

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

**MINUTES – Board Meeting - Organization**  
**January 5, 2017**

Mrs. Sullivan opened the meeting at 7:30 p.m. and read the following statement:

December 29, 2016

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 Thursday, January 5, 2017, in the Westfield High School Auditorium, 550 Dorian Road, 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, December 29, 2016, 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, Ms. Ohlig, Mrs. Oster, Mrs. Root  
Absent: Mr. Langhart, Mr. Ostroff

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

Mr. Ostroff arrived at 7:36 p.m.

- **FLAG SALUTE**

The flag salute was led by Mrs. Sullivan.

- **RESULTS OF SCHOOL BOARD ELECTION**

At the annual election held on November 8, 2016, Michael Bielen, Brendan Galligan and Amy Root, were all elected for three-year terms. Congratulations to all three of them.

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Mrs. Sullivan called for nominations for the office of President.

Mr. Friedman nominated Ms. Ohlig for President, seconded by Mr. Galligan. There were no other nominations.

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

Mrs. Sullivan turned the meeting over to Ms. Ohlig.

Ms. Ohlig called for nominations for the office of Vice President.

Mrs. Root nominated Mrs. Oster, seconded by Ms. Ohlig. There were no other nominations.

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

Each member read a portion of the Code of Ethics.

Upon motion of Ms. Ohlig, seconded by Mr. Friedman, the following motions were approved:

Acknowledgement of the Code of Ethics:

Acknowledge and agree that a school board member shall abide by the following School Board Association Code of Ethics for School Board members:

1. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

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7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

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

• **REORGANIZATION RESOLUTIONS**

Upon motion of Ms. Ohlig, seconded by Mr. Friedman , the following motions were approved:

Approve Roberts Rules of Order (current revised edition) as Parliamentary Procedures guide for the Westfield Board of Education.

Adopt the following resolution, effective January 1, 2017:

BE IT RESOLVED, that the following bank be designated as the Official Depository for school funds:

Valley National Bank, Wayne, NJ

and that both the checking accounts and savings accounts in this bank be official depository, and that all checks, drafts and notes be signed by the following:

Board President  
Board Secretary  
Superintendent

With the exception of the dependent care spending account, and the flexible spending account, which only requires the signature of the Board Secretary

The Payroll, Agency and Unemployment accounts require the following signatures:

Board Secretary  
Superintendent

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The Cafeteria account and Petty Cash checking account requires the following signatures:

Board Secretary  
Or  
Supervisor of Accounts

that the following banks be designated for investment purposes:

1. New Jersey Cash Management Program, Trenton, NJ (through State Street Bank & Trust)
2. Fidelity Investments (through Bank of America)
3. Valley National Bank, Wayne, NJ
4. Wells Fargo

And

That authorization be granted to the Board Secretary to invest funds of the Board with the designated depositories of the District, from time to time, and that authorization to invest and discontinue investments be signed by the Secretary of the Board and be reported to the Board of Education on a Secretary's Monthly Report.

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

### • ANNOUNCEMENTS

Dr. Dolan, Ms. Ohlig and the Board congratulated the Westfield High School football team on behalf of the entire district. Congratulatory certificates were presented to members of the Westfield High School football team, and Ms. Ohlig summarized the winning season. Our Blue Devils won the North 2, Group 5 State Championship on December 3<sup>rd</sup> at Met Life Stadium, marking their second consecutive championship. With an undefeated record of 12 – 0, the team tied or broke 20 school records and amassed a 25 game winning streak over the past two years – the state's best. The Blue Devils captured the Watchung Division Mid-State 38 Championship, were ranked #1 for all Group 5 Schools in New Jersey, #1 for the Mid-State 38 conference and #7 in the final nj.com poll for the entire state.

### • RECOGNIZE PUBLIC for agenda items only

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

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• MINUTES

Upon motion of Ms. Ohlig, seconded by Mr. Friedman, it was moved to approve Minutes of the Board Meeting held on December 6, 2016, and Private Minutes of December 6, 2016. The motion passed with a vote of 7-0, with 1 abstention.

• 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 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:

Marilyn Gerbino	Westfield High School - Paraprofessional	12/7/16
David Greer	World Languages Supervisor K-12	1/6/17

Approve disability, family and child rearing leave for Megan Lynn, Tamaques School Fifth Grade teacher, beginning 3/7/17 through 6/30/17 (medical benefits in accordance with the WEA agreement).

Approve appointment of the following paraprofessional to work during her probationary period 1/6/17 through 3/7/17 (pending State and District required clearances).

Ellen Albino (replacing Dasgupta, reassigned)	Lincoln School Half-time, Wraparound Program  \$8,475 (includes education stipend)
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Approve appointment of the following paraprofessionals who have successfully completed their probationary period.

