

MINUTES – Board Meeting - 1
March 16, 2021

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

MINUTES – Board Meeting
March 16, 2021

Mrs. Root opened the meeting at 6:01 p.m. and read the following statement:

March 11, 2021

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 6:00 p.m. on the evening of Tuesday, March 16, 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=eac85a0854e6c4ab95e3a310e583bccad>

The meeting can also be accessed by phone at: 1-415-655-0001, Access code: 120 572 9209. The purpose of the meeting is to transact the regular business of the Board and any other business to come properly before the Board.

The Board will move immediately into private session to discuss matters rendered confidential by state and federal law, including, personnel and legal matters. The public portion of the meeting will resume at 7:00 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, March 11, 2021 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 in 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 remote meeting, the board president may mute the speaker's microphone. Continued disruptions may result in removal from the virtual meeting.

MINUTES – Board Meeting - 2

March 16, 2021

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

Mrs. Aziz, Mr. Bielen, Mr. Galligan, Mr. Garrison,
Mrs. Morrelli (@ 7:28 p.m.), Mrs. Patel, Mrs. Root, Mrs. Oporto, Ms. Ohlig

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
Dr. Michael Weissman, Assistant Superintendent of Pupil Personnel Services

- **FLAG SALUTE**

The flag salute was led by Mrs. Oporto.

- **PRIVATE SESSION**

Upon motion of Mrs. Root, seconded by Mr. Galligan and approved by a vote of 7-0, moved to approve the following resolution:

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, including negotiations, legal matters and the superintendent search 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.

Board returns to public session at 7:28 p.m.

- **ANNOUNCEMENTS**

- **RECOGNIZE PUBLIC**

Mrs. Root recognized the public for questions and/or comments.

- **SUPERINTENDENT'S REPORT**

The Board approved the tentative budget for the 2021-2022 school year and authorized Business Administrator/Board Secretary Dana Sullivan to submit the tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline.

Mrs. Sullivan presented an updated report based on the district's confirmed receipt of an increase in state aid of \$1,003,035, bringing the current total of state aid for 2021-2022 to \$6,489,524. The total operating budget is \$127,184,065. The school tax rate increase is 1.66%. The annual school increase to the average homeowner is approximately \$170. Mrs. Sullivan stated that the budget is at the state-mandated tax levy CAP.

MINUTES – Board Meeting - 3

March 16, 2021

Mrs. Sullivan also reiterated the priorities of the 2021-2022 budget, including:

1. Maintain class sizes within policy guidelines
2. Maintain funding for:
 - a. Recently approved courses
 - b. School Resource Officers

Maintain fund balance at 2%

Stay within 2% tax levy cap, plus eligible waivers

Assess 1:1 Chromebook Initiative

Ensure compliance with CDC and DOE guidelines

Determine if reallocation of funds is possible as a result of remote learning

Mrs. Sullivan outlined cost increases in special education, transportation, pension contributions, and salaries, while health insurance costs declined from last year's budget.

To stay within the 2% tax levy cap, Mrs. Sullivan outlined updated reductions as follows:

- Elementary and Intermediate Staff (decrease due to enrollment) \$ 220,668
- Textbooks (will be purchased this school year) \$ 141,902
- Technology \$ 331,500
- Substitutes \$ 167,554
- TOTAL REDUCTIONS \$ 861,624

In charts comparing similar school districts, Mrs. Sullivan pointed out that Westfield's cost per pupil is the lowest and is less than the state average as well, while the district's cost per pupil spending on instruction is the second highest and well above the state average.

Mrs. Sullivan reported that, as required by law, a public hearing on the budget will be held at the Board of Education meeting on April 27, 2021.

Mrs. Sullivan stated that the district has been able to save a significant amount of money every year from self-insured health insurance, with the money saved each year and not used for district expenditures put into the reserve accounts. Board President Amy Root noted that the State has strict rules regarding how a school district can spend capital funds.

