

MINUTES – Board Meeting - 1

January 5, 2021

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

MINUTES – Board Meeting
January 5, 2021

Mrs. Sullivan opened the meeting at 7:00 p.m. and read the following statement:

December 23, 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, January 5, 2021. The board meeting will be held via an online platform which can be accessed

at: <https://westfieldnj12.webex.com/westfieldnj12/onstage/g.php?MTID=e5e84aa9b041adc41a54f4063283b23b7> The meeting can also be accessed by phone at: 1-415-655-0001, Access code: 120-489-5544. 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, December 23, 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.

Members of the public will be allowed to make public comments twice during the virtual meeting. In the beginning of the meeting, the public may comment on agenda items only and at the end of the meeting the public can comment on any topic. At the appropriate time on the agenda, the Q&A window will be opened for public access. If you wish to address the board, please type your name and address. Individuals who are calling into the meeting and wish to speak can touch *3 to access the raise your hand function which will notify a staff member that you want to speak. When your name is called, a staff member will unmute your microphone. Each speaker is limited to three minutes. Please note that if any member of the public becomes disruptive during the meeting, the board president may mute the speaker's microphone. Continued disruptions may result in removal from the virtual meeting.

Mrs. Sullivan called the roll with the following members present:

Mrs. Aziz, Mr. Bielen, Mr. Galligan,
Mr. Garrison, Mrs. Morrelli, Ms. Ohlig,
Mrs. Oporto, Mrs. Patel, Mrs. Root

Also Present: Dr. Margaret Dolan, Superintendent

MINUTES – Board Meeting - 2

January 5, 2021

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. Sullivan.

- **RESULTS OF SCHOOL BOARD ELECTION**

At the annual election held on November 3, 2020, Sahar Aziz, Leila Morrelli and Sonal Patel, were all elected for three-year terms. Congratulations to all of them.

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

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

ROLL CALL:	Yes:	Mrs. Aziz, Mr. Bielen, Mr. Galligan, Mr. Garrison, Mrs. Morrelli, Ms. Ohlig, Mrs. Oporto, Mrs. Patel, Mrs. Root
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Mrs. Sullivan turned the meeting over to Mrs. Root.

Mrs. Root called for nominations for the office of Vice President.

Ms. Ohlig nominated Mr. Galligan, seconded by Mr. Bielen. There were no other nominations.

ROLL CALL:	Yes:	Mrs. Aziz, Mr. Bielen, Mr. Galligan, Mr. Garrison, Mrs. Morrelli, Ms. Ohlig, Mrs. Oporto, Mrs. Patel, Mrs. Root
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Each member read a portion of the Code of Ethics.

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.

MINUTES – Board Meeting - 3

January 5, 2021

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.
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.

• REORGANIZATION RESOLUTIONS

Upon motion of Mrs. Root, seconded by Mrs. Oporto, the following motion was approved by a vote of 9-0.

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

- **RECOGNIZE PUBLIC** for agenda items only. There were none.

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

• SUPERINTENDENT'S REPORT

The Superintendent welcomed new Board members and returning Board members, thanking them for their service before introducing Assistant Superintendent for Curriculum, Instruction, and Programs Paul Pineiro. Mr. Pineiro provided a presentation on what the district has learned since last March and how we can bring some of those lessons forward to improve our instruction and learning.

Mr. Pineiro praised our teachers for the creative ways they have found to communicate, collaborate, and engage students during hybrid and remote learning. He noted the increased familiarity with and availability of digital instructional platforms including Google Classroom, Pear Deck, Padlet, Flipgrid, Screencastify, Jamboard, and others. He discussed ways the district might utilize what we've learned beyond the pandemic including remote meetings, scheduling, virtual home instruction where needed, teacher feedback on student work, identifying learning gaps for groups and individual students.

MINUTES – Board Meeting - 4

January 5, 2021

Mr. Pineiro answered questions from various Board members, stating that the district continues to work on ensuring better engagement with the younger grades and discussing professional development that has been provided to educators to help with hybrid and remote learning. Mr. Pineiro noted that the State has indicated that the New Jersey Student Learning Assessments (NJSLA) are currently scheduled but that it is unclear at this time whether they will actually be administered. He said that, during the pandemic, administrators, supervisors, and teachers are relying more heavily on smaller formative assessments (i.e., quizzes and tests that evaluate how a student is learning the material throughout a course) rather than the larger summative assessments held midyear and/or at the end of the course, adding that subject area supervisors feel this formative approach is working. He said that resources for parents to help their children have been shared by principals and are posted on the district website and he thanked master instructional technology teacher Jeanine Gottko and building-based instructional technology coaches for their tireless efforts on behalf of our teachers and students.

• MINUTES

Upon motion of Mrs. Root, seconded by Mr. Garrison, it was moved to approve Minutes of the Board Meeting held on December 8, 2020 and Private Minutes of December 8, 2020. The motion approved with a vote of 5-4.

