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

MINUTES – Board Meeting
May 19, 2020

Mrs. Oster opened the meeting at 7:02 p.m. and read the following statement:

May 14, 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 7:00 p.m. on the evening of Tuesday, May 19, 2020. The board meeting will be held via an online platform which can be accessed
at: https://westfieldnjk12.webex.com/westfieldnjk12/onstage/g.php?MTID=eb1cc6931b0dc063448ca844df6945e41
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, May 14, 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. Oster, Mrs. Root

Absent: Mrs. Oporto

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 Ms. Ohlig.

- **ANNOUNCEMENTS**

- **RECOGNIZE PUBLIC** for agenda items only

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

- **SUPERINTENDENT'S REPORT**

Dr. Dolan provided an overview of the district's updated Health-Related School Closure Preparedness Plan as required by the New Jersey Department of Education (NJDOE). The plan includes information on district demographics, equitable access to instruction, and distance learning overviews for elementary, intermediate, high school, students with disabilities and English Language Learners (ELL). The plan also outlines how the district is working cooperatively with our food service provider and local community groups to provide meals to students who qualify for free or reduced lunch, how our facilities team continues to clean, disinfect and monitor our buildings and grounds, and what summer programs will be in place, particularly the Extended School Year (ESY) Program for students who have been identified as those would benefit from additional instruction and related services.

Mrs. Oster asked whether the building principal is the appropriate person for families to contact with any questions or concerns. Dr. Dolan replied that they can reach out to their principal or her.

- **MINUTES**

Upon motion of Mrs. Oster, seconded by Mr. Galligan, it was moved to approve Minutes of the Board Meeting held on May 5, 2020. 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. Galligan, it was moved to approve the following Personnel motions:

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

Janet Carbonaro	Lincoln School – Paraprofessional	6/30/2020
Kerry Young	Tamaques School – Paraprofessional	6/30/2020

Approve disability, family and child rearing leave for Bailey Verdone, Westfield High School English teacher, beginning 9/21/2020 through 1/3/2021 (medical benefits in accordance with the WEA agreement).

Rescind request for unpaid child rearing leave for John Scozzaro, Edison Intermediate School Music-Instrumental teacher from 6/15/2020 through 6/30/2020.

Approve appointment of the following teaching staff for the 2020-2021 school year. *Salary and step to be adjusted in accordance with the Agreement between the WEA and the Westfield Board of Education.

Susan Boratto (replacing M. Ferraro, retired) (tenure track)	Jefferson Elementary School Second Grade $75,614*
Rosalie Carvalho (replacing Harazim, retired) (tenure track)	Westfield High School Special Education $72,134*
Allison Gildea (replacing D'Amico, on leave) (non-tenure track)	Washington Elementary School 4/5 Art $53,600*
Brianna Graziano (replacing Givens, on leave) (non-tenure track)	Wilson Elementary School First Grade $67,000*
Brianna Mitchell (replacing Kavalin, retired) (tenure track)	Franklin Elementary School Fifth Grade $71,459*
Valerie Neuhaus (replacing Levinson, retired) (tenure track)	Franklin Elementary School First Grade $69,330*
Arielle Sestito (replacing Hornberger, on leave) (non-tenure track)	Tamaques Elementary School Fourth Grade $71,459*
Mary Sica (new position) (tenure track)	Tamaques Elementary School Second Grade $76,614*

Approve appointment of Courtney Kowalski (replacing Trauerts Drexler, on leave) Roosevelt Intermediate School Special Education teacher, effective 9/1/2020 through 2/4/2021. She will be paid a salary based on an annual rate of $75,205* (non-tenure track). *Salary and Step to be adjusted in accordance with the Agreement between the WEA and the Westfield Board of Education.

