

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

MINUTES – Board Meeting
March 16, 2017

Ms. Ohlig opened the meeting at 6:35 p.m. and read the following statement:

March 13, 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, is postponed from Tuesday, March 14, 2017 to Thursday, March 16, 2017 at 6:30 p.m., 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 Monday, March 13, 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 reason for the postponement and the new time, date and location of this meeting.

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

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

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

- **FLAG SALUTE**

The flag salute was led by Mr. Friedman.

- **ANNOUNCEMENTS**
- **RECOGNIZE PUBLIC** for agenda items only

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

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• **SUPERINTENDENT'S REPORT**

2017- 2018 TENTATIVE BUDGET

Business Administrator, Dana Sullivan, presented an updated report based on the district's confirmed receipt of no increase in state aid for next year. In addition to state aid remaining flat, the state also advised the district to increase our fund balance for tax relief from \$750,000 to \$913,799.

State aid represents 3.5% of our budget, whereas in 1991 we received 8.3%. Conversely, since 1991, our enrollment has increased 45%. Mrs. Sullivan displayed a chart indicating that Westfield's cost per pupil has been kept lower than the state average and less than several school districts in our vicinity or with similar enrollments. She reiterated that the goals of the budget include:

1. Maintain district programs at a level of excellence.
2. Make technology a priority and fund amount recommended by committee.
3. Deliver a responsible budget to taxpayers, within the state's adjusted CAP, to uphold the district's track record of efficient spending.
4. Fund track and turf replacement out of capital reserve.

Mrs. Sullivan gave examples of student and school accomplishments, including:

- 97% of WHS graduates continuing their education
- SAT scores surpassed state average by 237 points and US average by 254 points
- 5 National Merit Finalists and 28 National Commended Students
- WHS ranked #67 in US by Newsweek and #8 by NJ Monthly
- Fine Arts students recognized at regional and state levels.
- National Blue Ribbon Math Award
- State Champion Football team

The proposed budget includes \$45,000 for science kits as well as investments in technology and additional teachers.

Mrs. Sullivan explained that the budget is below the state adjusted cap by approximately \$70,000. The total proposed and adjusted operating budget is \$103,481,072, with a tax impact of \$248 on the average homeowner.

Finance Chairman, Mark Friedman, thanked Mrs. Sullivan and the administration for a solid and efficient budget proposal. He noted that the administration, in conjunction with the Board, has been making smart business decisions in planning and investing for the future. Mr. Friedman emphasized the need to keep buildings safe and secure for a good learning environment.

• **MINUTES**

Upon motion of Ms. Ohlig, seconded by Mr. Friedman, it was moved to approve Minutes of the Board Meeting held on February 28, 2017, and Private Minutes of February 28, 2017. The motion passed with a vote of 6-0.

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

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

| | | |
|--------------------|---|---------|
| Stewart Carey | Roosevelt Intermediate School – Principal | 6/30/17 |
| Jeanette Munoz | Jefferson Elementary School – Principal | 6/30/17 |
| Moira Abraham | Roosevelt Intermediate School – Library | 6/30/17 |
| Suzanne Hanas | Roosevelt Intermediate School – Secretary | 6/30/17 |
| Patricia Marchiano | Westfield High School – Mathematics | 6/30/17 |

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

| | | |
|-----------|----------------------------------|---------|
| Gina Wade | Franklin School – Lunchroom Aide | 3/10/17 |
|-----------|----------------------------------|---------|

Approve disability, family and child rearing leave for Mirjana Banic, Roosevelt Intermediate School Physical Education teacher, beginning 5/30/17 through 11/30/17 (medical benefits in accordance with the WEA agreement).

Approve disability, family and child rearing leave for Stacey Bowers, Jefferson School Fourth Grade teacher, beginning 6/19/17 through the beginning of the third marking period (medical benefits in accordance with the WEA agreement).

Approve an extension of unpaid child rearing leave for Diana D'Amico, Washington School Art teacher through 6/30/18 (medical benefits in accordance with the WEA agreement).

Approve an extension of unpaid child rearing leave for Casey Moore, Westfield High School Resource Center teacher through 6/30/18 (medical benefits in accordance with the WEA agreement).

Approve an extension of unpaid leave for Shirley LaSpina, Roosevelt Intermediate School paraprofessional, from 3/7/17 through 3/17/17.

Approve extension of paraprofessional assignment for Catherine Reo (replacing employee #9555) at Roosevelt Intermediate School, effective 3/8/17 through 3/17/17.

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

Effective 3/7/17
Ellen Albino
Kerri Biedermann

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Approve Christine Cabrales and David Tarullo, Edison Intermediate School Physical Education teachers, as volunteer boys' volleyball (club) coaches for the 2016-2017 season.

Approve the following additional substitute for the 2016-2017 school year.

