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

MINUTES – Board Meeting
November 14, 2017

Ms. Ohlig opened the meeting at 7:30 p.m. and read the following statement:

November 9, 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 7:30 p.m. on the evening of Tuesday November 14, 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.

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 9, 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.

Dr. Weissman called the roll with the following members present:

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

Also Present:	Dr. Margaret Dolan, Superintendent
	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**

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- **RECOGNIZE PUBLIC** for agenda items only

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

- **SUPERINTENDENT'S REPORT**

COUNSELING DEPARTMENT REPORT

Maureen Mazzarese, Director of Counseling in the Westfield Public Schools, prepared a report summarizing the department's missions, goals and practices in supporting our K-12 students and their families. Here are some highlights which briefly summarize the comprehensive report:

- At every grade level, counselors are working with students individually, in small groups and in classrooms to address students' academic, social and emotional success and well-being.
- Counselors have developed groups dealing with challenges such as social anxiety, anger management, social skills, study skills, grief and divorce.
- Peer leaders at the intermediate and high school levels are trained by counselors, including 80 students each in Roosevelt and Edison as part of the Character Education program.
- Counselors coordinate Intervention & Referral Services teams and serve as anti-bullying specialists and school safety team members.
- Counselors contribute to school wide goals around resilience, school climate, anti-bullying and character education.
- Counselors are trained in the NYU Anxiety model to try to address the nationwide rise in the incident of childhood and teenage anxiety.
- Counselors are working harder on anxiety prevention and building resilience in in students.
- Counselors participate in evening parent programs.
- At WHS, counselors meet with students in large groups to develop resumes, to do Career Interest Inventories, and to assist in Essay Writing and Common Application Workshops.
- From September 6 – November 13, a total of 3,440 WHS students have come into the Counseling office.
- A review of recent data regarding the college process reveals:
    - Since 2013, the number of students applying Early Decision and Early Action to colleges has almost doubled. To accommodate the change, the college counseling calendar adjusted accordingly.
    - As of November 1, the department sent 3,533 transcripts to colleges – doubling what is typically sent.
    - An average of 2 to 3 college admissions counselors meet each day with perspective applicants.

Ms. Mazzarese reported that as a leader in Union County schools in developing Student Growth Objectives (SGO) for counseling, she has shared some with other districts who were grateful for the information. Ms. Mazzarese also expressed her gratitude to the Board of Education in demonstrating its support of the counselors.

- **MINUTES**

Upon motion of Ms. Ohlig, seconded by Mrs. Oster, it was moved to approve Minutes of the Board Meeting held on October 17, 2017, and Private Minutes of October 17, 2017. The motion passed with a vote of 6-0, 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. Galligan, it was moved to approve the following Personnel motions:

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

Kim Blutfield	Jefferson School – Leave replacement	10/31/17
Susan Lubeck	Payroll Department – Part-time secretary	11/17/17
Christina Partsinevelos	Westfield High School – Science	12/22/17
Regina Zultowski	Lincoln School – Paraprofessional	10/25/17

Approve disability, family and child rearing leave for Kristen Garcia, Edison Intermediate School Resource Center teacher, beginning 1/8/18 through 6/30/18 (medical benefits in accordance with the WEA agreement).

Approve disability, family and child rearing leave for Marni Ginter, Edison Intermediate School Math teacher, beginning 2/27/18 through 6/30/18 (medical benefits in accordance with the WEA agreement).

Approve an extension of unpaid child rearing leave for Mirjana Banic, Roosevelt Intermediate School Physical Education teacher, through 1/30/18 (medical benefits in accordance with the WEA agreement).

Approve appointment of Katie Hawk, (replacing Ubaldi, on leave) Franklin School First Grade teacher, effective 12/4/17 through 6/30/18 (pending State and District required clearances). She will be paid a salary based on an annual rate of $71,529 (non-tenure track).

Approve appointment of Megan Martinez, (replacing Banic, on leave) Roosevelt Intermediate School Physical Education teacher, effective 9/1/17 through 1/30/18. She will be paid a salary based on an annual rate of $66,630 (non-tenure track).

Approve appointment of Henry Surgent, (replacing Luis, on leave) Westfield High School Social Studies teacher, effective 11/16/17 through 4/18/18 (pending State and District required clearances). He will be paid a salary based on an annual rate of $64,500 (non-tenure track).

Approve appointment of the following paraprofessionals who have successfully completed their probationary period, as attached. ATTACHMENT #1

Approve appointment of the following paraprofessional to work during his probationary period 11/13/17 through 1/13/18, (pending State and District required clearances).