Approve appointment of Danielle DiCapri (replacing Torres, on leave) Tamaques Elementary School Second Grade teacher, effective 9/1/2020 through 1/29/2021 (pending State and District required clearances). She will be paid a salary based on an annual rate of $69,839* (non-tenure track). *Salary to be adjusted in accordance with the Agreement between the WEA and the Westfield Board of Education.

Approve appointment of the following teaching staff for the 2020-2021 school year (pending State and District required clearances). *Salary to be adjusted in accordance with the Agreement between the WEA and the Westfield Board of Education.

Rachel Anderson (replacing Kozlowski, retired) (tenure track)	Edison Intermediate School Special Education $69,839*
Gabriella Bernardo (replacing Conroy, resigned) (tenure track)	Westfield High School Italian $75,193*
Katherine Bernet (replacing Robbins, transfer) (tenure track)	Roosevelt Intermediate School Science $77,993*
Ryan Burke (replacing Hoffman, retired) (tenure track)	Westfield High School French $81,353*
Gale Chludzinski (replacing Heyder, retired) (tenure track)	Jefferson Elementary School 4/5 Library Media Specialist $59,777*
Elaine Ciardullo (replacing Fellin, on leave) (non-tenure track)	Franklin Elementary School Second Grade $71,459*
Alissa Halloran (replacing Eisen, retired) (tenure track)	Tamaques Elementary School LLD-2 $74,229*
Nathaniel Lazar (replacing employee #2031) (tenure track)	Westfield High School Science $80,191*
Gabrielle Rosen (replacing Goetz, retired) (tenure track)	Westfield High School School Psychologist $74,229*
Emma Saporito (replacing employee #0964) (tenure track)	Edison Intermediate School Technology Education $72,435*

Approve appointment of Kerry Young, (replacing Arbes, retired) Tamaques Elementary School, Scale III, 10.5-month secretary, for the 2020-2021 school year, effective 8/13/2020. She will be paid a salary based on an annual rate of $35,600 (includes education stipend).

Approve appointment of the following paraprofessional being rehired for the 2020-2021 school year.

Judith Salerno (replacing Leffler, resigned)	Lincoln School Half-time, classroom assigned $9,194 (includes education stipend)

Approve the following change of assignment for Sandra Gessner for the 2019-2020 school year effective 4/27/2020 – 5/19/2020.

From	To
1/5 Edison Intermediate School 3/5 Roosevelt Intermediate School Science $59,635	2/5 Edison Intermediate School 3/5 Roosevelt Intermediate School Science $74,544

Approve the following change of assignment for the 2020-2021 school year. *Salary and Step to be adjusted in the accordance with the Agreement between the WEA and the Westfield Board of Education.

	From	To
Kimberly Conklin (replacing Corea, retired)	Lincoln School Special Education Kindergarten $90,885*	Lincoln School Pre-K $90,885*
Janice Colbert (replacing Conklin, transfer)	Edison Intermediate School Special Education $77,993*	Lincoln School Special Ed. Kindergarten $77,993*
Rebecca Corregan (replacing Nuzzo, retired)	Franklin School 4/5 Special Education $57,948*	Franklin School 5/5 Special Education $72,435*
Jeffrey Robbins (new position)	Roosevelt Intermediate School Science $90,463*	Westfield High School Science $90,463*

Approve compensation to the following Edison Intermediate School Science teachers for an additional 20% of their 2019-2020 salary for teaching an additional class, over and above the agreed upon teaching periods, effective 4/27/20 through 5/19/20 per WEA Agreement.

Jessica Herrera
Kristi Houghtaling
Willa Thayer
Chistopher Wiley

Approve appointment, contract and continuing employment for Paul Pineiro, Assistant Superintendent for Curriculum, Instruction & Programs, for the school year 7/1/2020 through 6/30/2021, with a salary of $166,940, in accordance with the written approval received from the Executive County Superintendent of Schools.

