

**Garwood Board of Education Regular Public Meeting Minutes
March 16, 2021**

Minutes of the proceedings of the **Regular Public Meeting** held on **March 16, 2021**. *The Board President convened the meeting at 7:00 pm via Google Meet.* Members of the community were provided a link on the District website to join the meeting via Google Meet.

I. Flag Salute / Sunshine Statement / Call to Order / Roll Call

In accordance with the Open Public Meetings Act (*N.J.S.A. 10:4-6 et seq.*), adequate notification of this meeting has been provided by advertising in the ***Star Ledger*** and ***Westfield Leader*** and posting notice on the front door of Lincoln School and filing notice with the Borough Clerk. I hereby call to order the Regular Public Meeting, via Google Meet, Tuesday, February 16, 2021, at 7:00 pm.

<i>Board Member</i>	<i>Present</i>	<i>Absent</i>
Mrs. Barnes (Adrienne)	X	
Mr. DelConte (Albert)	X	
Miss Guerriero (Christine)	X	
Dr. Kjetsaa (Mary Ann)	X	
Mrs. Ridente (Denise)	X	
Ms. Roland (Tracey)	X	
Mr. Ryan (Timothy)	X	
Mrs. Scepkowski (Maureen)	X	
Mr. Trentacosta (Ralph)	X	

Administration:

Dr. Teresa Quigley, Chief School Administrator
 Dr. Dennis R. Frohnapfel, Interim SBA/Board Secretary
 Sarah Gober, Esq., Board Attorney

II. Executive Session

Be It Resolved, that the Garwood Board of Education determines it is necessary to meet in Executive Session on Tuesday, March 16, 2021, to discuss **Legal** and **Personnel** matters; and **Be It Further Resolved**, that these matters will be made public when the need for confidentiality no longer exists.

Trustee Barnes motioned to convene Executive Session at 7:03 pm; seconded by Trustee Guerriero; carried by unanimous vote.

Trustee Guerriero motioned to adjourn Executive Session and reconvene the Regular Public Meeting at 7:31 pm; seconded by Trustee Ryan; carried by unanimous vote.

III. Board President Update (Board Goals)

IV. Presentation Preliminary 2021/22 School Year Budget (Dr. Dennis R. Frohnapfel)

IV. Be It Resolved, that the Garwood Board of Education approves the minutes of the Regular Meeting and Executive Session held on February 16, 2021:

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Trustee Ryan motioned to approve the minutes of the Regular Meeting and Executive Session held on February 16, 2021; seconded by Trustee Scepkowski; carried by unanimous roll call vote; Trustee Trentacosta abstaining on Executive Session minutes.

VI. Committee Reports

A. Budget/Finance/Facilities

Committee met on March 9, 2021 (T. Quigley, Superintendent, M. Scepkowski, C. Guerriero, T. Ryan, Dr. Dennis). Discussed the following: **1)** February Financial Reports; **2)** Bills and Claims for March meeting; **3)** February Budget Transfers; **4)** Use of Facilities; **5)** Special Education Audit; and **6)** the Board's Eyeview of the Budget (Preliminary 2021/22 school year budget and the tax levy impact).

B. Education/Personnel

Committee met on March 8, 2021 (T. Quigley, Superintendent, D. Ridente, A. Barnes, M. Kjetsaa, M. Emmons was present part of the meeting to discuss the 8th grade play and benchmark assessments). Discussed the following:

1) Staffing

- The recent hired Custodian has given his notice and is moving out of state. We need to replace him.
- We will be adding a substitute and possible paraprofessional on agenda.
- 8th grade play discussed. Possibly a mixed medley that will be performed by a cohort of 10 students or so in each group. The groups will meet separately. Details of how the play will be performed will be discussed.
- Discussed possibility of some virtual clubs for spring

2) Benchmark Assessment

- Discussed benchmarks and how they are administered.
- Mrs. Emmons has content specific meetings with teachers weekly. Benchmarks were discussed in several meetings to discuss data in each grade and content area. Students who struggle the most are flagged for extra help. The help and direction come from the teacher. Tiered intervention discussed.
- Cogat testing was discussed and is given to 2nd, 5th and 7th grade students in the third week of March. This is a paper test. Children who are virtual cannot take it online so arrangements will have to be discussed.