Vincenzo Verdino (new position)	Westfield High School Full-time, classroom assigned $17,155 (includes education stipend)

Approve appointment of the following paraprofessionals to work during their probationary period 11/15/17 through 1/15/18, (pending State and District required clearances).

Jennifer Brophy-Lane	Jefferson School Half-time, classroom assigned $ 9,478 (includes education stipend)
Stephanie Lester-Williams	Franklin School Half-time, student assigned $ 9,478 (includes education stipend)
Diane Palmer (replacing Zultowski, resigned)	Lincoln School Full-time, student assigned $17,555 (includes education stipend)

Approve appointment of Nicole Castellano as Assistant Certified Athletic Trainer for the 2017-2018 winter season. She will be paid $8,000 for this assignment.

Approve appointment of Samuel Spare, choreographer, for the 2017-2018 Roosevelt Intermediate School Spring Musical. Funds provided by ticket proceeds.

Approve the job description for the Coordinator of School/Community Relations, as attached. ATTACHMENT #2

Approve the following staff to work as part of the Westfield United Fund Tutoring Program in the elementary schools for the 2017-2018 school year. They will be paid $55 per hour. Funds will be provided by the Westfield United Fund.

Franklin School	Washington School
Victoria Benedict	Janai Hearns (sub)

Approve the following teaching staff members, for ABA Home Programming for the 2017-2018 school year. They will be paid at the Board approved rate of $55 per hour.

Jennifer Fallone
Marie Rokosky

Approve the following additional staff members as Lunch Supervisors for the 2017-2018 school year. They will be paid per WEA agreement.

Franklin School
Katie Hawk
Maryann Topping
Julia Yanovich

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

Franklin School	Jefferson School	Lincoln School
Stephanie Lester-Williams	Jennifer Brophy-Lane	Diane Palmer

Approve the following additional substitute for the 2017-2018 school year, effective 10/25/17.

Teacher
Carol Fahrenthold

Approve additional substitutes for the 2017-2018 school year, as attached. ATTACHMENT #3

Approve John Bury as a volunteer wrestling coach for the 2017-2018 season.

Approve the following co-curricular changes for the 2017-2018 school year.

From	To
Alan Van Antwerp Set Design – Roosevelt Intermediate School Fall Drama $1,067	Anne Goodwin Set Design – Roosevelt Intermediate School Fall Drama $1,067
From	To
Alan Van Antwerp Set Design – Roosevelt Intermediate School Spring Musical $1,636	Anne Goodwin Set Design – Roosevelt Intermediate School Spring Musical $1,636

Approve compensation to staff for proctoring PSAT exams at Westfield High School on October 14, 2017, as attached. Funds for payment are provided by student testing fees. ATTACHMENT #4

Approve compensation to Kim Rivera, substitute nurse, for 5 overnight segments during the Edison Intermediate School STEM field trip to Florida. She will be paid at the Board approved rate. Funds for reimbursement will come from field trip money.

Approve compensation to Sherry Ortiz, Substitute Nurse, for attending a Project '79 overnight field trip to Blairstown Alternative Program. Funds for reimbursement will come from field trip money.

Overnight	
10/25 – 10/26/17	$200
10/26 – 10/27/17	$200
Day	
10/27/17	$150

Approve compensation to the following paraprofessional for 8 hours of Re-Think on-line training during the 2017-2018 school year. She will be paid at her hourly rate.

Noelle Grill

Approve appointment of Jelahn Hardy (replacing Kirby) as the Westfield High School Technical Director for the 2017-2018 school year. He will be paid $8,000 for this assignment (pending State and District required clearances).

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

- **FACILITIES**

The Facilities Committee will be reviewing proposed changes to the Use of School Facilities Policy concerning third party use of our facilities. Letters were sent out to the third party organizations.

- **LONG RANGE PLANNING**

FULL DAY KINDERGARTEN FEASIBILITY STUDY

Dr. Dolan provided an introduction to this report by recapping one of our district's goals:

On September 19, Dr. Dolan presented to the Board and to the public three key district goals for this school year. One of the goals was to determine the feasibility and community support for full day kindergarten. She announced that she expected this examination to be concluded by May 2018.

This goal is a direct result of the consensus in 2016 of the District's Strategic Planning Committee, which represented a cross section of the community. One of the strategic

directions is to assess if there is a value, need and support for full day kindergarten within our public school district.

At last night's Board meeting, Mark Friedman, who serves as the Chair on the Long Range Planning Committee for the Board, provided an update regarding where we are now in this evaluation. He invited all Westfield residents to participate in a brief online survey. Mr. Friedman emphasized that the Board wants to give its constituents the opportunity of providing input regarding the feasibility of a full day public school kindergarten program. The survey is posted on the district's homepage at www.westfieldnjk12.org under "Important Messages." The deadline to complete the 3-minute survey is Monday, November 20.