Effective 11/1/16  
Nancy Smith

Effective 12/9/16  
Siobhan Ford

Approve the following additional Lunch Aide for the 2016-2017 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.

Lincoln School  
Ellen Albino

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Approve appointment of Nicole Castellano as Assistant Certified Athletic Trainer for the months of December, January and February for the 2016-2017 school year. She will be paid \$8,000 for this assignment.

Approve appointment of the following Before/After School Title I ELA teachers as substitutes for the 2016-2017 school year. They will be paid \$65 per day. Funds provided by Title I Grant.

Tamaques School  
Sharon Contreras  
April Gutierrez  
Mary Montes  
Gayle Turi

Approve Matthew Cognetti and Jeanne Roughley to work as part of the Westfield United Fund Tutoring Program at Washington School. They will be paid \$55 per hour. Funds will be provided by the Westfield United Fund.

Approve the following additional substitutes for the 2016-2017 school year, as attached. ATTACHMENT #1

Approve Kevin Hartnett as a volunteer wrestling coach for the 2016-2017 season.

Approve continuation of the following change of assignment for the 2016-2017 school year, effective 12/5/16 – 12/23/16 (replacing Poyntz, on leave).

	<u>From</u>	<u>To</u>
Jillian Martinez	Edison Intermediate School 4/5 Spanish \$54,176	Edison Intermediate School 5/5 Spanish \$67,720

Approve the following change of assignment for the 2016-2017 school year, effective 12/6/16 - 6/30/17.

	<u>From</u>	<u>To</u>
Tracey Carlesimo	Wilson School 1/5 Resource Room \$14,751	Wilson School 2/5 Resource Room \$29,501

Approve change in assignment for the 2016-2017 school year for the following paraprofessional, effective 9/1/16 - 2/10/17.

	<u>From</u>	<u>To</u>
Catherine Reo	Roosevelt Intermediate School Half-time, student assigned \$ 8,125	Roosevelt Intermediate School Full-time, student assigned \$16,250

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Approve change in assignment for the 2016-2017 school year for the following paraprofessional, effective 1/3/17.

	<u>From</u>	<u>To</u>
Janai Hearn	Washington School Half-time, student assigned \$ 9,047.50	Washington School Full-time, student assigned (replacing McManus, resigned) \$17,345

Approve payment for the 2016-2017 school year to Custodian/Maintenance employees who possess a Fireman's License, per Article VIII of the WSSA Agreement, as attached. ATTACHMENT #2

Approve compensation to Mary Walsh, half-time paraprofessional at Westfield High School, for working 4 extra hours on 12/7/16 to meet student needs. She will be paid at her hourly rate.

Approve compensation for the following Edison Intermediate School teacher for an additional 20% of her 2016-2017 salary for teaching an additional class, over and above the agreed upon teaching periods per WEA Agreement, effective 12/5/16 - 5/30/17.

Willa Thayer (replacing Zuckerman)	\$14,474.80
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Approve compensation to Marybeth Harris, Franklin school nurse for working 1 additional hour on 11/21/16. She will be paid at her hourly rate.

Approve compensation to the following secretaries for working kindergarten and first grade evening registration from 6:00 p.m. to 8:30 p.m. They will be paid at their hourly rate.

Michelle Chiodo	Information Technology	January 24, 2017
Averyll DePalmer	Lincoln School	January 25 & 26, 2017
Margaret Hunter	Westfield High School	January 26, 2017
Kathleen Noonan	Edison Intermediate School	January 24, 2017
Cecelia Tieman	Lincoln School	January 25, 2017

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

- FACILITIES
- LONG RANGE PLANNING

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• **POLICIES**

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

Approve for first reading the following policy, as attached. ATTACHMENT #1

3240 Professional Development for Teachers and School Leaders  
(Teaching Staff Members)

Approve for first reading to Abolish the following policy, as attached. ATTACHMENT #2

3244 In-Service Training (Teaching Staff Members)

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

2132 School District Objectives (Program)  
2415.30 Title I - Educational Stability for Children in Foster Care  
(Program)  
3125.2 Substitute Teachers (Teaching Staff Members)  
3126 District Mentoring Program (Teaching Staff Members)  
3310 Academic Freedom (Teaching Staff Members)  
8462 Child Abuse and/or Neglect (Operations)

Approve for second reading to Abolish the following policy, as attached.

ATTACHMENT #4

3425 Work Related Disability Pay (Teaching Staff Members)

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

Absent: Mr. Langhart

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

The Board affirms the Superintendent's decision on HIB incidents 17R03, 17E04, 17E05 and 17E06 for the reasons set forth therein.