Teacher

Donna Sheets

Approve change of coaching assignments for the 2016-2017 school year.

From

Daniel Ramalho
JV Boys Lacrosse Coach
\$7,764

To

Daniel Ramalho
9th Grade Boys Lacrosse Coach
\$6,557

From

David Hancock
9th Grade Boys Lacrosse Coach
\$7,417

To

David Hancock
JV Boys Lacrosse Coach
\$8,784

From

Jill Mezzacappa
9th Grade Girls Track
\$7,129

To

Samuel Tooley
9th Grade Girls Track
\$2,994
And
Erik Anderson
9th Grade Girls Track
\$3,419

Approve compensation to Sherry Ortiz, Substitute Nurse, for attending an overnight field trip to Washington, D.C. with Westfield High School students. Funds for reimbursement come from field trip fees.

2/26/17

\$200

2/27/17

\$150

Approve compensation to the following Lincoln School paraprofessionals for working PM bus route supervision to meet student needs. They will share this one hour per day assignment and be paid at their hourly rate, effective 3/15/17 through 6/30/17.

Jane DeVito

Eileen DiGiacomo

Approve compensation for the following Roosevelt Intermediate School staff member for the 2016-2017 Spring Musical as follows. Funds will be provided from the ticket proceeds.

Erika Hodges

Stage Manager

\$800

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| | <u>GENERAL FUND</u> | <u>SPECIAL REVENUES</u> | <u>DEBT SERVICE</u> | <u>TOTAL</u> |
|-----------------------------------|-------------------------|-----------------------------|-------------------------|--------------------|
| 2017-18 Total Expenditures | 106,829,072 | 1,944,755 | 4,255,122 | 113,028,949 |
| Less: Anticipated Revenues | <u>10,118,566</u> | <u>1,944,755</u> | <u>795,151</u> | <u>12,858,472</u> |
| Taxes to be Raised | <u>96,710,506</u> | <u>0</u> | <u>3,459,971</u> | <u>100,170,477</u> |

And to advertise said tentative budget in the *Westfield Leader* in accordance with the form suggested by the State Department of Education and according to law; and

BE IT RESOLVED, that a public hearing be held in the Board Room of the Administration Building, 302 Elm Street, Westfield, New Jersey on April 25, 2017, at 7:30 p.m. for the purpose of conducting a public hearing on the budget for the 2017-2018 School Year.

BE IT RESOLVED, that the Westfield Board of Education includes in the proposed budget the adjustment for increases in the cost of health benefits in the amount of

\$644,135. The additional funds are included in the base budget and will be used to pay for the additional increases in health benefits.

BE IT FURTHER RESOLVED that the Westfield Board of Education requests the approval of a capital reserve withdrawal in the amount of \$3,348,000. The district intends to utilize these funds for the capital projects, at various schools, including, track and turf replacement at Kehler Stadium, classroom renovations, locker room renovations and upgrades to HVAC systems.

Approve Travel and Related Expense Reimbursement 2017-2018

WHEREAS, the Westfield Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7, to a maximum expenditure of \$500,000, for all staff and board members.

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BE IT FURTHER RESOLVED, that the School Business Administrator track and record these costs to insure that the maximum amount is not exceeded.

Approve the following Resolution:

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

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

- Locker Room Renovations at Edison Intermediate School
(FVHD #4993/ DOE #5730-070-17-3000)
- Locker Room Renovations at Roosevelt Intermediate School
(FVHD #4994/ DOE #5730-060-17-2000)

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

BE IT FURTHER RESOLVED that the above project be approved as "other capital projects" as defined in N.J.A.C. 6A:26 – The District will not seek State funding for the above project.

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

CERTIFICATION

I, Dana Sullivan, Business Administrator/Board Secretary of the Board of Education of the Westfield School District in the County of Union, New Jersey (the "Board"), DO HEREBY CERTIFY that the resolution entitled "RESOLUTION OF THE BOARD OF EDUCATION OF THE WESTFIELD SCHOOL DISTRICT IN THE COUNTY OF UNION, NEW JERSEY AUTHORIZING THE SUBMISSION OF OTHER CAPITAL PROJECT DOCUMENTS TO THE NEW JERSEY DEPARTMENT OF EDUCATION," is a copy of the resolution which was duly adopted by the Board at a meeting duly called and held on March 16, 2017, in full compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6, et. seq., at which meeting a quorum was present and acting throughout and which resolution has been compared by me with the original thereof as contained in the minutes as officially recorded in my office in the Minute Book of the Board and is a true, complete and correct copy thereof and the aforesaid resolution has not been repealed, amended or rescinded but remains in full force and effect on and as of the date hereof.

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IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Board this 16th day of March, 2017.

