school year. She will be paid at the Board approved rate of \$55 per hour.

Robin Pfeffer

Approve appointment of the following additional teachers for Saturday Detention Supervision for the 2018-2019 school year. They will be paid \$25 per assignment.

Westfield High School

Kathleen Bigelow

Sean Carcich

Cecilia Pedde

Approve Kenneth Miller, McKinley School teacher as Lunch Supervisor for the 2018-2019 school year. He will be paid per the WEA agreement.

Approve the following co-curricular changes for the 2018-2019 school year:

| <u>From</u> | | <u>To</u> | |
|---|---------|---|---------|
| Daniel Black | | Michael Tollin | |
| Set Designer/Edison Intermediate School | | Set Designer/Edison Intermediate School | |
| Fall Drama | \$1,097 | Fall Drama | \$1,097 |
| Spring Musical | \$1,682 | Spring Musical | \$1,682 |

Approve the following *revised* change of assignment for the 2018-2019 school year. No change in salary.

| <u>From</u> | <u>To</u> |
|------------------------------|----------------------------|
| Amy Abramson | Amy Abramson |
| Social Worker | LDT-C |
| Roosevelt & Franklin Schools | Roosevelt & Edison Schools |

Approve the following change of assignments for the 2018-2019 school year. No change

| <u>From</u> | <u>To</u> |
|----------------------------|--|
| Laura Capoccia | Laura Capoccia |
| School Social Worker | School Social Worker |
| Jefferson/Tamaques Schools | Jefferson/Tamaques/Franklin/McKinley Schools |

| <u>From</u> | <u>To</u> |
|---------------------------|-----------------------------------|
| Jodi Robinson | Jodi Robinson |
| Social Worker | Social Worker |
| Wilson/Washington Schools | Wilson/Washington/Lincoln Schools |

MINUTES – Board Meeting - 6

October 9, 2018

Approve change in assignment for the 2018-2019 school year for the following custodian, effective 10/10/18.

| | | |
|---------------|---|---|
| Mariana Moran | <u>From</u> Westfield High School Night Custodian \$42,114 | <u>To</u> Elm Street Admin. Building Custodian-Swing Shift \$43,077 (incl. odd shift differential) |
|---------------|---|---|

Approve longevity for Brook Stites, Westfield High School for the 2018-2019 school year effective 9/1/18 in the amount of \$1,060.

Approve compensation to the following Edison Intermediate School paraprofessionals for working AM bus duty to meet student needs, effective 9/5/18 through 6/30/19. They will be paid at their hourly rate.

Rebecca Lugara
Marie Pennella
Nancy Smith

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

| | | |
|---------------|----------------------------|------------|
| Deanna Jascur | Edison Intermediate School | 1.25 hours |
|---------------|----------------------------|------------|

Approve compensation to Susan Sullivan, substitute nurse, for working four overnight periods and one day during Band Camp, from 8/26/18 through 8/30/18. She will be paid at the Board approved rates. Funds for reimbursement will come from field trip money.

| | |
|------------------|-------|
| <u>Overnight</u> | |
| 8/26 – 8/27/18 | \$200 |
| 8/27 – 8/28/18 | \$200 |
| 8/28 – 8/29/18 | \$200 |
| 8/29 – 8/30/18 | \$200 |
| <u>Day</u> | |
| 8/30/18 | \$150 |

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

• FACILITIES

MINUTES – Board Meeting - 7
October 9, 2018

- **LONG RANGE PLANNING**

Long Range Planning Committee Chair Amy Root reported that current and future building projects in Westfield and the potential impact on enrollment was the topic at the committee's October 9 meeting. Mrs. Root noted that, at this point, the foreseeable projects do not appear as though they will significantly impact enrollment in the schools, adding that the board and the school district will continue to monitor developments.

- **POLICIES**

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

The Board affirms the Superintendent's decision on HIB incident 19L01 for the reasons set forth therein.