ROLL CALL:	Yes:	Mr. Bielen, Mr. Galligan, Mr. Garrison, Mrs. Root
	Abstain:	Mrs. Patel, Mrs. Aziz, Mrs. Morrelli, Ms. Ohlig

• 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. Galligan, it was moved to approve the following Personnel motions:

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

Pamela Bland	Edison Intermediate School – Paraprofessional	12/14/2020
Juan Cardona	Westfield High School – Night custodian	12/31/2020

Accept the resignation of staff, prior to her 12/14/2020 anticipated start date:

Helen Lum	Franklin Elementary School - Paraprofessional
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MINUTES – Board Meeting - 5

January 5, 2021

Approve disability, family and child rearing leave for Joelle Achilarré, Lincoln School Achieve teacher, beginning 9/1/2021 through 1/2/2022 (medical benefits in accordance with the WEA agreement).

Approve disability, family and child rearing leave for Jeana Cuccaro, Roosevelt Intermediate School paraprofessional, beginning 5/15/2021 through 6/30/2021 (medical benefits in accordance with the WISSA agreement).

Approve disability, family and child rearing leave for Lauren Miller, Jefferson Elementary School Achieve teacher, beginning 3/7/2021 through 6/30/2021 (medical benefits in accordance with the WEA agreement).

Approve disability, family and child rearing leave for Michelle Suchy, Roosevelt Intermediate School Art teacher, beginning 3/17/2021 through 6/30/2021 (medical benefits in accordance with the WEA agreement).

Approve unpaid child rearing leave for Lisa Kurz, Edison Intermediate School Resource Center teacher, beginning 2/5/2021 through 4/19/2021 (medical benefits in accordance with the WEA agreement).

Approve extension of unpaid child rearing leave for Julia Torres, Tamaques Elementary School Second Grade teacher, through 4/4/2021 (medical benefits in accordance with the WEA agreement).

Approve contract extension for Danielle DiCapri, leave replacement for Julia Torres, effective 2/1/2021 through 3/26/2021.

Approve contract extension for Sherry Fahs, leave replacement for Jennifer Haughney, effective 2/1/2021 through 3/21/2021.

Approve appointment of the following Night Foremen for the 2020-2021 school year, per the WSSA agreement.

Roosevelt Intermediate School

William Drahos	\$500
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Edison Intermediate School

Carlo Papa	\$500
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Approve the following substitutes for the 2020-2021 school year.

Teachers

Amanda Baric*

Diana Boufarah*

Robin Gill*

Beth Anne Newman*

Kevin Palmer*

Leigh Scarano*

Regina Zultowski

MINUTES – Board Meeting - 6
January 5, 2021

Paraprofessional
Regina Zultowski

*Pending State and District required clearances

Approve the following Winter Coaching Assignments for the 2020-2021 school year to include longevity, as attached. ATTACHMENT #1

Approve the job description for the Administrative Secretary to the Superintendent, as attached. ATTACHMENT #2

Approve the following co-curricular assignment changes for the 2020-2021 school year.

<u>From</u>	<u>To</u>
Antony Farag	Antony Farag
Westfield High School	Westfield High School
Transition Program Coordinator (split)	Transition Program Coordinator
\$1,695.25	\$3,390.50
(effective 9/1/2020 – 2/4/2021)	(effective 2/5/2021 – 6/30/2021)

And

Bailey Verdone
Westfield High School
Transition Program Coordinator (split)
\$1,695.25
(effective 9/1/2020 – 2/4/2021)

Approve the following change of assignment for the 2020-2021 school year.

<u>From</u>	<u>To</u>
Deborah Walsh	Deborah Walsh
(replacing Zuckerman)	(replacing Gessner)
Edison Intermediate School	Roosevelt Intermediate School
5/5 Science	4/5 Science
\$83,043	Edison Intermediate School
9/1/2020 – 1/3/2021	1/5 Science (additional class)
	\$83,043
	1/4/2021 – 4/19/2021

Approve compensation to Jason Ruggiero for creating a 2019-2020 Westfield High School boys basketball highlight video. He will be paid \$500. Funds provided by the Westfield High School Student Activities fund.

Approve compensation for the 2020-2021 school year to Custodian/Maintenance employees who possess a Fireman's License, per Article VIII of the WSSA agreement, as attached. ATTACHMENT #3

MINUTES – Board Meeting - 7

January 5, 2021

Approve disability, family and child rearing leave for Mariel Goodman, Franklin Elementary School teacher, beginning 6/1/2021 through 1/31/2022 (medical benefits in accordance with the WEA agreement).

Approve extension of unpaid child rearing leave for Tina Marie Kerney, Roosevelt Intermediate School Physical Education teacher, from 2/4/2021 through 6/30/2021 (medical benefits in accordance with the WEA agreement).

