

**GARWOOD BOARD OF EDUCATION
GARWOOD, NEW JERSEY
REGULAR MEETING AGENDA
JUNE 12, 2018**

I. CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Board President Christine Guerriero in the all-purpose room of the Lincoln School.

PLEASE TURN OFF CELL PHONES

Adequate notice of this meeting has been provided to the Westfield Leader, the official newspaper of the Garwood Board of Education. The News Tribune, Courier Home News, Westfield Leader, Star Ledger, and Suburban News are approved for use for legal notices. Notice of this meeting was sent to the Borough Clerk, and a copy of this meeting notice is posted on the front door of Lincoln School.

II. ROLL CALL:

___ Mr. A. DelConte	___ Ms. L. Koenig	___ Ms. T. Roland
___ Mrs. S. Groning	___ Mrs. A. Langston	___ Mrs. T. Simitz
___ Dr. M. Kjetsaa	___ Mr. S. Piarulli	___ Miss C. Guerriero

III. OTHERS PRESENT

___ Dr. Teresa Quigley, Superintendent
___ Mr. Eric Larson, SBA/BS
___ Mr. John Geppert, Board Attorney

IV. FLAG SALUTE

V. APPROVAL OF MINUTES

Minutes of the May 1, 2018 special meeting and executive session meeting
Minutes of the May 15, 2018 regular and executive session meeting

ROLL CALL:

___ Mr. A. DelConte	___ Ms. L. Koenig	___ Ms. T. Roland
___ Mrs. S. Groning	___ Mrs. A. Langston	___ Mrs. T. Simitz
___ Dr. M. Kjetsaa	___ Mr. S. Piarulli	___ Miss C. Guerriero

VI. PRESENTATION

VII. COMMITTEE REPORTS:

Policy C. Guerriero, Chairperson

Building & Grounds/Finance S. Groning, Chairperson
A. DelConte
T. Roland
S. Piarulli

Education T. Simitz, Chairperson
C. Guerriero
M. Kjetsaa
A. Langston

VIII. LIAISON REPORTS:

Clark Board of Education C. Guerriero, Delegate

Education Foundation of Garwood T. Roland, Delegate

New Jersey School Board Association - June T. Roland, Delegate
Alternate: A. Langston

Representative to the Borough Council A. DelConte

Union County Educational Services Commission L. Koenig, Delegate
Alternates:
C. Guerriero/A. Langston/
M. Kjetsaa

Union County School Boards Association T. Simitz, Delegate
Alternate: A. Langston

IX. SUPERINTENDENT'S REPORT

Resolved that the Garwood Board of Education accepts the June 2018 Superintendent's report.

Moved by:

Seconded by:

Motion carried:

*During the course of the board meeting the Garwood Board of Education offers members of the public an opportunity to address issues regarding the operation of the Garwood Public Schools. The Board reminds those individuals who take this opportunity to identify themselves by name and address and to limit their comments to items listed on the agenda and/or items directly related to the operation of the School District. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

Annual Business Administrator Report – Chapter 47 compliance report was submitted.

X. HEARING OF CITIZENS

The following is a summary of the Board's understanding of comments made by members of the public. This is not a verbatim transcript.

XI. FINANCE COMMITTEE

1. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, the attached list of budget transfer for the month of April 2018.
2. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, the payment of the May 2018 bills in the amount of \$746,188.60.
3. WHEREAS, the Garwood Board of Education, as recommended by the Chief School Administrator, and pursuant to N.J.A.C. (6A:23-2.2), has received the Financial Reports of the Board Secretary and the Treasurer of School Monies for the month of April 2018; and

WHEREAS, said reports are in agreement, and it has been certified by the School Business Administrator/Board Secretary that no major account or fund has been over expended in violation of N.J.A.C. (6A:23-2.12), and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year;

NOW, THEREFORE, BE IT RESOLVED, that the Garwood Board of Education accepts the Financial Reports for the month of April 2018 as submitted and certified.

4. Move to approve and authorizes, upon recommendation of the Chief School Administrator and the SBA/BS, the Payroll Clerk to make payroll deductions for those employees who have indicated their desire by completing an appropriate salary reducing agreements with AXA Equitable and Lincoln Financial for the purchase of tax deferred annuities to be purchased at no cost to the Board, and at no cost to the community, and to transmit such funds to the proper agency for the 2018-2019 school year.

5. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, the GBOE uses Investors Savings Bank, as the depository for the following accounts: Operating Checking, Payroll Checking, Payroll Agency Checking, Unemployment Checking, General School Fund Checking, Athletic Fund Checking. Be it further resolved that the GBOE uses the State of New Jersey Cash Management fund for investments. Be it further resolved that warrants on these accounts are to bear the signatures of the Board President, Business Administrator or designee, and the Treasurer of School Moneys. The General School Fund and Athletic Fund shall require the signature of two (2) of the following individuals: Superintendent of Schools, Principal, Business Administrator.

6. Move to approve and authorizes, upon recommendation of the Chief School Administrator and the SBA/BS, the Business Administrator to pay supplementary bill lists and payroll which shall become due on or before June 30, 2018 including all year- end payables and to proceed with all necessary adjustments and transfers to close the books for the 2017-2018 fiscal year, including the cancellation of any stale dated checks; and the Chief School Administrator and Business Administrator be authorized to complete any and all entries and actions for the opening of the 2018-2019 fiscal year, including but not limited to the issuance of purchase orders in compliance with the Public Contracts Law, complete line item adjustments and transfers, and other such actions as may be required by statute, code and Board Policy; and the Chief School Administrator and Business Administrator to process and issue the payment of bills and claims between Board meetings during the months of July and August 2018; and all of these actions shall be presented to the Board at its next meeting for final approval.

7. WHEREAS, N.J.S.A.18A:21-2, N.J.S.A.18A:7G-31 and N.J.S.A.18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year-end; and WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permits a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution; and WHEREAS, the Garwood Board of Education may wish to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into its Tuition, Maintenance and Capital Reserve accounts at year-end; and WHEREAS, that the Garwood Board of Education has determined that any excess surplus above the combination of the allowable 2% of adjusted expenditures at the conclusion of the 2017-2018 fiscal year, and any and all funds awarded by the New Jersey Department of Education for 2017-2018 Extraordinary Aid and/or Non-Public Transportation Aid, is available for such transfer;

BE IT RESOLVED, that the Board authorize the Business Administrator to make this transfer of all funds in excess of the allowable 2% of adjusted expenditures at the conclusion of the 2017-2018 fiscal year, and any and all funds awarded by the New Jersey Department of Education for 2017-2018 Extraordinary Aid and/or Non-Public Transportation Aid consistent with all applicable laws and regulations in the amount not to exceed \$155,000 to the maintenance reserve, \$150,000 to the Tuition Adjustment Reserve and \$750,000 to the Capital Reserve.

- 8. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, Brown & Brown as insurance/health insurance agents and approve the property and casualty insurance proposal for \$74,518 for the period 7/1/2018 to 6/30/2019.
- 9. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, the donation of \$3,536.01 from the EFG for 3rd grade books, 4th grade chrome books, and I-STEM items.
- 10. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, a withdrawal from the Maintenance Reserve of \$13,189 for upgrades to cameras, intercoms, desk top video stations, windows and locks for the Lincoln School front entrance area.
- 11. Move to approve, upon recommendation of the Chief School Administrator in cooperation with the SBA/BS, the renewal of a service and licensing fee with Realtime Information Technology, Inc. for the student information software for the 2018-2019 school year in the amount of \$10,065.00 inclusive of Parent Portals.
- 12. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, to continue participation in the AmeriHealth/Trust medical and drug prescription program for the period 7/1/18 – 6/30/19 with Brown & Brown Benefit Advisors as the district’s health insurance broker.

