

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

MINUTES – Public Meeting & Workshop
December 5, 2017

Ms. Ohlig opened the meeting at 6:53 p.m. and read the following statement:

November 30, 2017

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 6:45 p.m. on the evening of Tuesday December 5, 2017, 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. At the conclusion of the public meeting, the Board will move to the second floor Conference Room to conduct a Board Workshop.

The Board will immediately move into private session to conduct hearings. 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, November 30, 2017, 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. Friedman, Mr. Galligan,
Mr. Garrison, Mr. Langhart, Ms. Ohlig, Mrs. Oster
Mrs. Root

Absent: Mr. Ostroff

Also Present: Dr. Margaret Dolan, Superintendent
Mrs. Dana Sullivan, Business Administrator/Board Secretary

Mr. Ostroff arrived at 7:21 p.m.

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- **PRIVATE SESSION**

At 6:54 p.m., upon motion of Ms. Ohlig, and seconded by Mrs. Root, 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 conducting hearings 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 went into public session

Also Present: 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. Langhart.

- **ANNOUNCEMENTS**

Board President, Gretchan Ohlig, presented congratulatory certificates to the varsity squad of the Boys Cross Country team and the coaches who won the Group 4 North 2 Sectional, the Watchung Division Conference and the Union County Championships. The boys placed 3rd in the Group 4 State Championship. To top off the season, at the New Jersey Meet of Champions, they earned the distinction of being the fourth fastest Westfield team to run the state course in the 38 year history of the state competition held in Holmdel. They also contributed to extending Westfield's undefeated dual meet streak to 95 straight, dating back to September 2004. Coach Chris Tafelski stated that the total team of 85 players works very hard. He estimated that for every mile of every race, there are 60 miles of running and preparation. Mr. Tafelski commended the seniors for their leadership and character.

RESOLUTIONS FOR RETIRING BOARD MEMBERS

Gretchan Ohlig presented resolutions to retiring Board of Education members Mark Friedman and Christopher Langhart. She noted that they were thoughtful and conscientious colleagues who will be sorely missed.

Mr. Friedman served on the Board for 6½ years and held the positions as Chairperson of the Budget and Finance Committee and the Long Range Planning Committee. His business expertise also served the Board well in his roles on the Facilities, Policies, and Technology Committees. Representing the Board of Education, he was a liaison to the Union County School Board and the Jefferson School PTO.

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Mr. Langhart concludes his service on the board, noting that the three years went by quickly. He was thanked for his sound judgment and roles as Chairperson of the Policies Committee and the Negotiations Committee. Mr. Langhart also served as an active member of the Budget and Finance and Legislation Committees as well as the liaison to the Union County School Board, the Westfield Town Recreation Commission and the Franklin School PTO.

Both retiring Board members acknowledged that their experience on the Board was satisfying and rewarding. They thanked their families for the sacrifices made due to meetings requiring time away from home. They also expressed appreciation to fellow Board members and to district staff for their help and cooperation.

- **RECOGNIZE PUBLIC** for agenda items only

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

- **SUPERINTENDENT'S REPORT**

The Board accepted the annual audit of the 2016-2017 school year prepared by Hodulik and Morrison, P.A. Auditor Bob Morrison reported that the Westfield Public School District's accounting practices are in full compliance and that our financial information is accurate and consistent in application according to rules of the State and accounting standards. The data was found reliable. His staff spent weeks in the district testing internal controls and procedures in addition to our 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. He complimented the Business Office saying there are no audit adjustments needed, no findings or recommendations, and no need for corrective action. He stated it is the best report that can be issued. Mr. Morrison also noted best practices that were noteworthy, among them: In August 2016 based on favorable market conditions, the district took bonds which had been issued in 2006, and refunded for a much lower rate, thereby saving \$460,000 over a four year period. Secondly, he explained that the district's decision to switch to a self-insured health benefits plan continues to save money for the taxpayer. Lastly, in the capital project fund, the roof replacement program actually cost \$3.5 million less than architects estimated. Because we did not issue all of the bonds, we did not have to borrow as much, resulting in what he determined were "big savings to the taxpayer in the management of that project."