Approve appointment of Robin Gill, (replacing McGrath, on leave) Westfield High School English teacher, 2/5/2021 through 6/30/2021. He will be paid a salary based on an annual rate of \$68,000 (non-tenure track).

Approve appointment of Kristina Haag, (replacing Rawley, on leave) Lincoln School Kindergarten teacher, 2/5/2021 through 6/30/2021. She will be paid a salary based on an annual rate of \$80,451 (non-tenure track).

Approve appointment of Barbara Barnansky, (replacing Margaret Hunter, assignment change) Westfield High School 12 month, Scale IV Health Services Secretary, for the 2020-2021 school year, effective 1/25/2021. She will be paid a salary based on an annual rate of \$61,936 (includes longevity stipend).

Approve contract extension for Carlee Miller, leave replacement for Lisa Kurz, effective 2/5/2021 through 4/19/2021.

Approve contract extension for Mary Mulligan, leave replacement for Tina Marie Kerney, effective 2/5/2021 through 6/30/2021.

Approve the following change of assignment for the 2020-2021 school year effective 1/4/2021 through 3/19/2021.

From:

Kelly Feeley
Franklin Elementary School
Achieve Teacher
\$83,043

To:

Kelly Feeley (Trentin, on leave)
Franklin Elementary School
First Grade Teacher
\$83,043

ROLL CALL:	Yes:	Mrs. Aziz, Mr. Bielen, Mr. Galligan, Mr. Garrison, Mrs. Morrelli, Ms. Ohlig, Mrs. Oporto, Mrs. Patel, Mrs. Root
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• FACILITIES

Facilities Committee Chairperson Michael Bielen reported that, at a recent meeting, district architect George Duthie reviewed the district's HVAC system, outlining recent and future upgrades for multipurpose rooms. Mr. Bielen noted that our classrooms currently have methods for providing fresh air including unit ventilators and windows and that the

MINUTES – Board Meeting - 8

January 5, 2021

district has proactively upgraded all multi-purpose rooms with air treatment systems to ensure proper airflow. He stated that additional HVAC upgrades are scheduled. The Edison field project, use of maintenance reserves, third-party use of district buildings, and Roosevelt Intermediate School's plan to bury a time capsule were among other topics discussed at the Facilities meeting.

- **LONG RANGE PLANNING**

- **POLICIES**

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

Approve for second reading the following policies, as attached. ATTACHMENT #1

6440	Cooperative Purchasing (Finances)
6470.01	Electronic Funds Transfer and Claimant Certification (Finances)
7440	School District Security (Property)
8420	Emergency and Crisis Situation (Operations)

ROLL CALL:	Yes:	Mrs. Aziz, Mr. Bielen, Mr. Galligan, Mr. Garrison, Mrs. Morrelli, Ms. Ohlig, Mrs. Oporto, Mrs. Patel, Mrs. Root
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Upon motion of Mr. Galligan, seconded by Mr. Bielen., it was moved to approve the following Policy motion:

The Board affirms the Superintendent's decision on HIB incident 21R01 for the reasons set forth therein.

ROLL CALL:	Yes:	Mrs. Aziz, Mr. Bielen, Mr. Galligan, Mr. Garrison, Mrs. Root
	Abstain:	Mrs. Morrelli, Ms. Ohlig, Mrs. Oporto, Mrs. Patel

- **CURRICULUM, INSTRUCTION & PROGRAMS**

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

Approve for second reading the following curricula, as attached. ATTACHMENT #1

Science
Biology I
Environmental Science
Physics I

MINUTES – Board Meeting - 9
January 5, 2021

Approve the following voluntary Student Teacher/Intern candidates for the 2020-2021 school year, as attached. ATTACHMENT #2

ROLL CALL:	Yes:	Mrs. Aziz, Mr. Bielen, Mr. Galligan, Mr. Garrison, Mrs. Morrelli, Ms. Ohlig, Mrs. Oporto, Mrs. Patel, Mrs. Root
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• **FINANCE**

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

Approve Change Order #001, FVHD #5156G, for a decrease to the contract for partial shingle replacement and related work at Jefferson Elementary School, with Northeast Roof Maintenance, Inc., in the amount of \$10,000. The revised contact amount is \$169,000.

Approve transfer of \$18,185 from the maintenance reserve account for required maintenance at athletic facilities.

Approve tuition for the Kindergarten Wrap Around Program at Lincoln School for the 2021-2022 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 2021-2022 school year, in the amount of \$4,000 per year for the program.

Approve subscription busing for the 2021-2022 school year, in the amount of \$1,000 per year.

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**

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

MINUTES – Board Meeting - 10
January 5, 2021

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 Vendor listed below for the 2020-2021 school years 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 7/1/2020 – 6/30/2021.