3) Summer Program

- Committee favored having a summer program for the struggling student by invitation as a possibility. Also, the preschool disability program, LLD class for older and younger children will be extended this summer from 2 ½ hours to 4 hours. Starting at the end of June and all of July with Fridays off.

4) Special Ed. Audit

- Lengthy discussion around the question, would auditing our Special Ed. Department benefit our district? Questions around cost, benefit and another parental survey with special Ed. parents discussed.
- Discussed options of Special Ed. audit compared to having a consultation review services to strengthen the Special Ed department if needed. Would this be cost effective? Can we also evaluate staffing and scheduling in-house.
- Request to look at QSAC findings.

5) Planning for 2021/22 school year. What will our school look like going to full day next year? How will lunch be managed?

C. Strategic Planning/Policy

D. Website Committee

Committee met on March 5, 2021 (R. Trentacosta, T. Parkhill, MA. Kjetsaa, J. Zhindon, T. Quigley, A. Gonzalez, A. Gernett. Discussed the suggestions and feedback from committee members regarding type size, colors, and the placement of various information on the template (i.e., announcements, links, photos, parent toolkit, etc.). Suggestions: Switch two links - teacher pages and staff directory; addition of short descriptors to mental health links

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and a bolder divider for link lists when on a page with multiple categories. The last five years of approved BOE minutes will be listed on the website. Technology Coordinator provided an overview of the various sections of the new template and what possible configurations might be used to enhance, change and/or move sections. Several features that the new template can provide were described. Discussed the inclusion of calendar dates of other related organization meetings, i.e., Clark BOE, UCVTS, Garwood Council, Garwood Library Board, etc. It was decided that these would be placed on the calendar with other school events. Google analytics for our website were viewed. Showed a definite increase in activity. More information to follow. To provide information and educate the public - Look to add information on the Board, i.e., Roles and Responsibilities of members of the Board; Frequently Asked Questions about the BOE, Structure of the BOE. Survey feedback questions for the public will be discussed at the next meeting on March 26, 2021.

VII. Liaison Reports

A	Clark Board of Education	Christine Guerriero reported
B	Garwood Educational Foundation	Mary Ann Kjetsaa reported
C	Garwood PTA	Andrienne Barnes reported
D	Garwood Borough Council Representative	Albert DelConte reported
E	Union County Ed Services Commission	Maureen Scepkowski reported
F	Union County School Boards Association	Timothy Ryan reported
G	Union County Vo-Tech	Timothy Ryan reported
H	Garwood Seniors Association	No report
I	New Jersey School Boards Association	Christine Guerriero reported

VIII. Superintendent's Report

- Thanked Dr. Dennis for the budget presentation
- There are 2 HIB reports; 1 conflict and 1 bullying
- Discussed play director and play production positions
- Thanked the staff for all of their hard work this school year
- Planning has started for the 2021/22 school year

Trustee Guerriero motioned to accept the Superintendent's Report; seconded by Trustee Kjetsaa; carried by unanimous vote.

IX. Public Comment (Bylaw 9322)

X. Resolutions

- A. Budget/Finance/Facilities
- B. Education/Personnel
- C. Strategic Planning/Policy

XI. Board Comments

XII. Adjournment

Trustee Kjetsaa motioned to adjourn at 9:37 pm; seconded by Trustee Ridente; carried by unanimous vote.