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

- **CURRICULUM, INSTRUCTION & PROGRAMS**

Upon motion of Ms. Ohlig, seconded by Mr. Garrison, it was moved to approve the following Curriculum motion:

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

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

- **FINANCE**

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

Approve Axis Plus Benefits, as the Flexible Spending Account (FSA) administrator for the Westfield School District, for the 2019 calendar year, at a rate of \$4.00 per participant per month, plus \$200 for the plan document fee and other fees on the attached schedule, as attached. ATTACHMENT #1

MINUTES – Board Meeting - 8
October 9, 2018

Approve the following Addendum to Contract – Kehler Stadium Project:

WHEREAS, the Westfield Public Schools, as "Owner", awarded a written Contract to Your Way Construction, Inc., as "Contractor", on or about March 19, 2018; and

WHEREAS, said Contract provides for certain renovations to the Kehler Stadium and the Track and Field located on the grounds of the Kehler Stadium; and

WHEREAS, both parties have agreed to the Contract changes set forth herein relating to the Start Date, Substantial Completion Date and Final Completion Date of the work required pursuant to said Contract;

NOW THEREFORE, it is hereby Stipulated and Agreed as follows:

- 1.The Owner and the Contractor hereby mutually agree that the Project Start Date shall be April 8, 2019;
- 2.The Owner and the Contractor hereby mutually agree that the Substantial Completion Date shall be July 31, 2019;
- 3.The Owner and the Contractor hereby mutually agree that the Final Completion Date shall be August 31, 2019;
- 4.The Liquidated Damages Provisions, both as to the Substantial Completion Date and the Final Completion Date, shall be \$500.00 (Five Hundred Dollars) per day, as per the existing contract Terms and Conditions;
- 5.The Contractor may begin renovation work on the inside of the Kehler facility, i.e. the restrooms, etc. immediately after the Fall Athletic Season has concluded; approximately at the end of November 2018.
- 6.Except as otherwise specifically provided for herein, all other Terms and Conditions of the Contract that was awarded by the Westfield Public Schools Your Way Construction, Inc. on March 19, 2018 shall remain in full force and effect.

AGREED AND ACCEPTED BY THE UNDERSIGNED

YOUR WAY CONSTRUCTION

Witness

Dated: _____

WESTFIELD PUBLIC SCHOOLS

Witness

MINUTES – Board Meeting - 9
October 9, 2018

Dated: _____

Approve the following Resolution for the Procurement of Goods and Services:

RESOLUTION AUTHORIZING CONTRACTS WITH STATE CONTRACT
VENDORS FOR BOARDS OF EDUCATION
PURSUANT TO N.J.S.A. 18A:18A-10a

WHEREAS, the Westfield Board of Education, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7.29(c), may, by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

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

WHEREAS, the Westfield Board of Education intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

NOW BE IT RESOLVED, the Westfield Board of Education authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list for the 2018-2019 school year pursuant to all conditions of the individual State contracts; and be it further

RESOLVED, that the Westfield Board of Education, and Dana Sullivan, School Business Administrator/ Board Secretary shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and be it further

RESOLVED, that the duration of the contracts between the Westfield Board of Education and the Referenced State Contract Vendors shall be from July 1, 2018 to June 30, 2019 as attached. ATTACHMENT #2

Approve and award Emergency Quote E7-2 from 10/4/18 through 6/21/19 to Durham School Services, as attached. ATTACHMENT #3

Approve the following Resolution for Professional Services related to Special Education:

WHEREAS, there exists a need for professional services in the specific area(s) of Special Education, for the 2018-2019 school year, and

WHEREAS, funds are available for this purpose, and

WHEREAS, the Public School Contracts Law (NJSA 18A:18A-1 et seq.) permits the award of contracts without competitive bids for professional services that require licensing and are regulated by law, and

MINUTES – Board Meeting - 10

October 9, 2018

WHEREAS, the Public School Contracts Law requires that the Board of Education adopt a resolution awarding such contracts at a public meeting.

NOW BE IT RESOLVED, by the Westfield Board of Education that the following contract is approved.

Leslie Eckenthal Speech Services \$95 / hour \$380 /Evaluation
1607 Rising Way
Westfield, NJ 07090
NOT TO EXCEED \$100,000

Approve legal settlement between the parents of student 2010072 and the Westfield Board of Education for the 2018-2019 and 2019-2020 school years.

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

| <u>Student</u> | <u>School</u> | <u>Effective Date</u> | <u>Tuition</u> |
|----------------|---|-----------------------|----------------|
| 2010072 | The Flex School Berkeley Heights, NJ | 9/5/18 | \$45,000 |
| 2912507 | Crossroads School Westfield, NJ | 9/17/18 | \$72,165 |

Approve placement of the following student at Union County Vocational-Technical School Magnet Program, AIT Program/Allied Health/APA/UCVT, Scotch Plains, NJ for the 2018-2019 school year.

| <u>Student</u> | <u>Program</u> | <u>Effective Date</u> | <u>Tuition</u> |
|----------------|----------------|-----------------------|----------------|
| M19-70 | AIT | 9/17/18 | \$6,000 |

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

ADMINISTRATIVE MEMO #1

Accept a gift of \$87 from the Jefferson School PTO to purchase a Tower Garden Growing System.

