

MINUTES – Board Meeting - 1

December 3, 2019

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

MINUTES – Board Meeting
December 3, 2019

Mrs. Oster opened the meeting at 7:04 p.m. and read the following statement:

November 27, 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 7:00 p.m. on the evening of Tuesday, December 3, 2019, at Washington School, 900 St. Marks Avenue, 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 Wednesday, November 27, 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, Mr. Morrissey, Ms. Ohlig,
Mrs. Oporto, Mrs. Oster, Mrs. Root

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 Mrs. Oster.

- **ANNOUNCEMENTS**

On behalf of the entire Board of Education, Board President Peggy Oster congratulated Washington Elementary School on its designation as a 2019 National Blue Ribbon School. Principal Dr. Andrew Perry, along with students and staff, welcomed the Board to Washington School with a presentation that included remarks by Dr. Perry and Co-PTO

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President Wendy Nitche, a video tribute produced by fifth grade teacher John Borja, occasional good-humored (and orchestrated) musical interruptions by members of the school band, and an exuberant flash mob dancing to the song, “Sunshine in my Pocket.”

- **RECOGNIZE PUBLIC** for agenda items only

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

- **SUPERINTENDENT’S REPORT**

The Board received an overview of the annual audit of the 2018-2019 school year, prepared by Hodulik and Morrison, P.A., a division of PKF O’Connor Davies. Auditor Bob Morrison reported that the Westfield Public School District’s accounting practices are in full compliance and that the financial information is accurate and consistent in application according to rules of the State and accounting standards. The data was found reliable. Mr. Morrison’s staff spent weeks in the district testing internal controls and procedures in addition to compliance with federal grants. He confirmed that the district’s internal controls are operating effectively and designed appropriately. His firm issued a clean report, with no non-compliance issues. Mr. Morrison complimented Business Administrator Dana Sullivan and her staff for using best practices which, he said, he holds up to other school districts as positive examples.

- **MINUTES**

Upon motion of Mrs. Oster, seconded by Mr. Morrissey, it was moved to approve Minutes of the Board Meeting held on November 12, 2019, and Private Minutes of November 12, 2019. The motion passed with a vote of 9-0.

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

Ellen Shapiro	Substitute Teacher	11/1/19
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Accept the resignation of staff with their last day of employment being, as follows:

Melissa Battaglia	Wilson School – First Grade	12/19/19
TranLe Hill	Special Services – LDTC	1/24/20
Kacie Myers	McKinley School – Third Grade	12/20/19

Approve disability, family and child rearing leave for Caitlin Cheddar, Westfield High School English teacher, beginning 12/21/19 through 6/30/20 (medical benefits in accordance with the WEA agreement).

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Approve disability, family and child rearing leave for Diana D’Amico, Washington School Art teacher, beginning 2/19/20 through 6/30/21 (medical benefits in accordance with the WEA agreement).

Approve disability, family and child rearing leave for Jennifer Dow, Edison Intermediate School Resource Center teacher, beginning 2/28/20 through 6/30/20 (medical benefits in accordance with the WEA agreement).

Approve disability, family and child rearing leave for Jessica Lewis-Styler, Special Services Speech teacher, beginning 3/23/20 through the second trimester of the 2020-2021 school year (medical benefits in accordance with the WEA agreement).

Approve disability, family and child rearing leave for Erin McKeon, Westfield High School English teacher, beginning 4/30/20 through the first marking period of the 2020-2021 school year (medical benefits in accordance with the WEA agreement).

Approve unpaid leave for Christine O’Brien, Franklin School half-time paraprofessional, beginning 11/18/19 through 2/2/20.

Approve appointment of Caroline Guinee (replacing C. Cheddar, on leave) Westfield High School English teacher, effective 1/2/20 through 6/30/20 (pending State and District required clearances). She will be paid a salary based on an annual rate of \$67,000 (non-tenure track).

Approve appointment of Rebecca Labus (replacing Gagliardo, resigned) Westfield High School Guidance Counselor, effective 1/2/20 through 6/30/20 (pending State and District required clearances). She will be paid a salary based on an annual rate of \$86,471 (tenure track).

Approve appointment of Susan Gibbs, (replacing E. Morris, resigned) Building and Grounds Scale IV, 12-month secretary, for the 2019-2020 school year, effective 1/1/20. She will be paid a salary based on an annual rate of \$44,260 (includes education stipend).