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

Absent: Mr. Langhart

• **CURRICULUM, INSTRUCTION & PROGRAMS**

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



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

Approve for first reading the following curricula:

Science  
AP Biology II

Gifted Program  
Examination of Point of View Through Debate  
Introduction to Physics  
Inventions

Approve for second reading the following curricula:

Visual & Performing Arts  
Advanced Portfolio Development & Art History  
Ceramics  
Ceramics II  
Composition & Artist's Practices in 2-D  
Computer Graphic Design  
Computer Graphic Design II  
Crafts Exploration  
Drawing  
Foundation of Art  
World Crafts

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

• **FINANCE**

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

Approve the 2016-2017 New Jersey Nonpublic Security Aid Program agreements between the Board of Education of Westfield and the participating nonpublic schools located within the district. ATTACHMENT #1

Approve contract, at no cost to the Board, to Heartland School Solutions, for the My School Bucks online payment program for the collection of Student activity fees, tuition and other fees paid to the district.

Approve the following Resolution:

RESOLUTION AUTHORIZING CONTRACTS  
WITH VENDORS THROUGH COOPERATIVE PURCHASING AGREEMENT  
FOR BOARDS OF EDUCATION  
PURSUANT TO N.J.S.A. 18A:18A-11 & 12

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WHEREAS, the Westfield Board of Education, pursuant to N.J.S.A. 18A:18A-11 & 12 and N.J.S.A. 40A:11-11(5), may, by resolution and without advertising for bids, award contracts for the purchase of any goods or services and that were procured through cooperative purchasing agreements; and

WHEREAS, the Westfield Board of Education authorized participation in the Morris County, Union County, the Educational Services Commission of New Jersey, Somerset County, Hunterdon County, and the Educational Data Service Cooperative Programs, and

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

WHEREAS, the Westfield Board of Education intends to enter into contracts with the attached Vendors through this resolutions, which shall be subject to all the conditions applicable to the current Cooperative contracts;

NOW BE IT RESOLVED, the Westfield Board of Education authorizes the Purchasing Agent to purchase certain goods or services from the Vendors on the attached list for the 2016-2017 school year pursuant to all conditions of the individual contracts; and be it further

RESOLVED, that the duration of the contracts between the Westfield Board of Education and the Vendors shall be from July 1, 2016 to June 30, 2017.

ATTACHMENT #2

Approve contract to Morris-Union Jointure Commission for out-of-district transportation for the following route, as listed below. Transportation to run from 10/1/16 through 6/30/17.

Route 902	Calais School, Whippany, NJ	\$41,045.13
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Approve Change Order #1, FVHD #477711 for a credit to the single overall contract for installation of an inclined stair lift at McKinley School and replacement of a gym operable partition at Westfield High School with Drill Construction Company, Inc., West Orange, NJ, in the amount of (\$484.22).

Approve the following Budget Transfers ending 11/30/16, as per attached.

ADMINISTRATIVE MEMO #1

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 11/30/16 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 11/30/16. ADMINISTRATIVE MEMO #2



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- **LIAISON REPORTS**

Mrs. Root reported that prior to winter break, she and members of the Parent-Teacher Council (PTC) met with Mr. Aufer, District Chief Technology Officer, to discuss a new communication tool for online PTO newsletters.

- **RECOGNIZE PUBLIC**

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

- **PRIVATE SESSION**

At 8:04 p.m., upon motion of Ms. Ohlig, and seconded by Mr. Ostroff, 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 an appeal, legal matters, negotiations and Harassment, Intimidations 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.

- **MOVE TO RESUME PUBLIC SESSION**

At 9:06 p.m., upon motion of Ms. Ohlig, and seconded by Mrs. Oster, and approved by a vote of 8-0, moved to resume public session.

- **PERSONNEL**

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

Upon the recommendation of the Superintendent of Schools, the Westfield Board of Education hereby approves and ratifies a Settlement Agreement with Employee No. 7614 and authorizes the Board Attorney and the Business Administrator to take whatever steps are necessary to effectuate the purposes of this resolution.

Upon the recommendation of the Superintendent of Schools, the Westfield Board of Education hereby approves the transfer of Peter Renwick from the position of Principal, Westfield High School, to the position of Director of Special Projects, effective January 1, 2017.

Upon the recommendation of the Superintendent of Schools, the Westfield Board of Education hereby accepts the resignation of Peter Renwick, effective at the close of business on February 15, 2018.

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

• **PRIVATE SESSION**

At 9:09 p.m., upon motion of Ms. Ohlig, and seconded by Mr. Ostroff, 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 an appeal, legal matters, negotiations and Harassment, Intimidations 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 9:40 p.m., Mrs. Oster moved to adjourn the meeting, seconded by Mr. Friedman. The motion passed by a vote of 7-0.

Respectfully submitted,



Mrs. Dana Sullivan  
Board Secretary

