

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

MINUTES – Board Meeting
March 26, 2019

Mrs. Oster opened the meeting at 7:30 p.m. and read the following statement:

March 21, 2019

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 March 26, 2019, 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, March 26, 2019, 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:

Mr. Bielen, Mr. Diamond, Mr. Galligan
Mr. Garrison, Mr. Morrissey, Ms. Ohlig
Mrs. Oporto, Mrs. Oster, Mrs. Root

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

- **FLAG SALUTE**

The flag salute was led by Mr. Galligan.

- **ANNOUNCEMENTS**

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- **RECOGNIZE PUBLIC** for agenda items only

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

- **SUPERINTENDENT'S REPORT**

Business Administrator Dana Sullivan provided a report on capital and maintenance projects for 2019 and 2020, noting that the district creates a five-year capital plan for planning purposes and that the district's architect and supervisor of buildings and grounds join her in meeting every year with each principal to update the plan and re-prioritize projects as needed.

Mrs. Sullivan reviewed planned projects for Summer 2019, including the Kehler Stadium Renovation, which is underway; toilet and lobby renovations at Edison and Roosevelt Intermediate Schools; replacement of classroom and stairwell doors along with security gates at Westfield High School and both intermediate schools; renovation of the WHS television studio and installation of emergency generators.

She outlined proposed projects for Summer 2019 and 2020 that include ceiling and light replacements, painting, resurfacing floors, concrete repairs, security enhancements, and refinishing gymnasium floors. Mrs. Sullivan said additional possible projects discussed for Summer 2020 include door replacement at all elementary schools, HVAC upgrades, various classroom renovations, locker replacement in locker rooms, blacktop and asphalt replacement, partial roof replacement at Jefferson School and a possible turf field at WHS.

- **MINUTES**

Upon motion of Mrs. Oster, seconded by Mr. Galligan, it was moved to approve Minutes of the Board Meeting held on March 12, 2019, and Private Minutes of March 12, 2019. The motion passed with a vote of 9-0.

- **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 Mr. Diamond, 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:

Patricia Minsky	Substitute	6/30/19
Susan Orben	Special Services – Occupational Therapist	6/30/19
Claudia Watkins	Edison Intermediate School – Secretary	6/30/19

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

Rahdee Harrison	Washington School – Custodian	4/11/19
Lauren Ubaldi	Franklin School – Third Grade	6/30/19

Approve unpaid intermittent family leave for Andrea Taylor, Lincoln School Pre-K teacher, beginning 3/25/19 through 6/30/19 (medical benefits in accordance with the WEA agreement).

Approve appointment of the following custodians for the remainder of the 2018-2019 school year upon successful completion of their probationary period.

<u>Effective 3/1/19</u>	
Julio Angomas Rijo	Tamaques School
Mariana Moran	Elm Street

Approve appointment of TranLe Hill, LDTC, as Extended School Year Supervisor for the 2019-2020 school year, effective 5/1/19-8/7/19. She will be paid \$7,000 for this assignment.

Approve appointment of Alex Linden, Edison Intermediate School, as Extended School Year Secondary Coordinator for the 2019-2020 school year, effective 5/1/19-8/7/19. She will be paid \$2,200 for this assignment.

Approve appointment of Luis Moran, McKinley School night custodian, to work through his probationary period, effective 4/1/19 through 6/30/19. He will be paid a salary based on an annual rate of \$42,624.

Approve appointment of Christopher Sollito, Elm Street Mechanic's Helper/Groundskeeper, to work through his probationary period, effective 3/27/19 through 6/30/19. He will be paid a salary based on an annual rate of \$42,005.

Approve Brian Eardley (pending State and District required clearances) as Human Resources Intern from 4/1/19 through 6/30/19. He will be paid at the rate of \$12.50 per hour not to exceed 7 hours per week.

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

<u>Teachers</u>	<u>Custodian</u>
Isabel Gomez	Abraao DaSilva
Rebecca Labus	
Sarah Shaughnessy	
Gloria Vallejo	

Approve the following teacher to work as part of the Westfield United Fund Tutoring Program in our elementary schools for the 2018-2019 school year. She will be paid \$55 per hour. Funds will be provided by the Westfield United Fund.

<u>Tamaques School</u>
Gayle Turi

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

Suzanne LaForge

Girls Golf

Approve the following co-curricular assignment changes for the 2018-2019 school year.

<u>From</u>		<u>To</u>	
<u>Student Council Advisors</u>		<u>Student Council Advisors</u>	
Allison McDermott	\$1,830.50	Allison McDermott	\$1,098.30
Kathleen Snyder	\$1,098.30	Kathleen Snyder	\$1,830.50

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

Approve compensation to the following staff members for the 2018-2019 Edison Intermediate School Spring Musical. Funds are provided by ticket sales.