Respectfully submitted,

Dennis R. Frohnapfel, Ed.D.
Interim SBA/Board Secretary

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A. Finance/Budget/Facilities

A1 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Interim SBA/Board Secretary, approves the A148 (Board Secretary's) and A149 (Treasurer's) reports for the month February 28, 2021; and
Be It Further Resolved, that the Board of Education and Board Secretary certify that no budgetary line item account has been over-expended and that there are sufficient funds available to meet District financial obligations for the 2020/21 school year.

A2 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Interim SBA/Board Secretary, approves the payment of bills and claims.

February 12 thru March 11, 2021	\$914,906,18
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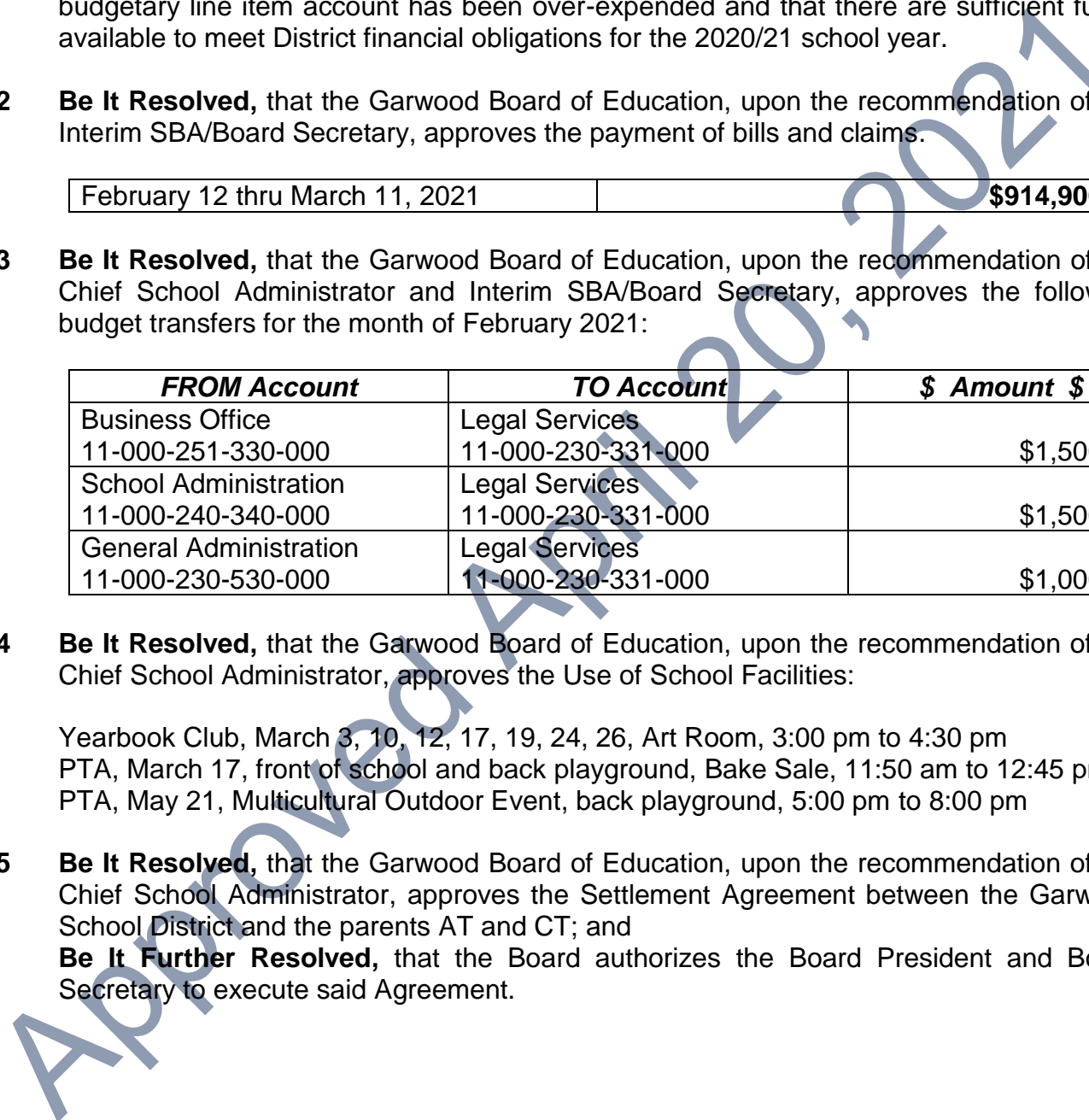
A3 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator and Interim SBA/Board Secretary, approves the following budget transfers for the month of February 2021:

<i>FROM Account</i>	<i>TO Account</i>	<i>\$ Amount \$</i>
Business Office 11-000-251-330-000	Legal Services 11-000-230-331-000	\$1,500.00
School Administration 11-000-240-340-000	Legal Services 11-000-230-331-000	\$1,500.00
General Administration 11-000-230-530-000	Legal Services 11-000-230-331-000	\$1,000.00

A4 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the Use of School Facilities:

Yearbook Club, March 3, 10, 12, 17, 19, 24, 26, Art Room, 3:00 pm to 4:30 pm
 PTA, March 17, front of school and back playground, Bake Sale, 11:50 am to 12:45 pm
 PTA, May 21, Multicultural Outdoor Event, back playground, 5:00 pm to 8:00 pm

A5 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the Settlement Agreement between the Garwood School District and the parents AT and CT; and
Be It Further Resolved, that the Board authorizes the Board President and Board Secretary to execute said Agreement.



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Budget/Finance/Facilities resolutions A1 thru A5				
Motion: Trustee Ryan		Second: Trustee Scepkowski		
	Yes	No	Abstain	Absent
Mrs. Barnes (Adrienne)	X			
Mr. DelConte (Albert)	X			
Miss Guerriero (Christine)	X			
Dr. Kjetsaa (Mary Ann)	X			
Mrs. Ridente (Denise)	X			
Ms. Roland (Tracey)	X			
Mr. Ryan (Timothy)	X			
Mrs. Scepkowski (Maureen)	X			
Mr. Trentacosta (Ralph)	X			

RESOLUTION TO ADOPT THE PRELIMINARY 2021/22 SCHOOL YEAR BUDGET

Be It Resolved, that the Garwood Board of Education, County of Union, adopts the Preliminary 2021/22 school year budget as follows:

Current General Expense (FUND 11)	\$9,510,948
Capital Outlay (FUND 12)	261,422
General Fund Grand Total	9,772,370
Special Revenue (FUND 20)	129,188
Debt Service (FUND 40)	531,800
Total Expenditures/Appropriations	\$10,433,358

and

Be It Further Resolved, that the **GENERAL FUND** tax levy **\$8,347,550** and **DEBT SERVICE** tax levy **\$531,800** are approved to support the 2021/22 school year budget:

and

Be It Further Resolved, that this budget includes a budgeted withdrawal from Capital Reserve, in the amount of \$231,472, representing expenditures for capital projects; these capital projects are in addition to the Facilities Efficiency Standards determined by the Commissioner of Education necessary to achieve the Student Learning Standards adopted by the State Board of Education:

Project Number	Description	Estimated Cost
2022-01	Gym Floor Replacement	\$169,072.00
2022-02	Parking Area Paving and Lining	\$42,000.00
2022-03	Installation of TekStar LED Sign	\$20,400

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Resolution to adopt the 2021/22 preliminary school year budget				
Motion: Trustee Guerriero		Second: Trustee Roland		
	Yes	No	Abstain	Absent
Mrs. Barnes (Adrienne)	X			
Mr. DelConte (Albert)	X			
Miss Guerriero (Christine)	X			
Dr. Kjetsaa (Mary Ann)	X			
Mrs. Ridente (Denise)	X			
Ms. Roland (Tracey)	X			
Mr. Ryan (Timothy)	X			
Mrs. Scepkowski (Maureen)	X			
Mr. Trentacosta (Ralph)	X			

B. Education/Personnel

Education

B1 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the following **out-of-district placements**:

1. ECLC of New Jersey (Student ID#9693596592), for the 2020/21 school year, July 6, 2020 thru June 30, 2021 (ESY), 200 days at \$310.11 per diem, total cost not to exceed \$62,022, acct #11-000-100-566-000.