- **MINUTES**

Upon motion of Ms. Ohlig, seconded by Mrs. Root, it was moved to approve Minutes of the Board Meeting held on November 14, 2017, and Private Minutes of November 14, 2017. The motion passed with a vote of 7-0, with two abstentions.

- **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.

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

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

Susan Palumbo	McKinley School – Paraprofessional	12/31/17
Michelle Parello	Edison Intermediate School - Paraprofessional	12/22/17

Approve disability, family and child rearing leave for Doreen Rowan, Tamaques School Second Grade teacher, beginning 3/30/18 through 6/30/18 (medical benefits in accordance with the WEA agreement).

Approve extension of unpaid child rearing leave for Stacey Bowers, Jefferson School Fourth Grade teacher, through 6/30/18 (medical benefits in accordance with the WEA agreement).

Approve extension of unpaid child rearing leave for Elizabeth Shull, Jefferson Fifth Grade teacher, through 6/30/18 (medical benefits in accordance with the WEA agreement).

Approve extension of current contract for Laura Linenberg, Jefferson School Fourth Grade teacher, (replacing S. Bowers, on leave) from 1/31/18 through 6/30/18.

Approve appointment of Teresa Giannetta, (replacing Shull, on leave) Jefferson School Fifth Grade teacher, effective 10/16/17 through 6/30/18. She will be paid a salary based on an annual rate of \$73,914 (non-tenure track).

Approve appointment of Daniel Guarino, (replacing Thayer, on leave) Edison Intermediate School Science teacher, effective 1/2/18 through 6/30/18 (pending State and District required clearances). He will be paid a salary based on an annual rate of \$66,630 (non-tenure track).

Approve appointment of the following teaching staff for the 2017-2018 school year (pending State and District required clearances)

Christopher Huhn	Westfield High School
(replacing C. Partsinevelos, resigned)	Science
(tenure track)	\$64,500

Approve appointment of Susan Palumbo, (replacing Urciuoli, retired) Special Services, 12 month, Scale III secretary, effective 1/1/18. She will be paid a salary based on an annual rate of \$36,585.

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

Effective 11/18/17
Janet Carbonaro
Barbara Devereaux

Effective 11/25/17
Jeanne Albanese

Approve appointment of the following paraprofessional for the 2017-2018 school year, effective 12/18/17.

Gillian D'Ambrosio
Franklin School
Half-time, student assigned
\$ 9,228 (includes education stipend)

Approve appointment of the following paraprofessional to work during her probationary period 12/18/17 through 2/18/18, (pending State and District required clearances).

Nicole Bilica
Franklin School
Half-time, student assigned
\$ 9,078 (includes education stipend)

Approve additional substitutes for the 2017-2018 school year, as attached.
ATTACHMENT#1

Approve the following additional Lunch Aides for the 2017-2018 school year. Lunch aides will be paid at the Board approved rate of \$13.50 per hour, including attendance at an orientation meeting. As per the WISSA Agreement, paraprofessionals performing lunch duty will be paid at their hourly rate.

Franklin School
Nicole Bilica
Gillian D'Ambrosio

Approve change in assignment for the 2017-2018 school year for the following Lincoln School paraprofessional, effective 11/20/17.

	<u>From</u>	<u>To</u>
Ann Madaras	Half-time, classroom assigned \$ 8,300	Full Time, AM student assigned PM classroom assigned \$16,600

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Approve change of coaching assignment for the 2017-2018 school year, effective 12/15/17 through 3/4/18.

<u>From</u>	<u>To</u>
TBD	Spencer Truesdell (pending State and District required clearances)
JV Ice Hockey Coach	JV Ice Hockey Coach
	\$7,950 (prorated)

Approve change of coaching assignments for the 2017-2018 school year.

<u>From</u>	<u>To</u>
TBD	Ethan Powell
Intermediate School Wrestling Coach	Intermediate School Wrestling Coach
	\$7,595

<u>From</u>	<u>To</u>
Erik Anderson	Erik Anderson
9 th Grade Girls Track	9 th Grade Girls Track
\$3,650	\$7,300

AND

Samuel Tooley	
9 th Grade Girls Track	
\$3,213	

Approve compensation to the following 2017-2018 Professional Development Instructor. She will be paid based on the professional development rate of \$35 per hour.