The survey includes an introduction with information summarizing what would be necessary to consider undertaking a full day kindergarten program.

- All Westfield Public Schools are currently at or near capacity. The School District worked with a professional demographer to study enrollment projections, which indicate that K-12 enrollment will stay at approximately the current levels for the next five years.
- 90% of public school districts in New Jersey offer a full day program. The Westfield Public School District provides a half day kindergarten program in which state educational standards are fulfilled. Approximately 200 students attend either a morning or afternoon session at Lincoln School, while another 200 or more attend private programs.
- Besides working with a demographer, we also worked with a professional architecture firm to consider possible venues for expansion to meet state code and to be cost-effective. In order to accommodate 400 – 450 full time kindergarten students, the District would continue to operate Lincoln as a kindergarten facility and would have to build additional kindergarten classrooms onto one or more existing schools.
- Given the funding mechanisms for public school districts in New Jersey, a bond referendum would be required to secure capital needed for facility expansion. This would result in a tax increase of approximately $40 for the average Westfield home for the life of the 20 – 30 year bond.
- The School District would have to hire additional teachers and incur other costs in the operating budget for a full day kindergarten program at an approximate increase per household of $250 annually.
- The facilities to accommodate full day kindergarten would not be available until the 2019-2020 school year or later.

Mr. Friedman stated that the Long Range Planning Committee looks forward to reviewing the survey responses as part of the overall evaluation process, and reminded residents that the survey closes on Monday, November 20.

- **POLICIES**

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

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

5120	Assignment of Pupils (Pupils)
5200	Attendance (Pupils)
5240	Tardiness (Pupils)
5308	Pupil Health Records (Pupils)
5350	Pupil Suicide Prevention (Pupils)

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

5230	Late Arrival/Early Dismissal (Pupils)

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

- **CURRICULUM, INSTRUCTION & PROGRAMS**

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

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

Approve Boys' Volleyball as a boys' varsity sport for the 2017-2018 school year. All costs for the 2017-2018 school year will be covered by funds donated to the program.

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

- **FINANCE**

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

Approve the following Resolution for Architectural/Engineering Services:

WHEREAS, there exists a need for professional services in the specific area(s) of Architectural/Engineering Services, for the 2017-2018 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.

BE IT RESOLVED, the Board of Education approves a contract to Fraytak Veisz Hopkins Duthie, P.C. for renovations at Kehler Stadium in the amount of $168,500.

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

Renovations at Kehler Stadium	$168,500

Approve Change Order #1, FVHD #4992 for a decrease to the single overall contract for partial roof recover at Wilson School with Integrity Roofing, Inc., Rahway, NJ, in the amount of $2,000.

Approve Change Order #4, FVHD 4777N, 4777O for a decrease to the single overall contract for auditorium renovations at Edison and Roosevelt Intermediate Schools with Lessner Electric Company, Elizabeth, NJ, in the amount of $19,507.

Approve the following Resolution for the Procurement of Goods and Services:

RESOLUTION AUTHORIZING CONTRACTS WITH STATE CONTRACT VENDORS FOR BOARDS OF EDUCATION PURSUANT TO N.J.S.A. 18A:18A-10a

WHEREAS, the Westfield Board of Education, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7.29(c), may, by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

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

WHEREAS, the Westfield Board of Education intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

NOW BE IT RESOLVED, the Westfield Board of Education authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list for the 2017-2018 school year pursuant to all conditions of the individual State contracts; and be it further

RESOLVED, that the Westfield Board of Education, and Dana Sullivan, School Business Administrator/ Board Secretary shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and be it further

RESOLVED, that the duration of the contracts between the Westfield Board of Education and the Referenced State Contract Vendors shall be from July 1, 2017 to June 30, 2018, as attached. ATTACHMENT #1

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 2017-2018 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.

Intensive Therapeutics, Inc. 274 South Avenue Fanwood, NJ 07023 NOT TO EXCEED $125,000	OT Services	$ 90 per hour- individual rate $ 54 per hour- group rate $450 evaluation

Approve ESY-out-of- district placement for the following student.
Student was Board approved 5/23/17 without a tuition cost. The Summit Board of Education did not approve their tuition rates for 2017 ESY until 9/14/17.

Student	School	Start Date	Tuition
2416019	Washington School Summit, NJ	7/5/17	$ 1,785

Approve out-of-district placement for the following student.
Student was Board approved on 6/13/17 at the 2016-2017 rate, contracts were received at a higher rate because of an increase in Summit's budget, healthcare costs, number of students in the program and teacher's salaries.