Approve appointment of the following paraprofessional to work during her probationary period 12/4/19 through 2/4/20 (pending State and District required clearances). *Salary to be adjusted in accordance with the agreement between the Board of Education and WISSA.

Nadia Sarro (replacing Villanella, resigned)	Tamaques School Half-time, student assigned \$ 8,728* (includes education stipend)
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Approve appointment of the following paraprofessional to work during her probationary period 12/9/19 through 2/9/20 (pending State and District required clearances). *Salary to be adjusted in accordance with the agreement between the Board of Education and WISSA.

Margaret Walsh (replacing Villanella, resigned)	Franklin School Half-time, student assigned \$ 8,478* (includes education stipend)
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Approve Dr. Kenneth Shulack as an instructional supervisor from 1/2/20 through 6/30/20. He will be paid \$650 per diem.

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Approve the following teachers as district auditorium equipment technicians for the 2019-2020 school year. They will be paid \$43 per hour. Funds provided by outside organization building rentals.

James Doyle
Sabino Losco
John Scozzaro

Approve the following paraprofessional to work as part of the Westfield United Fund Tutoring Program in our elementary schools for the 2019-2020 school year. She will be paid \$25 per hour. Funds will be provided by the Westfield United Fund.

Christine Lauer

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

Approve Marshall Evaluation Model for the 2019-2020 school year.

Approve change in salary effective 9/24/19 for the 2019-2020 school year for the following Franklin School night custodian.

	<u>From</u>	<u>To</u>
Telma Saravia	Night Custodian \$40,961	Night Custodian \$43,878

Approve compensation to the following staff for the 2019-2020 Roosevelt Intermediate School fall play as follows. Funds will be provided from the ticket proceeds.

Sabino Losco	Sound & Lights Director	\$1,100
Jessica Urriola	Box Office Manager	\$ 300

Approve compensation to the following staff members who worked at fall home athletic events for the 2019-2020 school year, as attached. ATTACHMENT #2

Approve compensation to Kim Rivera, substitute nurse, for working two overnight periods and one day during the Westfield High School Blairstown field trip from 10/23/19 through 10/25/19. She will be paid at the Board approved rates. Funds for reimbursement will come from field trip money.

<u>Overnight</u>	
10/23 – 10/24/19	\$225
10/24 – 10/25/19	\$225
<u>Day</u>	
10/25/19	\$175

Approve compensation to Cheryl Cohen, substitute nurse, for working four overnight periods and one day during the Edison Intermediate School STEM trip from 10/10/19

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The Board affirms the Superintendent's decision on HIB incidents 20E02 and 20ER02 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:

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
Journalism I
Journalism II
Journalism III
School Library Media, Grades K-12

Practical Arts
Financial Literacy
TV Production – The Morning Show (New Curriculum)

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, Mr. Morrissey, Ms. Ohlig,
Mrs. Oporto, Mrs. Oster, Mrs. Root

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

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

Social Studies
Power, Privilege & Imbalance in American Society

Dr. Dolan provided background on the nearly two-year process leading up to the vote on the course called Power, Privilege and Imbalance in American Society. She noted that the district's more than 370 policies - which are reviewed and updated on a regular cycle - are the bedrock of the school system, directing and guiding the actions and decisions of all the district's stakeholders, including the Board of Education, its administrators and supervisors, and its teaching staff. Dr. Dolan noted that two particular policies are salient to the conversation -- Policy 2220 (Adoption of Courses) and Policy 2240 (Controversial

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Issues) and reported that the evolution of this particular elective stemmed from and expands upon the longstanding African American Studies elective at Westfield High School.

The Board heard from 27 members of the community who expressed views on why they felt the elective course should or should not be approved for Westfield High School. Mrs. Oporto expressed concern over the concept of Critical Race Theory and stated that she feels strongly that the elective course, as outlined, does not fairly represent all members of society. Mr. Morrissey said that, while he unequivocally supports the thoughtful discussion of racial discrimination in the classroom, he cannot ascertain how the course materials will address all the learning objectives defined in the course curriculum and feels, as a new board member, he did not have enough time to examine the materials. Mr. Bielen thanked community members for attending the meeting to express their views. He stated that he supports offering the course but feels additional review is needed, including having additional resource materials, submitted by members of the community, vetted by the social studies team.