Approve appointment, contract and continuing employment for Dr. Michael Weissman, Assistant Superintendent for Pupil Personnel Services, for the school year 7/1/2020 through 6/30/2021, with a salary of $176,359, in accordance with the written approval received from the Executive County Superintendent of Schools.

Approve appointment, contract and continuing employment for Dana Sullivan, Business Administrator/Board Secretary, for the school year 7/1/2020 through 6/30/2021, with a salary of $193,082 in accordance with the written approval received from the Executive County Superintendent of Schools.

Approve appointment, contract and continuing employment for Barbara Ball, Human Resources Specialist, for the school year 7/1/2020 through 6/30/2021, with a salary of $141,076.

Approve appointment of Sherry Fahs (replacing Haughney, on leave) Franklin Elementary School Second First teacher, effective 9/1/2020 through 1/31/2021. She will be paid a salary based on an annual rate of $76,614* (non-tenure track). *Salary to be adjusted in accordance with the Agreement between the WEA and the Westfield Board of Education.

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

- **FACILITIES**

- **LONG RANGE PLANNING**

Long Range Planning Committee Chair Gretchan Ohlig reported that Full Day Kindergarten was the topic at a recent committee meeting, with members deciding that, while ongoing discussions are important, it does not make sense to move forward at this time. Ms. Ohlig also stated that the committee discussed what a return to school in September might look like. She noted that the district is wisely planning for any scenario.

- **POLICIES**

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

Approve District Public Health-Related School Closure Preparedness Plan.
ADMINISTRATIVE MEMO #1

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

- **CURRICULUM, INSTRUCTION & PROGRAMS**

- **FINANCE**

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

Approve the following Resolution:

RESOLUTION OF THE BOARD OF EDUCATION OF THE
WESTFIELD SCHOOL DISTRICT
IN THE COUNTY OF UNION, NEW JERSEY
AUTHORIZING THE SUBMISSION OF OTHER CAPITAL PROJECT DOCUMENTS
TO THE NEW JERSEY DEPARTMENT OF EDUCATION

RESOLVED that the Westfield School District Board of Education approve the following projects:

- Exterior Door Replacement at Jefferson ES - FVHD #5242-DOE #5730-120-20-3000
- Renovations to Room 500 at Roosevelt IS - FVHD #5243 - DOE #5730-060-20-1000
- Renovations of Rooms A & B at Jefferson ES - FVHD #5244 - DOE #5730-120-20-1000
- Toilet Room Renovations at Jefferson ES - FVHD #5245 - DOE #5730-120-20-2000
- Toilet Room Renovations at Washington ES - FVHD #5246 - DOE #5730-150-20-1000

BE IT FURTHER RESOLVED that the District's Architects, Fraytak Veisz Hopkins Duthie, P.C., be authorized to submit the above project to the NJ Department of Education for approval on the District's behalf.

BE IT FURTHER RESOLVED that the above project be approved as AOther Capital projects@ as defined in N.J.A.C. 6A:26 B The District will not seek State funding for the above project.

BE IT FURTHER RESOLVED that amendments to the Long-Range Facilities Plan by Fraytak Veisz Hopkins Duthie, P.C. to incorporate the above project be approved.

CERTIFICATION

I, Dana Sullivan, Business Administrator/Board Secretary of the Board of Education of the Westfield School District in the County of Union, New Jersey

(the "Board"), DO HEREBY CERTIFY that the resolution entitled "RESOLUTION OF THE BOARD OF EDUCATION OF THE WESTFIELD SCHOOL DISTRICT IN THE COUNTY OF UNION, NEW JERSEY AUTHORIZING THE SUBMISSION OF OTHER CAPITAL PROJECT DOCUMENTS TO THE NEW JERSEY DEPARTMENT OF EDUCATION," is a copy of the resolution which was duly adopted by the Board at a meeting duly called and held on May 19, 2020, in full compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6, et. seq., at which meeting a quorum was present and acting throughout and which resolution has been compared by me with the original thereof as contained in the minutes as officially recorded in my office in the Minute Book of the Board and is a true, complete and correct copy thereof and the aforesaid resolution has not been repealed, amended or rescinded but remains in full force and effect on and as of the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Board this 19^{9h} day of May, 2020.

