

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

**MINUTES – Board Meeting**  
**August 3, 2020**

Mrs. Oster opened the meeting at 12:05 p.m. and read the following statement:

July 29, 2020

Notice is hereby given of the Special Meeting of the Board of Education of the Town of Westfield, in the County of Union, New Jersey, at 12:00 p.m. on the afternoon of Monday, August 3, 2020. The board meeting will be held via an online platform which can be accessed at:

<https://westfieldnj12.webex.com/westfieldnj12/onstage/g.php?MTID=e1b6e3fcfea72ca2d803fe04509d74eee>

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 Wednesday, July 29, 2020, 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 Mrs. Oporto.

- **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**

Dr. Dolan introduced the district’s Restart and Recovery Plan which is based on the following guiding principles:

- Prioritize the health and safety of our students and staff;
- Adhere to official guidance from State government and public health officials
- Provide emotional and instructional consistency for students, including a connection to school, commitment to Social and Emotional Learning (SEL), and support for students in need;
- Ensure quality instruction and assessment to meet content standards for all students at each grade level;
- Communicate clear expectations for staff, students, and families.

Dr. Dolan noted that districts were waiting to hear from the State as to whether we can open for hybrid, in-person learning or for full time distance learning in September. Dr. Dolan outlined the hybrid plan and answered questions submitted by the public during the virtual meeting, many of which are included on the FAQ page of the School Reopening/COVID-19 Information page on the district website at [www.westfieldnj12.org](http://www.westfieldnj12.org).

Buildings and Grounds Supervisor Sean McArthur reported on the enhanced cleaning, sanitizing, and disinfecting measures and equipment which are detailed on page 20 of the reopening plan. Also on hand to answer questions were Westfield High School Principal Mary Asfendis, Edison Intermediate School Assistant Principal Crystal Marsh, Jefferson Elementary School Principal Dr. Susie Hung, and Chief Technology Officer Brian Auker.

In answer to a question by Board President Peggy Oster, Dr. Dolan stated that she would be sending an email with a link to the Restart and Recovery Plan to the school community later today. Dr. Dolan also noted that parents/guardians would receive a survey asking that they choose either the hybrid or all-remote plan and that building principals would be providing school-specific details and schedules, should we be able to implement this hybrid plan.

Mrs. Oster thanked the many stakeholders who provided input and expertise to help develop the reopening plan.

- **MINUTES**

Upon motion of Mrs. Oster, seconded by Mr. Bielen, it was moved to approve Minutes of the Board Meeting held on July 9, 2020. The motion passed with a vote of 9-0.

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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 Mrs. Oster, seconded by Mr. Galligan, 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 Corcoran	Lincoln School – Kindergarten	7/20/2020
Karen Lust	Roosevelt Intermediate School – Social Studies	8/31/2020

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

Devon Cunningham	Franklin School – Fourth Grade	6/30/2020
Gudrun Krug	Westfield High School – Paraprofessional	6/30/2020

Accept the resignation of the following staff prior to her 9/1/2020 start date:

Barbara Santoro	Westfield High School – English (leave replacement)
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Approve disability, family and child rearing leave for Shakira Czapla, Special Services Behaviorist, beginning 10/24/2020 through 3/21/2021 (medical benefits in accordance with the WEA agreement).

Approve disability, family and child rearing leave for Lori Drechsel, Resource Center teacher, beginning 11/9/2020 through the second marking period of the 2020-2021 school year (medical benefits in accordance with the WEA agreement).

Approve disability, family and child rearing leave for Marie Gazzillo, Lincoln School Pre-K Disabled teacher, beginning 11/30/2020 through 4/4/2021 (medical benefits in accordance with the WEA agreement).

Approve disability, family and child rearing leave for Emma Ingram, Edison Intermediate School Resource Center teacher, beginning 10/5/2020 through 4/9/2021 (medical benefits in accordance with the WEA agreement).

Approve appointment of the following teaching staff for the 2020-2021 school year (pending State & District required clearances). \*Salary to be adjusted in accordance with the Agreement between the WEA and the Westfield Board of Education.

Brittany Ingrassia (new position) (tenure track)	Wilson School Social Worker \$69,839*
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Cara O’Leary (replacing Campasano, resigned) (tenure track)	Jefferson School Third Grade \$69,839*
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Approve appointment of the following paraprofessionals being rehired for the 2020-2021 school year.

