

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

**MINUTES – Board Meeting & Workshop**  
**December 4, 2018**

Ms. Ohlig opened the meeting at 7:00 p.m. and read the following statement:

November 29, 2018

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 December 4, 2018, 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. At the conclusion of the public meeting, the Board will move to the second floor Conference Room to conduct a Board Workshop.

The Board will move immediately into private session to discuss matters rendered confidential by state and federal law. The public portion of the meeting will begin at 7:30 p.m.

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 29, 2018, 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:

Mrs. Benner, Mr. Diamond, Mr. Galligan,  
Mr. Garrison, Ms. Ohlig, Mrs. Oster, Mrs. Root  
Absent: Mr. Bielen, Mr. Ostroff

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

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- **PRIVATE SESSION**

At 7:02 p.m., upon motion of Ms. Ohlig, and seconded by Mr. Diamond 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 and aHarassment, Intimidation and Bullying incident and be it further.

RESOLVED, that any discussion held by the Board which need not remain confidential and the results of the discussion will be made public as soon as practicable.

- **FLAG SALUTE**

The flag salute was led by Mr. Garrison.

- **ANNOUNCEMENTS**

On behalf of the entire Board, Board President Gretchan Ohlig presented congratulatory certificates to 10 members of the Boys Cross Country team and their coaches as NJSIAA Sectional Champions. The boys team also finished 2nd at the Group 4 State Championship and competed at the Meet of Champions. Coach Christopher Tafelski, who also was recognized for contributing to the program's 100th consecutive dual meet win, praised the 67 runners who make up the boys team roster for their dedication and hard work. He also commended the seniors, including four team captains, for their leadership and character.

Two members of the Girls Tennis team also received recognition as the 1st Doubles Team to compete in the state finals since 2005. Seniors Charlotte Clausen and Eliza Weiniger also won the 1st Doubles title at the Union County Tournament and received First Team All-State honors.

Girls Tennis Coach Matthew Varhley was recognized for the program's 800th win; he praised the pair as "great tennis players and tremendous people."

Surrounded by members of the Girls Field Hockey team, Coach Caitlin Cheddar accepted a congratulatory certificate in recognition of the program's 400th win.

- **RECOGNIZE PUBLIC** for agenda items only

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

## MINUTES – Board Meeting - 3

December 4, 2018

### • SUPERINTENDENT'S REPORT

#### Audit Report

The Board received an overview of the annual audit of the 2017-2018 school year, prepared by Hodulik and Morrison, P.A. Auditor Bob Morrison reported that the Westfield Public School District's accounting practices are in full compliance and that our financial information is accurate and consistent in application according to rules of the State and accounting standards. The data was found reliable. Mr. Morrison's staff spent weeks in the district testing internal controls and procedures in addition to our compliance with federal grants. He confirmed that the district's internal controls are operating effectively and designed appropriately. His firm issued a clean report, with no non-compliance issues. Mr. Morrison complimented the Business Office and noted best practices that included the decision to switch to a self-insured health benefits plan.

Mr. Morrison noted that, due to a change in reporting standards and a delay in receiving necessary data from the state, the financial statement portion of the audit is incomplete but does not impact or alter the firm's findings. Once the audit is complete, it will be put on a future agenda for Board action.

### • MINUTES

Upon motion of Ms. Ohlig, seconded by Mr. Galligan, it was moved to approve Minutes of the Board Meeting held on November 13 2018, and Private Minutes of November 13, 2018. The motion passed with a vote of 6-0, with one 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 Mrs. Oster, seconded by Mrs. Ohlig, it was moved to approve the following Personnel motions:

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

Roseanne Schliesske     Lincoln School – Paraprofessional     6/30/19

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

Morgan Rowland     Edison Intermediate School – Science     12/21/18

Approve disability, family and child rearing leave for Dana Philipps, Westfield High School Science teacher, beginning 3/25/19 through 6/30/19 (medical benefits in accordance with the WEA agreement).

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Approve unpaid leave for Susan Kaplan, Wilson School Resource Center teacher, beginning mid-day 12/10/18 (health insurance will continue until the end of December).

Approve extension of unpaid child rearing leave for Lauren Miller, Jefferson School Second Grade teacher for the remainder of the 2018-2019 school year (medical benefits in accordance with the WEA agreement).