Upon motion of Mr. Bielen, seconded by Mrs. Oporto, it was moved to table the following resolution and hold a special meeting after the Social Studies department has reviewed the materials.

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

The Board then voted on the motion to approve the course previously moved by Mrs. Root and seconded by Mr. Garrison.

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

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

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

Visual & Performing Arts

Dance, Grades K-2

Dance, Grades 3-5

Dance, Grades 6-8

Dance, Grades 9-12

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 Mrs. Oster, seconded by Mr. Diamond, it was moved to approve the following Finance motions:

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Approve the following Resolution:

RESOLVED, that the Board of Education accepts the annual audit of the 2018-2019 school year, prepared by Hodulik & Morrison, P.A. and directs that the discussion of the audit and the availability of synopsis of this audit to interested parties at this meeting be duly noted in the Minutes. ATTACHMENT #1

Summary of Recommendations

None

Approve Change Order #001, FVHD #5074ABC for a decrease to the overall contract for Toilet Room and Lobby Renovations at Roosevelt Intermediate School, Edison Intermediate School and Westfield High School with Northeastern Interior Services, LLC, in the amount of \$23,998. The revised contract amount is \$1,098,002.

Approve and award contract for coach buses to My Limo for Athletics and School Related Activities for the 2019-2020 school year, as attached. ATTACHMENT #2

Approve Payment of Bills for December, November Payroll, hand checks for November for a total amount of \$9,320,049.87. ADMINISTRATIVE MEMO #1

Approve the following Budget Transfers ending 10/31/19 as per attached. ADMINISTRATIVE MEMO #2

Approve Board Secretary's Report for the month ended 10/31/19. ADMINISTRATIVE MEMO #3

Approve the following Treasurer's Report for the month ended 10/31/19. 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 October 31, 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 a gift of \$884.40 from the Lincoln School PTO to purchase four portable radios.

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Approve legal settlement between the parents of student 2015031 and the Westfield Board of Education for the 2018-2019 and 2019-2020 school years.

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

<u>Student</u>	<u>School</u>	<u>Start Date</u>	<u>Tuition</u>
2015031	Devereux Glenholme Washington, CT	9/1/19	\$112,482.00
2416013	Cornerstone Day School Cranford, NJ	11/25/19	\$ 75,367.68

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 following policies were reviewed by the Policy Committee on 11/19/19 with no changes:

0148	Board Member Indemnification (Bylaws)
0161	Call, Adjournment and Cancellation (Bylaws)
0162	Notice of Board Meetings (Bylaws)
0163	Quorum (Bylaws)
0164	Conduct of Board Meetings (Bylaws)
0165	Voting (Bylaws)
0166	Executive Sessions (Bylaws)
0171	Duties of President and Vice President (Bylaws)
0173	Duties of Public School Accountant (Bylaws)
0174	Legal Services (Bylaws)
0174.1	Duties of Board Attorney (Bylaws)
0175	Contracts with Independent Consultants (Bylaws)
0177	Professional Services (Bylaws)

--Suspension of students, as follows:

W-2014	November 12, 13 & 14, 2019
W-2015	November 19, 20 & 21, 2019
R-2016	November 21 & 22, 2019
E-2017	November 21, 2019

--November 2019, Fire/Security Drill Report, as attached. ATTACHMENT #1

--November 2019, Bus Emergency Evacuation Drills Report, as attached. ATTACHMENT #2

- **UNFINISHED BUSINESS**

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- **NEW BUSINESS**

- **LIAISON REPORTS**

Board member Brendan Galligan reported on his attendance at a recent meeting of the New Jersey School Boards Association delegate assembly.

- **RECOGNIZE PUBLIC**

Mrs. Oster recognized the public for questions and/or comments. There was none.

- **PRIVATE SESSION**

At 10:47 p.m., upon motion of Mrs. Oster, and seconded by Mr. Diamond and approved by a vote of 9-0, 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.

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 11:01 p.m., Mrs. Oster moved to adjourn the meeting, seconded by Mrs. Root. The motion passed by a vote of 9-0.

Respectfully submitted,

Mrs. Dana Sullivan
Board Secretary