(seal)

Dana Sullivan
Business Administrator/Board Secretary

Approve and award contract for partial roof replacement at Jefferson Elementary School to Northeast Roof Maintenance, Perth Amboy, NJ, for the base bid plus alternate 1 for a total amount of $179,000. Approve rejection of the first two low bidders due to incomplete bid documents submitted. ATTACHMENT #1

Approve transfer of $179,000 from the capital reserve account to fund partial roof replacement at Jefferson Elementary School.

Approve Payment of Bills for May, April Payroll, hand checks for April, including payment of bills per S2337 for a total amount of $10,051,962.30. ADMINISTRATIVE MEMO #1

Approve the following Budget Transfers ending 4/30/2020 as per attached.
ADMINISTRATIVE MEMO #2

Approve Board Secretary's Report for the month ended 4/30/2020.
ADMINISTRATIVE MEMO #3

Approve the following Treasurer's Report for the month ended 4/30/2020.
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 April 30, 2020 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 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 2020-2021 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

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.

Effective School Solutions 25 Deforest Ave., Suite 310 Summit, NJ 07901 NOT TO EXCEED $615,490	Therapeutic mental health services	$615,490 (School Year

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

- **LEGISLATION**

- **TECHNOLOGY**

Technology and Communication Committee Chair Robert Garrison reported on updates provided by Chief Technology Officer Brian Auker and Coordinator of School and Community Relations Mary Ann McGann. Mr. Garrison noted that, per Mr. Auker, more than 6,000 meetings are held each week via Webex and Google Meet. He added that, according to Mrs. McGann, Dr. Dolan's recent newsletter received a 65+% open rate, well above industry standards and that visits to the district website and social media have significantly increased. Mr. Garrison thanked Dr. Dolan, Mrs. McGann, and Mr. Auker for the important information provided in *The NEWS Letter* and on the website and social media. He also encouraged the school community to follow the district's Facebook page @westfieldpublicschoolsnj and Twitter feed @westfieldnjk12.

MINUTES – Board Meeting - 10
May 19, 2020

- **NOTES FOR THE RECORD**

--The return date for Tamara Zuckerman (on leave), Science teacher at Edison Intermediate School will be 5/20/2020.

- **UNFINISHED BUSINESS**

- **NEW BUSINESS**

Mr. Garrison extended congratulations to New Jersey Commissioner of Education Dr. Lamont Repollet who has been selected by Kean University as its next president.

- **LIAISON REPORTS**

Board member Brendan Galligan reported that he attended several New Jersey School Boards Association (NJSBA) virtual meetings and seminars which he said provide important and informative tools for school districts.

Mrs. Oster stated that she planned to join a virtual meeting this week with Board of Education presidents from neighboring school districts. She also commended the Town of Westfield for its continued virtual efforts to recognize Westfield's 300th anniversary. She and Board member Michael Bielen noted that various activities and opportunities to get involved are posted at westfieldnj.gov/300.

Board members discussed the various plans surrounding WHS graduation while acknowledging the challenges and difficulties caused by COVID-19. Ms. Ohlig thanked the WHS PTSO for the tremendous work they have done in navigating and planning. I also applauded our seniors, teachers, and parents who have been creative and understanding.

A recording of the entire Board of Education virtual meeting will be posted on the district website at www.westfieldnjk12.org under the Board tab.

- **RECOGNIZE PUBLIC**

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

- **ADJOURNMENT**

At 7:53 p.m., Mrs. Oster moved to adjourn the meeting, seconded by Mr. Galligan. The motion passed by a vote of 8-0.

Respectfully submitted,

Mrs. Dana Sullivan
Board Secretary