Jessica Ciampa	Ticket Sales	\$ 100
Margaret Fatsis	Pit Musician	\$ 525
Brice Freeman	Pit Musician	\$ 525
Robert Geyer	Pit Musician	\$ 525
Marisa Minogue	Pit Musician	\$ 375
Laura Paiva	Ticket Creation/Printing	\$ 100
John Scozzaro	Sound	\$1,000
Trevor Sindorf	Pit Musician	\$ 525
Craig Stanton	Pit Musician	\$ 525
Corinne Varhley	Choreographer	\$1,800
Corinne Varhley	Costume Manager	\$ 400
Matthew Varhley	Stage Manager	\$ 800
Matthew Varhley	Prop Manager	\$ 400
Debbie Ann Vezos	Ticket Sales	\$ 100

Approve compensation to the following Westfield High School science teachers for an additional percentage of their 2018-2019 salary for teaching one additional class, including weekly science lab, over and above the agreed upon teaching periods per WEA agreement, effective 3/18/19 through 4/12/19.

Louis Casagrande	24%
Molly Dennis	24%
Christopher Huhn	20%
James McGeney	28%

Approve compensation to Karen Geddis, Washington School teacher for an additional 20% of her 2018-2019 salary for covering an additional assignment, over and above the agreed upon teaching periods, effective 4/1/19 through 4/12/19 per WEA Agreement.

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Approve compensation to Kim Rivera, Substitute Nurse, for attending an overnight field trip to Washington, D.C. with Westfield High School students. Funds provided by field trip fees.

2/24/19	\$200
2/25/19	\$150

Approve compensation to Mikayla Pinto, Westfield High School student, for lighting and sound work for the 2018-2019 school year. She will be paid at the rate of \$12.50 per hour. Funds are provided by ticket sales.

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

Usha Krishman	Substitute	3/22/19
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Approve appointment of the following paraprofessional to work during his probationary period 3/27/19 through 5/27/19, (pending State and District required clearances)

Quinton Redding	Lincoln School
	Full-time, student assigned
	\$16,155

Approve unpaid intermittent family leave, in accordance with the New Jersey Family Leave Act, for Kevin Everly, Westfield High School Health teacher, beginning 3/27/19 through 6/30/19 (medical benefits in accordance with the WEA agreement).

Approve unpaid medical leave, in accordance with the Federal Family and Medical Leave Act, for Jaime LaRosa, Washington School School Counselor, beginning approximately 4/8/19 or when accumulated illness days are used, through 6/30/19 and continuation of salary minus the cost of a substitute (medical benefits in accordance with the WEA agreement).

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

Lori Jeremias	Franklin School	<u>Effective</u> 3/28/19
Christine Smith	Lincoln School	3/23/19

Approve appointment of the following paraprofessional to work during his probationary period 3/27/19 through 5/27/19, (pending State and District required clearances)

Quinton Redding	Lincoln School
	Full-time, student assigned
	\$16,155

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- 8461 Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and other Drug Offenses (Operations)
- 9410 Blue Devil-TV (Community)

Approve 2019-2020 Student Activity Fee Guidelines and Procedures, as attached.
ATTACHMENT #2

ROLL CALL: Yes: Mr. Bielen, Mr. Diamond, Mr. Galligan
Mr. Garrison, Mr. Morrissey, Ms. Ohlig
Mrs. Oporto, Mrs. Oster, Mrs. Root

• **CURRICULUM, INSTRUCTION & PROGRAMS**

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

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

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

Science
General Biology

World Languages
Latin III
Latin III Honors
Latin IV
Latin IV Honors

ROLL CALL: Yes: Mr. Bielen, Mr. Diamond, Mr. Galligan
Mr. Garrison, Mr. Morrissey, Ms. Ohlig
Mrs. Oporto, Mrs. Oster, Mrs. Root

• **FINANCE**

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

Approve and award contract Bid B19-04 for Digital Electricity Servers to Volt Servers Inc., East Greenwich, RI in the unit prices as follows, as attached. ATTACHMENT #1

<u>Items</u>	<u>Price Per Unit</u>
PCX500 – AC Transmitter	\$2,250.00
PCX500 – AC Power Supply	\$ 650.00
TX550 – 01 Standard Reach	\$ 275.00
TX550 – 02 Extended Reach	\$ 325.00

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CABLE – TX – 001 Pre-terminated Cable	\$ 25.00
“TRMBLK – 01 – 19 – 8 Connector Blocks (Phoenix Contact)”	\$ 400.00
RX550 Receiver Unit	\$ 650.00
Cabling Kit for RX550	\$ 45.00
RX520 Receiver Unit	\$ 325.00
Cabling Kit for RX520	\$ 35.00
RX548 Receiver Unit	\$1,200.00
Cabling Kit for RX548	\$ 45.00