ROLL CALL:

_____ Mr. A. DelConte	_____ Ms. L. Koenig	_____ Ms. T. Roland
_____ Mrs. S. Groning	_____ Mrs. A. Langston	_____ Mrs. T. Simitz
_____ Dr. M. Kjetsaa	_____ Mr. S. Piarulli	_____ Miss C. Guerriero

XII. BUILDING AND GROUNDS COMMITTEE

- 1. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, the submission of a renewal waiver to the Union County Executive Superintendent of Schools for kindergarten toilet rooms for the 2018 - 2019 school year.
- 2. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, the use of the Garwood school bus and driver by the Garwood Recreation Department on the following dates at a total fee of \$750 for the summer field trips:

- 7/10 – AMC Theatre, Mountainside
- 7/17 – Turtle Back Zoo, West Orange
- 7/19 – Pump it Up, Roselle Park
- 7/24 – Mini Golf, Scotch Plains
- 7/31 – AMC Theatre, Mountainside

ROLL CALL:

___ Mr. A. DelConte	___ Ms. L. Koenig	___ Ms. T. Roland
___ Mrs. S. Groning	___ Mrs. A. Langston	___ Mrs. T. Simitz
___ Dr. M. Kjetsaa	___ Mr. S. Piarulli	___ Miss C. Guerriero

XIII. EDUCATION COMMITTEE

1. Move to approve upon the recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal the attached summer reading list.

ROLL CALL:

___ Mr. A. DelConte	___ Ms. L. Koenig	___ Ms. T. Roland
___ Mrs. S. Groning	___ Mrs. A. Langston	___ Mrs. T. Simitz
___ Dr. M. Kjetsaa	___ Mr. S. Piarulli	___ Miss C. Guerriero

XIV. POLICY COMMITTEE

1. Move to approve upon the recommendation of the Chief School Administrator, the second reading of the following:

Bylaw No. 9321	Meetings of the Board
Bylaw No. 9322	Public and Executive Sessions
Bylaw No. 9322.1	Organizational Meeting
Bylaw No. 9323/9324	Agenda Preparation/Advance Delivery of Meeting Materials
Bylaw No. 9325.4	Voting Method
Bylaw No. 9326	Minutes
Bylaw No. 9340	Membership in Associations
Bylaw No. 9360	Legislative Program
Bylaw No. 9400	Board Self-Evaluation
Bylaw No. 9500.1	Send/Receive Relationships

ROLL CALL:

___ Mr. A. DelConte	___ Ms. L. Koenig	___ Ms. T. Roland
___ Mrs. S. Groning	___ Mrs. A. Langston	___ Mrs. T. Simitz
___ Dr. M. Kjetsaa	___ Mr. S. Piarulli	___ Miss C. Guerriero

XV. COMMITTEE OF THE WHOLE

1. Move to approve, upon recommendation of the Chief School Administrator, the findings and decisions presented at the May 15, 2018 board meeting regarding bullying incident G-11.
2. Move to approve, upon recommendation of the Chief School Administrator, the submission to the County and subsequent approval (contingent on Executive County Superintendent approval) of the employment contract for Eric Larson, Business Administrator/Board Secretary for the 2018-2019 school year at a salary increase of 2%.
3. Move to approve, upon recommendation of the Chief School Administrator, and the SBA/BS the reappointment contract for Mary Emmons, Principal for the 2018-2019 school year at a salary of _____.
4. Move to approve, upon recommendation of the Chief School Administrator, and the SBA/BS the reappointment contract for Thomas Spera, Supervisor of Buildings and Grounds for the 2018-2019 school year at a salary increase of 2.75%.
5. Move to approve, upon recommendation of the Chief School Administrator, the reappointment of Maria Cortese as Administrative Assistant to the Superintendent/Payroll (225 days) at a 2% increase for the 2018-2019 school year.
6. Move to approve, upon recommendation of the Chief School Administrator, the reappointment of Darlene Lipsett as the Administrative Assistant to the Principal (225 days) at a 2% increase for the 2018-2019 school year.
7. Move to approve, upon recommendation of the Chief School Administrator, the appointment of Michele Tortorici as the Administrative Assistant to the CST full time (190 days) at a 2% increase for the 2018-2019 school year.
8. Move to approve, upon recommendation of the Chief School Administrator, the reappointment of the following staff at a 1% increase for the 2018-2019 school year:
 - A. Peter Balos, Administrative Assistant to the SBA (210 days)
 - B. Luis Castillo, Technology Coordinator (230 days)
9. Move to approve, upon recommendation of the Chief School Administrator and the Supervisor of Buildings and Grounds, the reappointment of the following custodial staff at a 2% increase for the 2018-2019 school year:
 - A. Jorge Castano (black seal)
 - B. Oscar Lucero (black seal)
 - C. Stelia Marroquin (black seal)
 - D. Eunice Urdinola (black seal)
 - E. Patricia Sala (black seal)