<u>Name</u>	<u>Hours</u>	<u>Total</u>
Kacie Johnson	3	\$105

Approve compensation to Mirian Nemeth, part-time paraprofessional at Edison Intermediate School, for working a total of 3 extra hours from 10/23/17 through 10/27/17 to meet student needs. She will be paid at her hourly rate.

Approve appointment of Mary Ann McGann, (replacing Korecky, retired) Coordinator of School/Community Relations, effective 2/1/18 (pending State and District required clearances). She will be paid a salary based on an annual rate of \$80,600 (includes education stipend, non-aligned).

Approve appointment of Alessandra Farruggio, (replacing Conroy, on leave) Westfield High School 4/5 Italian teacher and 1/5 additional Resource Center, effective 1/2/18 through 6/30/18 (pending State and District required clearances). She will be paid a salary based on an annual rate of \$72,030 (non-tenure track).

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ROLL CALL: Yes: Mr. Bielen, Mr. Friedman, Mr. Galligan,
Mr. Garrison, Mr. Langhart, Ms. Ohlig,
Mrs. Oster, Mr. Ostroff, Mrs. Root

• FACILITIES

Brendan Galligan, Chair of the Facilities Committee, reported that renovations at Kehler Stadium should begin in early May. He also noted that the McKinley PTO is interested in renovating the playground at McKinley.

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

Kehler Lights Vote

Approve temporary lighting at Kehler Field, subject to the following terms and conditions, and it hereby is approved as follows:

- Three generators
- The WSA shall be permitted to utilize the lights during their scheduled practice sessions during weekdays only, not on weekends;
- The WSA shall be permitted to conduct practice sessions only, not games with spectators;
- No buzzers, whistles or other noise making devices shall be permitted at any time;
- All practices must end before 9:30 p.m., including any team meetings and all players must be off the field by 9:35 p.m. The units shall be turned off no later than 9:40 p.m. by WSA staff.
- A WSA board member shall be present at each training session. (Labor chart to be provided prior to the project inception);
- All costs associated for the rental, insurance, and fuel will be provided by the WSA. There will be no direct or indirect costs borne by the Board of Education.
- Operating keys to be held by WHS staff and returned to a designated lock box provided by the WSA each evening;
- Duration of approval for temporary lights will begin March 1, 2018 and end April 30, 2018.
- The Westfield Board of Education, through the Administration, reserves the right to cancel or suspend the lighting project temporarily or permanently at any time without notice and in its sole discretion.

ROLL CALL: Yes: Mr. Bielen, Mr. Friedman, Mr. Galligan,
Mr. Garrison, Mr. Langhart, Ms. Ohlig,
Mrs. Oster, Mr. Ostroff, Mrs. Root

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- **LONG RANGE PLANNING**

Mr. Friedman, Chair of the Long Range Planning Committee, reported on the Committee's evaluation of full day kindergarten and on the survey results on the topic. He thanked the residents who responded to the survey. The Board received over 1,500 replies which he described as providing excellent insight into what people are thinking, regardless of which side of the discussion they support. After very careful review of the costs associated with implementing full day kindergarten (including construction and operating expenses), the results of the survey and the current uncertainty on many external factors, the Long Range Planning committee recommended to the full Board to not proceed with a full day kindergarten program at the present time. Mr. Friedman emphasized that the goal "is not to simply stand still and not move our district forward with respect to the need for other options for our students. We are only making the decision to look for other alternatives that would not put a financial burden on the district and ultimately the residents of Westfield. We believe that with a new administration coming into Trenton in January and with the process to re-evaluate the tax base of our homes, that it's prudent to seek other options." Mr. Friedman gave the example to possibly expand the kindergarten Wrap program as one option. (The Wrap program is fee and lottery based, providing a limited number of kindergarten students to remain at Lincoln for a full day, with activities planned during the non-curriculum based portion of the day).

Ms. Ohlig added that Westfield's cost per pupil is less than the state average, demonstrating the district's efforts to be fiscally prudent. The majority of the school budget, however, is funded by the local taxpayer, since very little state funding comes our way. She noted that we have invested wisely in highly qualified teachers, a solid and challenging curriculum, support for all students, up-to-date technology, and a safe environment for our students. To spend wisely and to continue to support our students, Ms. Ohlig stated that the district must "think out of the box" by seeking viable alternatives.