Accept gifts from the Westfield Coalition for the Arts to be used as follows:

| | |
|------------|--|
| \$ 555.95 | To purchase a classroom amplification system for the Edison Intermediate School Art Department |
| \$ 595.00 | To purchase a document camera for the Roosevelt Intermediate School Art Department. |
| \$1,170.00 | To purchase a scrim for the Westfield High School Theatre Department. |
| \$1,804.44 | To purchase 75 choral folders for the Westfield High School Choral Music Department. |

MINUTES – Board Meeting - 11
October 9, 2018

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

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

Approve legal settlement between the parents of student 2210172 and the Westfield Board of Education for the 2018-2019 and 2019-2020 school years.

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

| <u>Student</u> | <u>School</u> | <u>Effective Date</u> | <u>Tuition</u> |
|----------------|---|-----------------------|-------------------------------|
| 2210172 | The Flex School Berkeley Heights, NJ | 9/4/18 | \$44,635 (district's portion) |

ROLL CALL: Yes: Mrs. Benner, Mr. Diamond, Mr. Galligan
Mr. Garrison, Ms. Ohlig, Mrs. Oster,
Mrs. Root
Abstained: Mr. Ostroff
Absent: Mr. Bielen

- LEGISLATION
- TECHNOLOGY
- NOTES FOR THE RECORD

--Suspension of students, as follows:

| | |
|--------|------------------------|
| R-1901 | September 25, 2018 |
| W-1902 | October 1, 2018 |
| W-1903 | October 1, 2018 |
| R-1904 | October 4, 2018 |
| E-1905 | October 4, 2018 |
| E-1906 | October 4, 5 & 9, 2018 |

--September 2018, Fire/Security Drill Report, as attached. ATTACHMENT #1

- UNFINISHED BUSINESS
- NEW BUSINESS
- LIAISON REPORTS

Board member Lynn Benner reported on the Back-to-School meeting of the PTC-Special Education Committee at which Dr. Michael Weissman and members of the Department of Special Services provided updates on the latest developments and

MINUTES – Board Meeting - 12

October 9, 2018

events. Mrs. Benner noted that the PTC-Special Education Committee is a great resource for parents, with all who asked questions at the September 26 event receiving thorough responses.

Board member Robert Garrison reported on a recent PTO meeting at Wilson School and commended principal Joseph Malanga for responding to parent questions.

Board member Amy Root noted that the first meeting of the Parent Teacher Council was held on Wednesday, September 26 and was very informative. Mrs. Root encouraged attendance at future meetings.

- **RECOGNIZE PUBLIC**

Ms. Ohlig recognized the public for questions and/or comments.

The Board heard from three residents concerned about a recent incident at Franklin School at which a swastika was found etched in a restroom and about the district's communication of the incident. Dr. Dolan stated that this is something the district takes very seriously and that Franklin's principal had reached out to Franklin parents immediately to notify them, following up with another letter outlining additional steps being taken. Dr. Dolan noted that Holocaust education is integrated with the curriculum districtwide and that Westfield is currently hosting for the fourth time a graduate class from Kean University for teachers on Holocaust education. Board President Gretchan Ohlig also reiterated that the district will not tolerate such behavior and is totally committed to continuing its role in educating students, noting that any perceived muted response was not intentional.

The Board also heard from parents and track and field student-athletes who expressed heartfelt concern about the impact a proposed April 8 start date for Kehler Stadium renovations might have on student academics, athletics, and the track and field team as a whole. The April 8 date was moved from March 1 after similar concerns were expressed by the track and field community. Ms. Ohlig noted that she and the other members of the Board rely on the advice of the district's coaches, athletic director, high school principal, engineer, architect, business administrator, and others who have been involved in the Kehler Stadium and similar projects for many years. Ms. Ohlig, Mrs. Root, and Mr. Ostroff expressed that, as Board members who are also parents, they understand that this is not an ideal timeline but believe there is a team in place to support our athletes, that our students are resilient, and that it is a workable solution for a temporary situation.

- **PRIVATE SESSION**

At 10:14 p.m., upon motion of Ms. Ohlig, and seconded by Mr. Galligan 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 and Harassment, Intimidation and Bullying incidents and be it further.


MINUTES – Board Meeting - 13
October 9, 2018

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 10:37 p.m., Mr. Diamond moved to adjourn the meeting, seconded by Mrs. Benner. The motion passed by a vote of 8-0.

Respectfully submitted,



Mrs. Dana Sullivan
Board Secretary