VENDORS	SERVICE/SUPPLY	COOPERATIVE	BID NUMBER
Fox Fence Enterprises	Purchase, Installation & Repair	ESCNJ	20/21-37
Direct Flooring Inc.	Commercial Floor Coverings & Installation	HCECSC	#186
ePlus Technology, Inc.	Technology Supplies & Equipment	HCECSC	#HCECSC-Cat-18-02
Flaghhouse, Inc.	Athletic & P.E. Supplies & Equipment	HCECSC	#HCECSC-Cat-20-03
Northeastern Interior Services LLC	Painting Services	HCECSC	#HCECSC-Ser-20E
Northeastern Interior Services LLC	General Construction	HCECSC	#HCECSC-Ser-20F
Rich Tree Service Inc.	Tree Trimming, Pruning & Removal Services	HCECSC	#HCECSC-SER-20H

Approve the revised salaries listed below to be funded by 2021 FY ESEA Title IA Funds:

Susanne Bonhote	McKinley School	\$47,600 (45%)
Nancy Rygiel	McKinley School	\$11,893 (13%)
Kathleen McCarthy	Tamaques School	\$21,230 (41%)

Approve the following Budget Transfers ending 11/30/2020 as per attached. ADMINISTRATIVE MEMO #1

Approve Board Secretary's Report for the month ended 11/30/2020. ADMINISTRATIVE MEMO #2

MINUTES – Board Meeting - 11

January 5, 2021

Approve the following Treasurer's Report for the month ended 11/30/2020. ADMINISTRATIVE MEMO #3

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 November 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 in accordance with Policy 6471, Travel Expenses for Board Members, Administrators and Teachers, travel request, as per attached.
ADMINISTRATIVE MEMO #4

Accept a gift of \$685.50 from the Westfield High School PTSO to purchase an iPad for Ms. Altieri's mathematics class.

Accept a gift of \$12,237.05 from the Westfield Coalition for the Arts to be used for the following purchases:

\$5,434.92	(1)	2431W King Tuba – Westfield High School
\$3,762.93	(1)	1140W King Tuba – Edison Intermediate School
\$3,039.20	(80)	Kala Soprano Ukeleles – Washington, Wilson & McKinley Schools

Accept gifts from the Westfield Coalition for the Arts as follows:

- (1) Wireless Sonos speaker valued at \$200 - Edison Intermediate School Orchestra
- (2) Portable personal amplification systems valued at \$500 – Franklin & McKinley Bands
- (2) Paper shredders valued at \$70 – Edison Intermediate School

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

<u>Student</u>	<u>School</u>	<u>Start Date</u>	<u>Tuition</u>
2712600	Midland School No. Branch, NJ	1/5/2021	\$68,130

ROLL CALL:	Yes:	Mrs. Aziz, Mr. Bielen, Mr. Galligan, Mr. Garrison, Mrs. Morrelli, Ms. Ohlig, Mrs. Oporto, Mrs. Patel, Mrs. Root
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MINUTES – Board Meeting - 12
January 5, 2021

- **TECHNOLOGY**

No report.

- **NOTES FOR THE RECORD**

--September 2020, October 2020 and November 2020, Fire/Security Drill Reports, as attached. ATTACHMENTS #1, #2 & #3

--Fall 2020 Bus Emergency Evacuation Drill Report, as attached. ATTACHMENT#4

- **UNFINISHED BUSINESS**

- **NEW BUSINESS**

- **LIAISON REPORTS**

Board member Robert Garrison reported on a recent meeting of the Garden State Coalition of Schools where a slate of knowledgeable speakers discussed statewide policies important to school districts.

Mr. Galligan noted that the Union County School Boards Association will hold a virtual meeting on January 13 for school board members.

Board member Sahar Aziz asked whether a Board liaison exists to monitor the availability of COVID-19 vaccinations for teachers. I noted that I am always in communication with local and state public health officials. During the pandemic, the Union County Superintendent has held monthly meetings that include superintendents, nurses, and local departments of health. I have been checking on the status of vaccinations for our staff. Our school nurses have started to receive the 1st dose of the COVID vaccine. Our teachers are in Group 1B which includes other essential workers listed ahead of them.

A recording of the entire Board of Education virtual meeting can be viewed on the district website at www.westfieldnj12.org under the Board tab.

- **RECOGNIZE PUBLIC**

Mrs. Root recognized the public for questions and/or comments. There were none.

- **PRIVATE SESSION**

At 8:53 p.m., upon motion of Mrs. Root, and seconded by Mr. Bielen 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.

MINUTES – Board Meeting - 13
January 5, 2021

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 9:17 p.m., Mrs. Root moved to adjourn the meeting, seconded by Mrs. Oporto. The motion passed by a vote of 9-0.

Respectfully submitted,



Mrs. Dana Sullivan
Board Secretary

