

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

**MINUTES – Board Meeting**  
**March 10, 2020**

Mrs. Oster opened the meeting at 7:31 p.m. and read the following statement:

March 5, 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 7:30 p.m. on the evening of Tuesday March 10, 2020, 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, March 5, 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.

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 Mr. Diamond.

- **ANNOUNCEMENT**

- **RECOGNIZE PUBLIC** for agenda items only

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

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• **SUPERINTENDENT’S REPORT**

2020-2021 TENTATIVE BUDGET

The Board approved the tentative budget for the 2020-2021 school year and authorized Business Administrator/Board Secretary Dana Sullivan to submit the tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline.

Mrs. Sullivan presented an updated report based on the district’s confirmed receipt of an increase in state aid of \$724,434, bringing the current total of state aid for 2020-2021 to \$5,980,708. She noted that the total includes an estimate of extraordinary aid; a final number for extraordinary aid is expected over the summer. The total operating budget is \$111,214,016. The tax levy increase is 1.4%, the lowest it has been in recent years. The increase to the average homeowner is approximately \$141.

Mrs. Sullivan stated that while the district received more state aid than expected, we also received information outlining additional costs regarding certain out-of-district student tuition.

Mrs. Sullivan also reiterated the priorities of the 2020-2021 budget, including:

1. Maintain class sizes within policy guidelines
2. Maintain funding for:
  - Recently approved courses
  - School Resource Officers
  - Social and Emotional Learning (SEL)
3. Maintain fund balance at 2%
4. Stay within 2% tax levy cap, plus eligible waivers

Mrs. Sullivan noted that, while the district initially considered increasing the student activity fee due to increased transportation costs, we do not recommend doing that at this time.

To stay within the 2% tax levy cap, Mrs. Sullivan outlined updated reductions as follows:

• Transportation	\$ 89,404
• Building Maintenance	\$ 40,788
• Health and Wellness Coordinator	\$ 69,010
• Special Education	\$386,300
• Employee Benefits	\$ 69,527
• Technology	<u>\$229,200</u>
TOTAL REDUCTIONS	\$884,229

She noted that while the position of Health and Wellness Coordinator had been funded in the previous budget, the position has not been filled. With Social and Emotional Learning (SEL) programs in place, as well as an SEL Task Force, Mrs. Sullivan said that the district felt it could do without this position for next year. Other reductions reflect specific efficiencies which she said could be made without putting undue strain on district instruction and operations.

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Mrs. Sullivan reported that, as required by law, a public hearing on the budget will be held at the Board of Education meeting on April 28, 2020. Several board members thanked Mrs. Sullivan and her staff for their hard work.

- **MINUTES**

Upon motion of Mrs. Oster, seconded by Mr. Galligan, it was moved to approve Minutes of the Board Meeting held on February 25, 2020, and Private Minutes of February 25, 2020. 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. Oster, seconded by Mr. Garrison, it was moved to approve the following Personnel motions:

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

Anne Goetz	Westfield High School-Special Services	6/30/2020
Marie-Laure Hoffman	Westfield High School-World Languages	6/30/2020
Nancy Karwoski	Wilson School – Paraprofessional	6/30/2020
James Stewart	Maintenance Department	8/31/2020

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

Corie Dowdy	Linclon School-Paraprofessional	03/13/2020
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Accept the resignation of Jennifer Buccino, as the Girls Cross Country Coach for the 2020 fall season.

Approve extension of unpaid child rearing leave for Erin Hornberger, Tamaques School, 4<sup>th</sup> grade teacher, for the 2020-2021 school year (medical benefits in accordance with the WEA agreement).

Approve extension of unpaid child rearing leave for Julie Trauerts Drexler, Roosevelt Intermediate School Resource Center teacher, through the end of the second marking period for the 2020-2021 school year (medical benefits in accordance with the WEA agreement).

Approve appointment of the following paraprofessional to work during her probationary period 3/11/2020 through 5/11/2020, (pending State and District required clearances).