Personnel

B2 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the employment of Katie Knierim, Substitute Teacher, \$90.00 per diem, as needed, for the 2020/21 school year, effective March 17 thru June 30, 2021, pending criminal history background check and mantoux results.

B3 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the employment of Jisca Morinvil, substitute Paraprofessional and substitute Secretary, \$15.00 per hour, as needed, for the 2020/21 school year, effective March 17, 2021 thru June 30, 2021, pending criminal history background check and mantoux results.

B4 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the employment Gilberto Flores, full-time custodian w/benefits, for the 2020/21 school year, \$18.25 per hour, effective March 17, 2021 thru June 30, 2021, pending criminal history background check and mantoux results.

B5 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, rescinds Board resolution approves B5 adopted by the board of Education, at its regular meeting held on February 16, 2021 (rescinding the employment of Luis Pardo, full-time custodian).

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B6 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the following Extra-curricular assignments, for the 2020/21 school year, compensation in accordance with the GEA negotiated agreement:

1. Armando Gonzalez, Play Director, stipend \$2,856
 2. Kathryn Bree, Garden Club, stipend \$510*
 3. Sarina Drummond, Wellness Club, stipend \$510*
 4. Joana Lopes, Chromebook Club, stipend \$510*
- *Clubs must have a minimum of 15 and max of 20 students

B7 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, terminates Employee Number 11514, effective April 6, 2021.

Education/Personnel B1 thru B7				
<i>Motion:</i> Trustee Kjetsaa	<i>Second</i> Trustee Barnes:			
	<i>Yes</i>	<i>No</i>	<i>Abstain</i>	<i>Absent</i>
Mrs. Barnes (Adrienne)	X			
Mr. DelConte (Albert)	X			
Miss Guerriero (Christine)	X			
Dr. Kjetsaa (Mary Ann)	X			
Mrs. Ridente (Denise)	X			
Ms. Roland (Tracey)	X			
Mr. Ryan (Timothy)	X			
Mrs. Scepkowski (Maureen)	X			
Mr. Trentacosta (Ralph)	X			

C. Strategic Planning/Policy

C1 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the **second reading** of revised Policies:

- Policy 6121 Nondiscrimination/Affirmative Action
- Policy 6122 Articulation
- Policy 6140 Curriculum Adoption
- Policy 6141 Curriculum Design/Development
- Policy 6141.2 Recognition of Religious Beliefs and Customs
- Policy 6142 Subject Fields
- Policy 6142.1 Family Life Education

C2 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the **first reading** of revised Policies:

- Policy 6142.2 English as a Second Language; Bilingual Programs
- Policy 6142.4 Physical Education and Health
- Policy 6142.6 Basic Skills
- Policy 6142.9 Arts
- Policy 6142.10 Internet Safety and Technology

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Policy 6142.12 Career and Technical Education

Strategic Planning/Policy resolutions C1 and C2				
Motion: Trustee Barnes		Second: Trustee Ryan		
	Yes	No	Abstain	Absent
Mrs. Barnes (Adrienne)	X			
Mr. DelConte (Albert)	X			
Miss Guerriero (Christine)	X			
Dr. Kjetsaa (Mary Ann)	X			
Mrs. Ridente (Denise)	X			
Ms. Roland (Tracey)	X			
Mr. Ryan (Timothy)	X			
Mrs. Scepkowski (Maureen)	X			
Mr. Trentacosta (Ralph)	X			

Approved April 20, 2021