Approve contract extension for Susan Boratto, Second Grade teacher at Jefferson School, (replacing Lauren Miller, on leave) through 6/30/19.

Approve appointment of John DiOrio, (replacing Lagola, retired) Business Office Scale IV, 12-month Transportation secretary, for the 2018-2019 school year, effective 1/1/19. He will be paid based on an annual rate of \$43,010 (includes education stipend).

Approve appointment of the following paraprofessionals who have successfully completed their probationary period.

Effective 12/1/18

Lisa Bujdos	Edison Intermediate School
Rebeca Kelly	Franklin School
Anna McCormack	Jefferson School
Amy Seid	Roosevelt Intermediate School
Stephanie Silber	Roosevelt Intermediate School

Approve appointment of the following paraprofessional to work during her probationary period, effective 12/5/18 through 2/5/19, (pending State and District required clearances).

Amy Zucosky	Wilson School
	Half-time, student assigned
	\$ 8,728 (includes education stipend)

Approve appointment of the following paraprofessional to work during her probationary period, effective 12/10/18 through 2/10/19, (pending State and District required clearances).

Alyson McEvoy	Franklin School
(replacing Neuhaus, resigned)	Half-time, student assigned
	\$ 8,078

Approve the following additional substitutes for the 2018-2019 school year (pending State and District required clearances).

<u>Custodian</u>	<u>Paraprofessionals</u>	<u>Teachers</u>
Luis Moran	Katherine Brown	Melissa Battaglia
	Sarah Kasko	Katherine Brown
	Julia Rechner	Leslie Jacobsen
		Jesse Winters

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Approve appointment of Marcie Williams as the 9<sup>th</sup> Grade Girls' Soccer Coach for 12 days from 8/13/18 through 8/25/18, due to Andrew Cusumano's absence. She will be paid \$1,512 for this assignment.

Approve Teodoro Rivera as the 8<sup>th</sup> Grade Wrestling Coach for the 2018-2019 Winter Season. He will be paid \$7,508 for this assignment.

Approve Janice Sousa to work as part of the Westfield United Fund Tutoring Program at Tamaques School. She will be paid \$55 per hour. Funds will be provided by the Westfield United Fund.

Approve the following co-curricular change in assignment for the 2018-2019 school year:

<p><u>From</u> Jaclyn Manzo Detention-Edison Intermediate School \$ 2,384</p>	<p><u>To</u> Jaclyn Manzo Detention-Edison Intermediate School \$ 1,192 And Jessica Ciampa Detention-Edison Intermediate School \$ 1,192</p>
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Approve change in assignment for the 2018-2019 school year for the following paraprofessional, effective 12/3/18 through 4/21/19.

<p>Gillian D'Ambrosio</p>	<p><u>From</u> Washington School Half-time, student assigned \$ 9,728 (includes ed. stipend)</p>	<p><u>To</u> McKinley School Full-time, student assigned \$18,055 (includes ed. stipend)</p>
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Approve deduction in pay in the amount of \$1,392 for Andrew Cusumano, 9<sup>th</sup> Grade Girls' Soccer Coach for 12 days from 8/13/18 through 8/25/18 due to his absence.

Approve adjustment in salary for Kim Blutfield, Washington School leave replacement, from \$76,908 to \$76,493.

Approve compensation to the following staff members who worked at fall home athletic events as per attached. ATTACHMENT #1

Approve compensation to Lauren Hauser who worked at fall home athletic events. She will be paid \$60 for this assignment.

Approve compensation to Cheryl Cohen, Substitute Nurse, for attending an overnight field trip for Edison Intermediate School Stem class. Funds for reimbursement come from field trip fees.

10/19/18	\$200
10/20/18	\$200



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

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

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

6470 Payment of Claims (Finances)  
6660 Student Activities Funds (Finances)  
7430 School Safety ( Property)  
7440 School District Security (Property)  
9150 School Visitors (Community)

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

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

The Board affirms the Superintendent's decision on HIB incidents 19R01 and 19R02 for the reasons set forth therein.