(seal)

Dana Sullivan
Business Administrator/Board Secretary

Approve the following Resolution:

A RESOLUTION AUTHORIZING THE WESTFIELD BOARD OF EDUCATION
TO ENTER INTO A CO-OPERATIVE PURCHASING AGREEMENT FOR
MEMBERSHIP IN UNION COUNTY COOPERATIVE
PURCHASING AGREEMENT
2017-2021

WHEREAS N.J.S.A. 40A: 11-11 (5) AND N.J.S.A. 18A:18A: 11 & 12, authorizes contracting units to enter into Co-Operative Purchasing Agreement; and

WHEREAS, the County of Union, hereinafter referred to as the “ Lead Agency” has offered voluntary participation in a Cooperative Pricing System for the purchase of work, materials and supplies: and

WHEREAS, the Westfield Board of Education, County of Union, State of New Jersey, desires to participate in the Cooperative Pricing System.

WHEREAS, the Lead Agency entering into contracts on behalf of the Westfield Board of Education shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq. and all other provisions of the revised statutes of the State of New Jersey.

NOW THEREFORE, BE IT RESOLVED by the Westfield Board of Education, County of Union, State of New Jersey, as follows:

1. Dana Sullivan, Business Administrator of the Westfield Board of Education Hereby authorizes the execution of an Agreement with the Union County Cooperative Pricing System as Lead Agency dated January 1, 2017 pursuant to N.J.S.A. 40A:11-11(5) and N.J.S.A. 18A: 18A: 11 &12. Said Agreement is for

renewal of membership in the Union County Cooperative Pricing System for a five (5) year period from January 1, 2017 through July 30, 2021

2. The Westfield Board of Education Clerk is hereby directed to submit a copy of this adopted Resolution, along with an executed Agreement, to Union County Cooperative Pricing System as the Lead Agency.
3. This Resolution shall take effect immediately upon final passage according to law.

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4. All appropriate Westfield Board of Education officials are authorized and directed to perform all required acts to affect the purpose of this Resolution.

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

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 #1

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

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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 2016-2017 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, 2016 to June 30, 2017, as attached. ATTACHMENT #2

Approve and award contract Bid FVHD #4777E1 for the new barrier free lift at Roosevelt Intermediate School, to George Kostas Painting & Construction, LLC, in the amount of \$145,000. ATTACHMENT #3

Approve and award contract Bid FVHD #4777B4/F1/H1 for Multi-Purpose Room flooring replacement at Jefferson School, Tamaques School and Washington School, to Stone Creek, Inc., in the amount of \$255,632 for base bid plus alternates 1 & 2. ATTACHMENT #4

Approve and award Contract #1: General Construction Work, Bid FVHD #4777N/O for auditorium renovations at Edison and Roosevelt Intermediate Schools, to Stone Creek, Inc., in the amount of \$913,300 for base bid plus alternate 1. ATTACHMENT #5

Approve and award Contract #2: HVACR Work, Bid FVHD #4777N/O for auditorium renovations at Edison and Roosevelt Intermediate Schools, to Comfort Mechanical Corp., in the amount of \$809,510. ATTACHMENT #6

Approve and award Contract #3: Electrical Work, Bid FVDH #4777N/O for auditorium renovations at Edison and Roosevelt Intermediate Schools, to Lessner Electrical Company, in the amount of \$1,583,200. ATTACHMENT #7

Approve the following Resolution:

WHEREAS, on March 1, 2017 the Westfield Board of Education opened bids for replacement of steam boilers at Roosevelt Intermediate School and Westfield High School and whereas, all the bids (attachment) exceed the cost estimates and the budget.

NOW THEREFORE BE IT RESOLVED, the Westfield Board of Education approves the rejection of all bids; and

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--Jean Rogers will return from family leave 3/17/17.

--Suspension of students as follows:

| | |
|--------|--|
| W-1724 | February 27, 28 and March 1, 2017 |
| W-1725 | February 27, 28, March 1, 2, & 3, 2017 |
| W-1726 | March 2, 3 & 6, 2017 |

--Termination of placement of student 606266 from JFK Johnson Rehab Institute, Edison NJ, effective 2/27/17.

--Termination of placement of student M17-56 from Union County Vo-Tech – Magnet Program, Scotch Plains, NJ, effective 1/23/17.

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

- UNFINISHED BUSINESS
- NEW BUSINESS
- LIAISON REPORTS
- RECOGNIZE PUBLIC

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

- PRIVATE SESSION

At 7:06 p.m., upon motion of Ms. Ohlig, and seconded by Mr. Friedman, 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 legal matters 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.

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• ADJOURNMENT

At 7:10 p.m., Ms. Ohlig moved to adjourn the meeting, seconded by Mr. Friedman.
The motion passed by a vote of 5-0.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Dana Sullivan".

Mrs. Dana Sullivan
Board Secretary