Jeanine Crissey	Franklin School
	Half-time, student assigned
	\$8,085



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7441 Electronic Surveillance in School Buildings and on School Grounds (Property)

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:

The Board affirms the Superintendent’s decision on HIB incident 20E10 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 Mrs. Oporto, it was moved to approve the following Curriculum motions:

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

Approve for second reading the following curricula, as attached. ATTACHMENT #2

Science  
Science Applications  
Chemistry II AP  
Earth Science  
Integration of Design, Engineering and Architecture

Approve an increase in the STEM Camp registration fee from \$270 to \$290.

Approve the following voluntary Student Teacher/Intern candidate for the 2019-2020 school year, 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 Mrs. Oporto, it was moved to approve the following Finance motions:

Approve 2020-2021 Budget

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BE IT RESOLVED that the tentative budget be approved for the 2020-2021 School Year using the 2020-2021 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
<b>2020-2021 Total Expenditures</b>	119,977,375	1,714,806	3,659,073	125,351,254
<b>Less: Anticipated Revenues</b>	<u>16,528,570</u>	<u>1,714,806</u>	<u>957,429</u>	<u>19,200,805</u>
<b>Taxes to be Raised</b>	<u>103,448,805</u>	<u>0</u>	<u>2,701,644</u>	<u>106,150,449</u>

And to advertise said tentative budget in the *Westfield Leader* in accordance with the form suggested by the State Department of Education and according to law; and

BE IT RESOLVED, that a public hearing be held in the Board Room of the Administration Building, 302 Elm Street, Westfield, New Jersey on April 28, 2020, at 7:30 p.m. for the purpose of conducting a public hearing on the budget for the 2020-2021 School Year.

BE IT FURTHER RESOLVED that the Westfield Board of Education requests the approval of a capital reserve withdrawal in the amount of \$7,532,390. The district intends to utilize these funds for the capital projects, at various schools, including classroom renovations, bathroom renovations, replace HVAC and field renovations.

Approve **Travel and Related Expense Reimbursement 2020-2021**

WHEREAS, the Westfield Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7, to a maximum expenditure of \$500,000, for all staff and board members.

BE IT FURTHER RESOLVED, that the School Business Administrator track and record these costs to insure that the maximum amount is not exceeded.



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- **NOTES FOR THE RECORD**

--Suspension of students, as follows:

E-2033 February 26 & 27, 2020  
W-2034 February 25, 26 & 27, 2020  
W-2035 February 25, 26 & 27, 2020  
R-2036 March 3, 2020

- **UNFINISHED BUSINESS**

- **NEW BUSINESS**

- **LIAISON REPORTS**

Board member Brendan Galligan reported on a recent meeting of the Union County School Boards Association.

Mrs. Oster reported on her attendance at a meeting of the Westfield Recreation Commission as they continue to work on the parks and recreation plan. She also mentioned that residents can sign up for the Westfield Memorial Pool on the recreation commission's website.

Board Vice President Amy Root reminded the community of the PTC Special Education Committee's "Awareness Expo" on Wednesday, March 11 from 7:15-9:45 p.m. at Edison Intermediate School, adding that a lot of work goes into providing a lot of good information. Mrs. Root also mentioned a Franklin School fundraiser to be held at the end of the month.

- **RECOGNIZE PUBLIC**

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

The Board heard from several residents who expressed concerns about the current first grade class size at Tamaques Elementary School. Mrs. Oster and Mr. Garrison thanked them for sharing their thoughts and reiterated that the district will continue to keep a close watch on enrollment.

- **PRIVATE SESSION**

At 8:25 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, personnel matters and a Harassment, Intimidation and Bullying incident, 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 9:31 p.m., Mrs. Oster moved to adjourn the meeting, seconded by Mr. Diamond. The motion passed by a vote of 9-0.

Respectfully submitted,

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Mrs. Dana Sullivan  
Board Secretary

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