Leslie Banks	Edison Intermediate School Half-time, student assigned \$9,606 (includes education stipend)
Ashley Barnansky	Edison Intermediate School Full-time, student assigned \$17,337 (includes education stipend)
Kathryn Berkowitz	Edison Intermediate School Half-time, student assigned \$8,256
Lisa Bujdos	Edison Intermediate School Half-time, student assigned \$9,656 (includes education stipend)
Mimi Contreras	Edison Intermediate School Half-time, student assigned \$9,206 (includes education stipend)
Heather Robinson	Edison Intermediate School Half-time, classroom assigned \$9,206 (includes education stipend)

Approve Dr. Kenneth Shulack as an instructional supervisor for the 2020-2021 school year. He will be paid \$650 per diem.

Approve appointment of Antonio Cuccaro as Custodial Staff Coordinator for the 2019-2020 school year. He will be paid \$2,000 for this assignment.

Approve appointment of Antonio Cuccaro as Custodial Staff Coordinator for the 2020-2021 school year, effective 7/1/2020. He will be paid \$2,000 for this assignment.

Approve appointment of Jacob Gillo, Washington School Part-Time Night Custodian, effective 7/1/2020. He will be paid at his hourly rate of \$21.26 per hour.

Approve appointment of Ryan Belline as Summer Academy Geometry substitute teacher for the 2020-2021 school year, effective 6/9/2020-8/7/2020. He will be paid \$40 per hour. The program will be offered remotely. Funds provided by Summer Academy tuition.

The contract start date for Steven Barandica and Nicole Castellano, Athletic Trainers is 8/15/2020. They will begin their position on 8/10/2020 due to the NJSIAA start date for fall sports practice. They will be paid 5 additional days at their daily rate\*. \*Daily

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rate to be adjusted in accordance with the agreement between the WEA and the Westfield Board of Education.

Approve Debbie Ann Vezos to provide supplemental Language Arts instruction for a student, effective 7/1/2020-8/3/2020. She will be paid at the board approved rate of \$40 per hour, not to exceed eight hours.

Approve the following substitutes for the 2020-2021 school year.

Custodian  
Jacob Gillo

Secretaries  
Christine Bradley  
Carrie Greco  
Kerri Linder  
Secretaries

Approve the following Special Services staff to work during the summer of 2020. They will be compensated at a rate \$447 per day\*. \* To be adjusted in accordance with the agreement between the WEA and the Westfield Board of Education.

Ileana Pisauro	1 day
Gabrielle Rosen	9 days

Approve the following co-curricular assignments for the 2020-2021 school year, as attached. ATTACHMENT #1

Approve the following change of assignments for the 2020-2021 school year. \*Salary and Step to be adjusted in accordance with the agreement between the WEA and the Westfield Board of Education.

James Lane	<u>From</u> Westfield High School Social Studies \$85,599*	<u>To</u> Roosevelt Intermediate School Social Studies \$85,599*
Toni-Nicole Redman	<u>From</u> Lincoln School Half-time Kindergarten \$41,902*	<u>To</u> Lincoln School Full-time Kindergarten \$83,804*

Approve change in assignment for the 2020-2021 school year for the following custodian, effective 9/1/2020.

Mariana Moran	<u>From</u> Odd Shift Custodian Elm Street \$45,359	<u>To</u> Custodian Elm Street \$44,111
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Approve change in assignment for the 2020-2021 school year for the following paraprofessional, effective 9/1/2020.

Kelly O'Hare	<u>From</u> Roosevelt Intermediate School Full-time, student assigned \$17,737 (includes ed. stipend)	<u>To</u> Edison Intermediate School Full-time, student assigned \$17,737 (includes ed. stipend)
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Approve the following change of coaching assignments for the 2020-2021 school year. \*Salary to be adjusted in accordance with the agreement between the WEA and the Westfield Board of Education.

<u>From</u> TBD Girls Cross Country Varsity Assistant Coach	<u>To</u> Jennifer Buccino Girls Cross Country Varsity Assistant Coach \$10,115*
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Approve the addition of an Associate Degree Education stipend for the following paraprofessional for the 2020-2021 school year, effective 9/1/2020.

Kathryn Garcia

Approve compensation to the following paraprofessionals for training for technology, mobility and day-to-day activities for student #2220801. They will be paid at their hourly rate, not to exceed eight hours.

Rebeca Kelly  
Marie Pennella

Approve compensation to the following Intermediate School Guidance Counselors for working on student schedules for the hybrid learning plan, effective 7/20/2020 – 7/24/2020. They will be paid at the board approved rate of \$447 per day\*. \* Rate to be adjusted in accordance with the agreement between the WEA and the Westfield Board of Education.