Mrs. Sullivan reported the district was recently notified that federal grant money under the American Rescue Plan Act of 2021 will be available to New Jersey. Applications for school districts to apply for a grant were opened on March 15, 2021, with a deadline to submit in mid-May. While working on the application, Mrs. Sullivan said, the district will be examining its needs and where the money can be spent appropriately.

• MINUTES

Upon motion of Mrs. Root, seconded by Mr. Bielen, it was moved to approve Minutes of the Board Meetings held on March 2, 2021 and the Private Minutes of March 2, 2021. The motion passed with a vote of 8-0.

• PERSONNEL

Upon motion of Mrs. Root, seconded by Mr. Bielen, it was moved to approve the following Personnel motion:

MINUTES – Board Meeting - 4

March 16, 2021

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.

Accept, with regret, the retirement of the following staff members, with their last day of employment being 6/30/21:

Richard Scott Bunt	- Westfield High School Resource Center teacher
Katherine Dibble	- Franklin Elementary School Second Grade teacher
Christine Felegi	- Westfield High School secretary
Marybeth Herits	- McKinley Elementary School counselor
Nancy Kielar	- Westfield High School paraprofessional
Diane Mahatha	- Westfield High School Resource Center teacher
Norma Nemec	- Lincoln School paraprofessional
Ileana Pisauo	- Westfield High School LDT-C

Accept the resignation of Kathryn Berkowitz, Edison Intermediate School paraprofessional, with her last day of employment being 3/19/21.

Accept the resignation of the following teachers, with their last day of employment being 6/30/21:

Erin Hornberger	- Tamaques Elementary School Fourth Grade teacher
Amanda Scope-Friss	- Tamaques Elementary School Third Grade teacher

Approve disability, family and child rearing leave for April Gutierrez, Tamaques Elementary School Resource Center teacher, beginning 9/1/21 through the end of the second trimester of the 2021-2022 school year (medical benefits in accordance with the WEA agreement).

Approve extension of unpaid child rearing leave for Caitlin D'Angelo, Edison Intermediate School Social Studies teacher, from 4/20/21 through 6/30/21 (medical benefits in accordance with the WEA agreement).

Approve appointment of Jessica Petrizzi, Lincoln School Kindergarten teacher, from 3/17/21 through 6/30/21. She will be paid a salary based on an annual rate of \$76,883 (tenure track).

Approve appointment of Liam Kennedy, (replacing D'Angelo, on leave) Edison Intermediate School Social Studies teacher, from 1/4/21 through 6/30/21. He will be paid a salary based on an annual rate of \$70,839 (non-tenure track).

MINUTES – Board Meeting - 5

March 16, 2021

Approve the following substitutes for the 2020-2021 school year, as attached.

ATTACHMENT #1

Approve the following change in co-curricular assignment for the 2020-2021 school year:

<u>From:</u>	<u>To:</u>
Sylvia Banga	Sylvia Banga
CST Coordinator	CST Coordinator (shared)
\$5,798	\$3,479
(9/1/20-6/30/21)	(9/1/20-3/3/21)
	<u>AND</u>
	Jodi Klimko
	CST Coordinator (shared)
	\$2,319
	(3/4/21-6/30/21)

Approve the following change in assignment for the 2020-2021 school year:

	<u>From:</u>	<u>To:</u>
Sherry Fahs	Franklin Elementary School	Franklin Elementary School
	Replacing Haughney	Replacing Trentin
	(on leave 9/1/20-3/15/21)	(on leave 3/16/21-6/30/21)
	\$78,304	\$78,304

Approve the following change in assignment for the 2020-2021 school year for Betty Kazanecki, McKinley Elementary School Resource Center teacher, effective 4/10/21 through 6/30/21:

<u>From:</u>	<u>To:</u>
Half-Time	Full-time
\$43,314.50	\$86,629

Approve change in assignment for the 2020-2021 school year for the following paraprofessional, effective 3/8/21 through 6/30/21:

	<u>From:</u>	<u>To:</u>
Cathleen Lopez	Wilson School	Lincoln School
	Full-Time, class-assigned	Full-Time, student-assigned
	\$16,412	\$16,412

Approve compensation for the following staff members for the 2020-2021 Westfield High School Spring Musical, as follows. Funds will be provided from the ticket proceeds.