Student	School	Start Date	Tuition
2416019	Washington School Summit, NJ	9/7/17	$50,812

Approve legal settlement agreement with the parents of student 26PN009 and the Westfield Board of Education. The district agrees to reimburse parents $3,900 per month for 10 months for the 2017-2018 school year upon submission of proof of payment per legal agreement.

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

Student	School	Start Date	Tuition
26PN009	Winston School Short Hills, NJ	10/1/17	$39,000

Approve increase in the 2017-2018 tuition for students 609162 and 1511803 for Westlake School, Westfield, NJ in the amount of $6,000 each due to physical therapy services, effective 1/24/17.

Approve Payment of Bills for November, October Payroll, hand checks for October, and Employee Reimbursement Reports dated 10/26/17 & 11/1/17 for a total amount of $10,517,051.96. ADMINISTRATIVE MEMO #1

Approve in accordance with Policy 6471, Travel Expenses for Board Members, Administrators and Teachers, travel request, as per attached.
ADMINISTRATIVE MEMO #2

Accept a gift of $738.04 from the Jefferson School PTO to purchase special acrylic paint and supplies for multi-grade level sculpture projects at Jefferson School.

Accept a gift of $500 from the Lightbridge Academy to purchase 12 new music stands with cases for the Westfield High School Music Department.

Accept gifts of coaches' communication headsets and a football sled used for blocking drills for the Westfield High School football team from the Westfield Boosters Association valued at $15,000.

Approve Payment of Bills for November, October Payroll, hand checks for October, and Employee Reimbursement Report dated 10/26/17 & 11/1/17 for a total amount of $10,517,051.96. ADMINISTRATIVE MEMO #1

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

Accept a gift of $738.04 from the Jefferson School PTO to purchase special acrylic paint and supplies for multi-grade level sculpture projects at Jefferson School.

Accept a gift of $500 from the Lightbridge Academy to purchase 12 new music stands with cases for the Westfield High School Music Department.

Accept gifts of coaches' communication headsets and a football sled used for blocking drills for the Westfield High School football team from the Westfield Boosters Association valued at $15,000.

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

- **LEGISLATION**

- **TECHNOLOGY**

Technology Committee Chair Peggy Oster announced that the committee met to discuss changes in the district's website, since the provider has been acquired by another company and will not be in service next year. Mrs. Oster stated that the goal is to find a new and better website for the district to serve all the users.

- **NOTES FOR THE RECORD**

--The start dates of the paraprofessionals listed below were changed as follows:

10/18/17	
Kathleen Laczynski	Wilson School
10/23/17	
Susan Covert	Westfield High School
Katiuska Lisi	Roosevelt Intermediate School
Jeffrey Wade	Roosevelt Intermediate School
Regina Zultowski	Lincoln School
11/07/17	
Juliana Rodriguez	Franklin School

--Shahidah Tonsul will not be working as a lunch aide at McKinley School.

--Amanda Rocha Serrano will not be working as a paraprofessional and lunch aide at Franklin School.

--Alan Van Antwerp will not be Set Designer for the Roosevelt Intermediate School Fall Drama and Spring Musical for the 2017-2018 school year (contract never signed).

--Suspension of students as follows:

R-1807	October 24, 2017
Wi-1808	October 25 p.m., October 26, 27, 30 & 31, 2017
R-1809	October 25 & 26, 2017
R-1810	October 25, 26, 27, 30 & 31, 2017
R-1811	October 25, 26, 27, 30 & 31, 2017
R-1812	October 26 & 27, 2017
W-1813	October 27, 30 & 31, 2017
W-1814	October 27, 30 & 31, 2017
W-1815	October 30, 31 & November 1, 2017
W-1816	October 31, November 1 & 2, 2017

--Termination of placement of students M18-59 and M18-68 from Union County Vo-Tech – Magnet Program, Scotch Plains, NJ, effective 9/8/17.

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

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- **UNFINISHED BUSINESS**

- **NEW BUSINESS**

- **LIAISON REPORTS**

- **RECOGNIZE PUBLIC**

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

- **PRIVATE SESSION**

At 8:30 p.m., upon motion of Ms. Ohlig, and seconded by Mr. Galligan and approved by a vote of 7-0, 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, 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.

- **ADJOURNMENT**

At 9:51 p.m., Ms. Ohlig moved to adjourn the meeting, seconded by Mr. Galligan. The motion passed by a vote of 7-0.

Respectfully submitted,

Dr. Michael Weissman
Assistant Superintendent of Pupil Personnel Services