<u>Edison Intermediate School</u> Lori Bercovicz Kimberly Lisnock Kerri Webster	<u>Roosevelt Intermediate School</u> Cristina Borgo Kim Dickey Christine Trottere
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Approve compensation to the following staff for attending child study team meetings during the 2020 ESY program. She will be paid at the Board approved rate of \$40 per hour.

Jacqueline Spring                                      General Education Teacher

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



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

Approve the Board of Education suspend Bylaw 0131 requiring two Board readings to adopt a Policy and adopt the following policies, as attached. ATTACHMENT #3

- 1649 Federal Families First Coronavirus (COVID-19) Response Act (Administration)
- 1650 Remote Learning (Administration)
- 1651 14-Day Quarantine for Employees Upon Return from Travel (Administration)

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 Mr. Diamond, seconded by Mr. Galligan, it was moved to approve the following Finance motions:

Approve the following Resolution:

As a result of a decrease in State Aid to the previously approved 2020-2021 school budget and Pursuant to NJSA 18A:22-8.1 and NJAC 6A:23A-13.3 (b) and (c), approve a transfer of unassigned general fund surplus in the amount of \$494,219 to address the emergent condition of needing to offset the reduction to 2020-2021 state aid in order to maintain a thorough and efficient education.

Approve cancellation of prior years' outstanding Accounts payable checks in the total amount listed, as attached. ATTACHMENT #1

2018-2019	\$5,930.17
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Approve cancellations of prior years' outstanding Athletic Association checks in the total amount listed below, as attached. ATTACHMENT #2

2018-2019	\$345.00
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Approve transfer of \$19,306.94 from the maintenance reserve account to fund replacing air conditioning units at McKinley School.

Approve Change Order #1, FVHD #5108, for a decrease to the contract for Westfield High School renovations with Tri-Form Construction, Inc., in the amount of \$12,757. The revised contract amount is \$787,443.

Approve tuition for the Kindergarten Wrap Around Program at Lincoln School for the months that the district offers a hybrid schedule, in the amount of \$200 per month for the program.

Approve and award transportation contract to Morris Union Jointure Commission for Athletics and Field trip transportation for the 2020-2021 school year, as follows:



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Route	Destination	19/20 Cost	20/21 Cost	Base Amount	Year
Activities	Field Trips	Varies	Varies	Varies	14/15
Activities	Athletics	Varies	Varies	Varies	14/15

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.

<b>VENDOR</b>	<b>SERVICE/SUPPLY</b>	<b>COOPERATIVE</b>	<b>Bid Number</b>
School Specialty	Elementary Science Grade Level Material	ED DATA	9758
School Specialty	Elementary Science Supplies	ED DATA	9765
School Specialty	Science Supplies	ED DATA	10013
School Specialty	Audio Visual Supplies	ED DATA	10071
Academy Furniture & Supply Atra Janitorial Supply Cleaning Systems Inc	MSRP - PPE	ED DATA	10332

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Simplify Chem. Sol. Vira Insight LLC WB Mason			
Vendors awarded by Manufacturer/Brand	Furniture	ESCNJ	20/21-01
Field Turf Hellas Construction	Tracks & Courts	ESCNJ	AEPA-20A
Magic Touch	Electrician Job Order Plumbing Time & Material	ESCNJ	19/20-41 20/21-18
Ben Shaffer Recreation	Playground Equip/Outdoor Circuit	ESCNJ	20/21-22
Downes Forest Products Rubbercycle Whirl Construction	Playground Surfacing Material & Install	ESCNJ	20/21-02
Marturano Recreation	Playground Equipment	ESCNJ	20/21-06
Open Systems Integrators, Inc.	Integrated Cloud Based Building Access/Video, Critical Emergency Communications and Mobile Application Solutions	ESCNJ	20/21-13
Hand 2 Mind	Math Supplies	ED DATA	9817

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

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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

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 7/1/2020 – 6/30/2021.

VENDOR	SERVICE/SUPPLY	STATE CONTRACT #
Wasak Inc	Water Treatment & Maintenance Service (Heating & Cooling)	42247

Approve Payment of Bill lists for June & July, June Payroll, hand checks for June, Employee Travel Reimbursement Report dated 6/30/2020, for a total amount of \$11,879,717.53. 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

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

• **RECOGNIZE PUBLIC**

Mrs. Oster recognized the public for questions and/or comments. There was none

• **ADJOURNMENT**

At 1:39 p.m., Mrs. Oster moved to adjourn the meeting, seconded by Mr. Galligan. The motion passed by a vote of 9-0.

Respectfully submitted,

  
Mrs. Dana Sullivan  
Board Secretary