Roy Chambers	Site Supervisor - \$1,000
Samantha Simpson	Choreographer - \$2,500

Approve compensation to the following staff members who worked at Westfield High School winter home athletic events for the 2020-2021 school year, as attached. ATTACHMENT #2

MINUTES – Board Meeting - 6
March 16, 2021

Approve compensation to Josephine Cirigliano, scale III (10.5 month) Secretary at Washington Elementary School, for assuming the duties of Head Secretary. Her annual salary will increase from \$44,352 to \$55,556 from 3/1/21 through 3/26/21.

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

- **FACILITIES**

Facilities Committee Chair Michael Bielen reported that plexiglass dividers are being installed on desks in classrooms where six feet of distancing is not possible. Mrs. Sullivan reported that installation of the dividers are completed for grades pre-K through 2 and for all middle school classrooms, with grades 3-5 to be completed before next Monday, March 22.

- **LONG RANGE PLANNING**

- **POLICIES**

- **CURRICULUM, INSTRUCTION & PROGRAMS**

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

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

MATHEMATICS:

- Algebra I Workshop
- Algebra II Workshop
- Geometry Workshop

SOCIAL STUDIES:

- U.S. History I
- U.S. History I Honors
- U.S. History II
- AP U.S. History

WORLD LANGUAGES:

English as a Second Language

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

MINUTES – Board Meeting - 7
March 16, 2021

• FINANCE

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

Approve the following Resolution:

Approve the 2021-2022 Budget

BE IT RESOLVED that the tentative budget be approved for the 2021-2022 School Year using the 2021-2022 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2021-2022 Total Expenditures	\$127,184,065	\$1,942,428	\$3,580,245	\$132,706,738
Less: Anticipated Revenues	<u>\$ 21,666,284</u>	<u>\$1,942,428</u>	<u>\$ 914,097</u>	<u>\$ 24,522,809</u>
Taxes to be Raised	<u>\$105,517,781</u>	<u>\$0</u>	<u>\$2,666,148</u>	<u>\$108,183,929</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 via Webex on April 27, 2021, at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2021-2022 School Year.

BE IT FURTHER RESOLVED that the Westfield Board of Education requests the approval of a capital reserve withdrawal in the amount of \$12,012,688. The district intends to utilize these funds for capital projects, at various schools, including classroom renovations, bathroom renovations, replacement of HVAC systems, courtyard renovations at Westfield High School, and technology upgrades.

BE IN FINALLY RESOLVED that the Westfield Board of Education includes in the general fund appropriation \$1,160,588 for deposit into the Board of Education's approved Capital Reserve account and \$200,000 into the Board of Education's approved Maintenance Reserve account.

Approve Travel and Related Expense Reimbursement 2021-2022

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

MINUTES – Board Meeting - 8

March 16, 2021

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.

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 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 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.

MINUTES – Board Meeting - 9
March 16, 2021

VENDORS	SERVICE/SUPPLY	COOPERATIVE	BID NUMBER
WB Mason	Copy Paper	ED DATA	10723

Approve Payment of Bill lists for March, February Payroll, February 1-March 11 hand checks, for a total amount of \$13,664,130.51. ADMINISTRATIVE MEMO #1

Approve the following Budget Transfers ending 2/28/2021 as per attached.
ADMINISTRATIVE MEMO #2

Approve Board Secretary's Report for the month ended 2/28/2021. ADMINISTRATIVE MEMO #3

Approve the following Treasurer's Report for the month ended 2/28/2021.
ADMINISTRATIVE MEMO #4

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

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 February 28, 2021 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).