Long Range Planning Committee (LRP) member Amy Root noted that she was receiving comments from concerned citizens that the half day kindergarten program was sufficient. She stated that she would like to explore expanding the Wrap program. Since the Wrap program is not free, if the cost is prohibitive to some families, Mrs. Root suggested that they should reach out during the registration period to determine eligibility.

Robert Garrison, member of LRP, said he was very satisfied in looking for alternative ways for dealing with the issue.

- **POLICIES**

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

Approve for first reading the 2019-2020 School Calendar, as attached. ATTACHMENT #1

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ROLL CALL: Yes: Mr. Bielen, Mr. Friedman, Mr. Galligan,
Mr. Garrison, Mr. Langhart, Ms. Ohlig,
Mrs. Oster, Mr. Ostroff, Mrs. Root

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

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

5310	Health Services (Pupils)
5310.1	Health Examinations (Pupils)
5410	Promotion and Retention (Pupils)
5420	Reporting Pupil Progress (Pupils)

ROLL CALL: Yes: Mr. Bielen, Mr. Friedman, Mr. Galligan,
Mr. Garrison, Mr. Langhart, Ms. Ohlig,
Mrs. Oster, Mr. Ostroff, Mrs. Root

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

Approve Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, for the 2017-2018 school year.

ROLL CALL: Yes: Mr. Bielen, Mr. Friedman, Mr. Galligan,
Mr. Garrison, Mr. Langhart, Ms. Ohlig,
Mrs. Oster, Mr. Ostroff, Mrs. Root

Upon motion of Mr. Langhart, seconded by Ms. Ohlig, it was moved to table the following Policy motion:

Approve Memorandum of Understanding Between the Westfield Board of Education and the Westfield Police Department, for the 2017-2018 school year.

ROLL CALL: Yes: Mr. Bielen, Mr. Friedman, Mr. Galligan,
Mr. Garrison, Mr. Langhart, Ms. Ohlig,
Mrs. Oster, Mr. Ostroff, Mrs. Root

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

The Board affirms the Superintendent's decision on HIB incidents 18HS01, 18HS02, 18E01, 18R01, 18R02, 18J01, 18J02 and 18Wi01 for the reasons set forth therein.

ROLL CALL: Yes: Mr. Bielen, Mr. Friedman, Mr. Galligan,
Mr. Garrison, Mr. Langhart, Ms. Ohlig,
Mrs. Oster, Mr. Ostroff, Mrs. Root

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December 5, 2017

- **CURRICULUM, INSTRUCTION & PROGRAMS**

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

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

Approve for first reading the following curricula:

Health
Intermediate Health Education

Yes: Mr. Bielen, Mr. Friedman, Mr. Galligan,
Mr. Garrison, Mr. Langhart, Ms. Ohlig,
Mrs. Oster, Mr. Ostroff, Mrs. Root

- **FINANCE**

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

Approve the following Resolution:

RESOLVED, that the Board of Education accepts the annual audit of the 2016-2017 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 O.C.A. Benefit Services, as the Flexible Spending Account (FSA) administrator for the Westfield School District, for the 2018 calendar year, at a rate of \$4.95 per participant per month, plus \$500 renewal fee.

Approve addition to the tax shelter annuity companies and voluntary insurance company for the 2017-2018 school year for the existing participants only, listed below:

Company
Putman Investments

Approve tuition for the Kindergarten Wrap Around Program at Lincoln School for the 2018-2019 school year, in the amount of \$4,000 per year for the program.

Approve tuition for the Integrated Pre-K Program at Lincoln School for the 2018-2019 school year, in the amount of \$3,700 per year for the program.

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Approve outside facility for the 2017-2018 school year at the district rate/institutional rate as assigned for home instruction.

RWJ Barnabas Health Somerset Medical Center
110 Rehill Avenue
Somerville, NJ 08876

Approve reimbursement to the parents of student 2210107 upon proof of payment for Wilson Reading tutoring provided by Livingston Educational Center, from July 2017 – June 2018, once a week for one hour at \$85 per hour.