Approve and award contract for Bid FVHD 5073 B, G, J for Interior Door Replacement at three District Schools to K & D Contractors of Kenilworth, NJ in the amount of \$2,083,000.00 for the Base Bid and \$268,000.00 for Alternates #1, 2, 3 & 4, for a total amount of \$2,351,000.00. ATTACHMENT#2

Approve transfer of \$2,651,000 from the capital reserve account to fund the following projects:

Digital Electricity Servers	\$ 300,000
Interior Door Replacement (three schools)	\$2,351,000

Approve the following Five Year Facilities Plan from 2019-2023, as attached.
ADMINISTRATIVE MEMO #1

Approve the following Resolution:

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 2018-2019 school year pursuant to all conditions of the individual State contracts; and be it further

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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 March 1, 2019 to June 30, 2019.

<u>VENDOR</u>	<u>SERVICE/SUPPLY</u>	<u>STATE CONTRACT #</u>
Marturano Recreation Company Inc	Park & Playground Equip.	16-FLEET-00121
General Recreation, Inc.	Park & Playground Equip.	16-FLEET-00130
Rubberecycle, LLC	Park & Playground Equip.	16-FLEET-00131

Approve agreement for participation in Coordinated Transportation Services with Union County Educational Services for the 2019-2020 school year.

Approve the legal settlement between the parents of student 1910040 and the Westfield Board of Education for one course for semesters one and two of the 2018-2019 school year.

Approve Payment of Bill lists for March, February Payroll, hand checks for February, the Employee Reimbursement Report dated 2/27/19, for a total amount of \$10,508,676.02.
ADMINISTRATIVE MEMO #2

Approve the following Budget Transfers ending 2/28/19 as per attached. ADMINISTRATIVE MEMO #3

Approve Board Secretary's Report for the month ended 2/28/19 ADMINISTRATIVE MEMO #4

Approve the following Treasurer's Report for the month ended 2/28/19. 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, 2019 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 #6

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9221	Distribution of Posters, Flyers and Announcements (Community)
9270	Home Schooling and Equivalent Education Outside the Schools (Community)
9340	Cooperation with Public Library (Community)
9400	Board of Education/News Media Relations (Community)
9541	Student Teachers/Interns (Community)
9550	Educational Research Projects (Community)
9713	Recruitment by Special Interest Groups (Community)

--Suspension of students, as follows:

R-1943	March 18, 2019
R-1944	March 18, 2019
W-1945	March 26, 2019
W-1946	March 26 & 27, 2019

--2019-2020 Holiday Calendar for 12 and 10½ Month Staff, as attached. ATTACHMENT #1

--March 2018 Field Trip/Bus Emergency Evacuation Drills Report, as attached.
ATTACHMENT #2

--February 2019 Fire/Security Drill Report, as attached. ATTACHMENT #3

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

Board member Robert Garrison reported that Marc Herzog of Papa Bear Digital Protection was the guest speaker at the Wilson PTO meeting on Wednesday, March 27.

Board member Kent Diamond noted that both the Tamaques PTO and the Westfield Memorial Library Board would hold meetings on Thursday, March 28.

Board Vice President Amy Root stated that she was looking forward to a meeting with members of the Westfield Green Team on Thursday, March 28.

Mrs. Oster reported on a recent meeting of the Westfield High School PTSO where topics discussed included the upcoming screening of *Angst: Raising Awareness Around Anxiety* on April 9 at 6:30 p.m. at the high school. Admission is free and space is limited; those interested in attending are encouraged to reserve tickets at www.showclix.com/event/angst-westfield-high-school. Community Service Week was also discussed, Mrs. Oster stated, with every student at WHS contributing to the project of sorting/packing individual bags of toiletries for local charitable organizations including the Westfield non-profit Bonds of Courage which supports our troops, veterans and their families. Mrs. Oster also noted that the WHS-PTSO continues to work on a Career Day, scheduled for April 30.

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- **RECOGNIZE PUBLIC**

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

The Board heard from two residents concerned about plans by PSE&G to install taller utility poles with a more powerful electric line in certain Westfield neighborhoods. Mrs. Oster stated that the Board's foremost concern is the safety of our students and that the Board will continue to follow the project to make sure that concern is taken into consideration.

- **ADJOURNMENT**

At 8:50 p.m., Mrs. Oster moved to adjourn the meeting, seconded by Mr. Diamond. The motion passed by a vote of 9-0.

Respectfully submitted,



Mrs. Dana Sullivan
Board Secretary