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

• **CURRICULUM, INSTRUCTION & PROGRAMS**

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

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

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

Mathematics  
Algebra II/ Algebra II Advanced/ Algebra II Honors  
Pre-Calculus  
Pre-Calculus Advanced  
Pre-Calculus Honors

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

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• FINANCE

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

Approve the revised time, place and date for monthly official meetings. ATTACHMENT #1

Approve tuition for the Kindergarten Wrap Around Program at Lincoln School for the 2019-2020 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 2019-2020 school year, in the amount of \$3,700 per year for the program.

Approve the 2018-2019 New Jersey Nonpublic School Technology Initiative Program agreements between the Board of Education of Westfield and Union County Educational Service Commission for the participating nonpublic schools located within the district. ATTACHMENT #2

Approve and award contract Bid FVHD#5076A-K for Emergency Generator Installation and Related work at various schools, to Manor II Electric, Inc., in the amount of \$1,925,650. ATTACHMENT #3

Approve transfer of \$1,925,650 from the capital reserve account to fund Emergency Generator Installation and Related work at various schools.

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

<u>Student</u>	<u>School</u>	<u>Start Date</u>	<u>Tuition</u>
609469	Pineland Learning Center Vineland, NJ	11/1/18	\$42,471

Approve Payment of Bills for December, November Payroll, hand checks for November, and Employee Reimbursement Reports dated 11/29/18 for a total amount of \$9,470,072.66. ADMINISTRATIVE MEMO #1

Approve the following Budget Transfers ending 10/31/18 as per attached. ADMINISTRATIVE MEMO #2

Approve Board Secretary's Report for the month ended 10/31/18. ADMINISTRATIVE MEMO #3

Approve the following Treasurer's Report for the month ended 10/31/18. 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 October 31, 2018 that no line item





## MINUTES – Board Meeting - 10

December 4, 2018

--Termination of placement of student 2110186 from Fusion Academy, Morristown, NJ, effective 11/14/18.

--November 2018, Fire/Security Drill Report, as attached. ATTACHMENT #1

- **UNFINISHED BUSINESS**

- **NEW BUSINESS**

On behalf of the entire Board, Ms. Ohlig presented a resolution to outgoing Board Member Robert Garrison, commending him for his three years of service and dedication to the children, families and community members of Westfield. Ms. Ohlig read statements from Board members Michael Bielen and Charles Ostroff who were not able to attend the meeting; each praised Mr. Garrison for his insight and tireless commitment. Ms. Ohlig credited Mr. Garrison with changing the culture of the Board to recognize the transparent nature of work the Board does and thanked him for his unique perspective. Board vice president Peggy Oster and member Amy Root made laudatory remarks as well.

Mr. Garrison thanked the Board, praised the district, and reflected on his years of service. He welcomed new member Tara Oporto and wished her well as she prepares to join the Board in January.

- **LIAISON REPORTS**

Mr. Garrison noted that the Wilson Craft Fair is scheduled for December 8 and that he will be attending a meeting of the Garden State Coalition of Schools on December 18.

Board member Kent Diamond reported on a recent meeting of the Tamaques PTO at which the successful Thanksgiving food drive was discussed.

Board member Brendan Galligan stated that career and technical education were among the topics discussed at a meeting of the New Jersey School Boards Association in Trenton.

Ms. Ohlig reported on a discussion of the Westfield Town Master Plan at a meeting of the town's steering committee, noting that the committee will be reaching out to the community as it reexamines the Master Plan and is excited to involve our students in the conversation. Ms. Ohlig noted the importance of continuing dialogue between the school district and township officials regarding changing demographics and any impact on student enrollment.

- **RECOGNIZE PUBLIC**

Ms. Ohlig recognized the public for questions and/or comments.

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The Board heard from a resident concerned about how news of the recent hateful graffiti at Edison was communicated by the district.

The Board also heard from another resident who inquired about a districtwide initiative to reject hate and about parent accountability.

Mrs. Benner left the meeting.

• **WORKSHOP**

The Board held a workshop to develop a Guiding Change Document for the development of the budget for 2019-2020.

• **PRIVATE SESSION**

At 10:00 p.m., upon motion of Ms. Ohlig, and seconded by Mrs. Root and approved by a vote of 6-0, 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.

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 10:12 p.m., Ms. Ohlig moved to adjourn the meeting, seconded by Mr. Diamond. The motion passed by a vote of 6-0.

Respectfully submitted,



Mrs. Dana Sullivan  
Board Secretary