Accept a gift of two (2) new weatherproof basketball pole pads from Jefferson Elementary School parents to be used for the school's two main basketball hoops on Summit Avenue.

Accept a gift from the Optimist Club of Westfield for \$6,200 to help fund the purchase of benches and tables for the Westfield High School courtyard project honoring Principal Dr. Derrick Nelson.

Approve legal settlement between the parents of student 2216001 and the Westfield Board of Education for the school years 2019-2020, 2020-2021 and 2021-2022 including extended-year program.

Approve legal settlement between the parents of student 2510104 and the Westfield Board of Education for the school years 2020-2021, 2021-2022 and 2022-2023 including extended-year program.

MINUTES – Board Meeting - 10

March 16, 2021

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 2021-2022 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.

NOW BE IT RESOLVED, by the Westfield Board of Education that the following contract is approved.

Effective School Solutions Therapeutic mental health services \$627,800.00 (School Year)
25 Deforest Ave., Suite 310
Summit, NJ 07901
NOT TO EXCEED \$627,800.00

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

- **TECHNOLOGY**

- **NOTES FOR THE RECORD**

- ✓ Termination of placement of student 3402044 from First Children's School, Fanwood, NJ, effective 3/5/21.
- ✓ Termination of placement of student 2213225 from In Balance Ranch Academy, Tucson, AZ, effective 3/3/21.
- ✓ The start date for Harry Williamson, UCVTS student-assigned 3/5 paraprofessional, is changed from 3/3/21 to 3/5/21.
- ✓ The start date for Carrie Graifer, Administrative Secretary to the Superintendent (non-aligned), is changed from 4/5/21 to 4/26/21.
- ✓ February 2021 Fire/Security Drill Report, as attached. ATTACHMENT #1

- **UNFINISHED BUSINESS**

MINUTES – Board Meeting - 11
March 16, 2021

- **NEW BUSINESS**
- **LIAISON REPORTS**

Board member Sonal Patel reported that she attended a recent meeting of the Washington PTO. She stated that it was productive and that she looks forward to meeting and talking with the Washington PTO community in the future.

Board member Tara Oporto reported a good meeting with the Lincoln School PTO, where much of the discussion focused on ways to increase in-person instructional time for our youngest learners to a full half day. Mrs. Oporto encouraged the district to continue to examine all options.

During a meeting of the executive board of the Jefferson PTO, Board member Leila Morrelli noted that topics included Community Service Week which the district will observe from Monday, March 22-26. Ms. Morrelli reported that Jefferson PTO activities will include partnering with Bonds of Courage, Volunteers of America, Sock It to Homelessness, and other charitable organizations. She expressed gratitude that opportunities are provided to teach our students the importance of giving back.

Mrs. Root stated that she attended two recent PTO/PTSO meetings, the first at Wilson School where Principal Joseph Malanga provided PTO members an update on plans for welcoming students back for five mornings of in-person learning. At a meeting of the Westfield High School PTSO, Mrs. Root reported that attendees heard from the counseling department about how they are supporting students and from a current student who indicated that the atmosphere is beginning to feel more normal as more students attend in-person. Mrs. Root noted that the WHS PTSO is committed to working with the counseling department to support students who are returning to in-person instruction after months of remote learning.

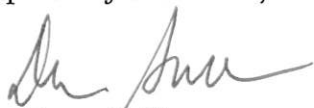
- **RECOGNIZE PUBLIC**

Mrs. Root recognized the public for questions and/or comments. The Board heard from five residents who had questions about what the district is doing to bring students back full time, how federal recovery grant money might be used, and how the district is assessing students academically. One of the residents, a Franklin parent, expressed appreciation for retiring Franklin teacher Katherine Dibble.

- **ADJOURNMENT**

At 8:51 p.m. Mrs. Root, seconded by Mr. Galligan, moved to adjourn the meeting. The motion passed by a vote of 8-0.

Respectfully submitted,



Mrs. Dana Sullivan
Board Secretary