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

<u>Student</u>	<u>School</u>	<u>Start Date</u>	<u>Tuition</u>
M18-73	Union County Vo-Tech-Magnet School Scotch Plains, NJ	9/6/17	\$6,000 per yr.

Approve Payment of Bills for December, November Payroll, hand checks for November and the Employee Reimbursement Report dated 11/21/17 for a total amount of \$9,213,956.70. ADMINISTRATIVE MEMO #1

Approve the following Budget Transfers ending 10/31/17, as per attached.
ADMINISTRATIVE MEMO #2

Approve the following Resolution:

Pursuant to N.J.A.C. 6A:23A-13.3 (c) 4 the Westfield Board of Education certifies that as of 10/31/17 after review of the Secretary's monthly financial report and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-13.3 (b) and that sufficient funds are available to meet the district's financial obligations.

Board Secretary's Report, including Certification of Budgetary Status for the month ended 10/31/17. ADMINISTRATIVE MEMO #3

Approve the following Treasurer's Report, for the month ended 10/31/17.
ADMINISTRATIVE MEMO #4

BE IT RESOLVED, that the Westfield Board of Education, and Dana Sullivan, Business Administrator/ Board Secretary shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or service.

Approve in accordance with Policy 6471, Travel Expenses for Board Members, Administrators and Teachers, travel request, as per attached.
ADMINISTRATIVE MEMO #5

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Approve transfer from the capital reserve account to fund the following project:

Soil permit fees for renovations at Kehler Stadium \$1,030

ROLL CALL: Yes: Mr. Bielen, Mr. Friedman, Mr. Galligan,
Mr. Garrison, Mr. Langhart, Ms. Ohlig,
Mrs. Oster, Mr. Ostroff, Mrs. Root

- LEGISLATION
- TECHNOLOGY
- NOTES FOR THE RECORD

--The start date for Katie Hawk (replacing Ubaldi), is 11/29/17.

--The start date of the paraprofessional listed below was changed as follows:

12/1/17
Jennifer Brophy-Lane Jefferson School

--The following policies were reviewed by the Policy Committee on 11/28/17 with no changes:

5300	Automated External Defibrillators (Pupils)
5511	Dress and Appearance (Pupils)
5513	Care of School Property (Pupils)
5752	Marital Status and Pregnancy (Pupils)

--Termination of placement of students M18-49, M18-51 and M18-56 from Union County Vo-Tech – Magnet Program, Scotch Plains, NJ, effective 9/8/17.

--Suspension of students as follows:

W-1817	November 13, 2017
T-1818	November 22, 2017
W-1819	November 22, 2017
W-1820	November 29, 30 & December 1, 2017
W-1821	December 1, 4, & 5, 2017
W-1822	December 1, 4, & 5, 2017
W-1823	December 1, 4, & 5, 2017

--November 2017, Fire/Security Drill Report, as attached. ATTACHMENT #1

- UNFINISHED BUSINESS

The Board presented a resolution to Lorre Korecky for her 22 years of service to the district

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- **NEW BUSINESS**

- **LIAISON REPORTS**

Brendan Galligan attended the NJ School Boards Association meeting in which there was a lengthy discussion of the state pension system.

Christopher Langhart represented the Board at the Westfield Recreation Commission meeting, at which there was interest shown by user groups regarding the Board's efforts to provide consistency to its field use policy.

Amy Root attended the Special Education College Planning Night held at Westfield High School, which included a panel presentation to help families plan for college. The next meeting of the Special Education Parents Committee will be January 18, at which time there will be a discussion on the Individual Education Plan (IEP).

- **RECOGNIZE PUBLIC**

Ms. Ohlig recognized the public for questions and/or comments. There was none.

- **WORKSHOP**

The Board held a workshop to develop a Guiding Change Document for the development of the budget for 2018-19.

- **PRIVATE SESSION**

At 10:02 p.m., upon motion of Ms. Ohlig, and seconded by Mr. Galligan 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 residency matters rendered confidential by state and federal law, pending or anticipated contract negotiations 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.

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• **ADJOURNMENT**

At 10:56 p.m., Mrs. Oster moved to adjourn the meeting, seconded by Mrs. Root. The motion passed by a vote of 8-0.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Dana Sullivan", written in black ink.

Mrs. Dana Sullivan
Board Secretary