10. Move to approve, upon recommendation of the Chief School Administrator and the Supervisor of Buildings and Grounds, the reappointment the following as substitutes custodians for the 2018-2019 school year at the approved rate of \$15 per hour:

- A. Luis Marroquin
- B. Luz Gallego
- C. Mirna Castro

11. Move to approve, upon recommendation of the Chief School Administrator and the Supervisor of Building and Grounds, appointment of the following as substitute custodians pending a criminal history background check and mantoux results:

- A. Maria Poveda
- B. Juli A. Morena
- C. Judy Truzzolino
- D. Teresa I. Cuadros

12. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, the summer employment of Luis Marroquin to assist with building and grounds activities for 7 hours per day at a rate of \$15 per hour not to exceed 45 days.

ROLL CALL:

- | | | |
|---------------------|----------------------|-----------------------|
| ___ Mr. A. DelConte | ___ Ms. L. Koenig | ___ Ms. T. Roland |
| ___ Mrs. S. Groning | ___ Mrs. A. Langston | ___ Mrs. T. Simitz |
| ___ Dr. M. Kjetsaa | ___ Mr. S. Piarulli | ___ Miss C. Guerriero |

13. Move to approve upon recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal, the reappointment of Amanda DiBattista as a Spanish/Elementary teacher on MA Step 2 for the 2018-2019 school year.

14. Move to approve upon recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal, the reappointment of Stephanie Zultanky as a Special Education teacher on MA Step 2 for the 2018-2019 school year.

15. Move to approve upon recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal, the reappointment of the following as a Elementary teachers on BA Step 2 for the 2018-2019 school year:

- A. Heather O'Dell
- B. Nicole Tarantino

16. Move to approve upon recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal, the reappointment of Elizabeth DeSante as a part-time Special Education Teacher on BA Step 2 and a part-time special education paraprofessional with benefits for the 2018-2019 school year.

17. Move to approve upon the recommendation of the Chief School Administrator, the reappointment of the following full-time paraprofessional with benefits for the 2018-2019 school year at a 2% increase:

- A. Phyllis Czapla
- B. Maria DePaolo
- C. Badia Diwane

18. Move to approve upon the recommendation of the Chief School Administrator, the reappointment of the following part-time paraprofessionals without benefits for the 2018-2019 school year at a 2% increase:

- A. Kathryn Bree
- B. Stacie Cuccaro
- C. Debbie Delise
- D. Cristina Domingues
- E. Sara Kahriman
- F. Joshua Law
- G. Imperio Mormile
- H. Gina Pares
- I. Christine Silecchia

19. Move to approve upon recommendation of the Chief School Administrator, the approval of a medical leave for Darlene Lipsett from June 18, 2018 through approximately August 14, 2018.

20. Move to approve, upon recommendation of the Chief School Administrator the appointment of Shelley Brown as a long term substitute secretary at a salary of \$14 per hour effective June 13, 2018.

21. Move to approve, upon recommendation of the Chief School Administrator, Maria Cortese to handle the petty cash in the amount of \$150.00 for the 2018-2019 school year with no additional compensation.

22. Move to approve with regrets, upon recommendation of the Chief School Administrator, the retirement of Patricia Stott effective July 1, 2018.

23. Move to approve the Superintendent to issue a Letter of Intent to recommend for hiring any certified personnel that is necessary to fill the requirements for the September 2018 school opening, subject to full BOE approval at its July, August and/or September meeting(s). In the event that the BOE does not approve the prospective candidate, the candidate will be paid on a per diem basis for any services rendered. No contract will be issued until full BOE approval is granted.

24. Move to approve, upon the recommendation of the Chief School Administrator, Kathryn Bree to accompany the 2017-2018 8th grade class on their overnight class trip to Gettysburg, PA with no additional compensation.

- 25. Move to approve, upon recommendation of the Chief School Administrator, the appointment of the following personnel for the 2018-2019 school year with no additional compensation:

Affirmative Action Officer – Teresa Quigley
 504 Coordinator – Teresa Quigley
 Homeless Liaison – Teresa Quigley
 Asbestos Management Officer – Tom Spera
 Integrated Pest Management Coordinator – Tom Spera
 Safety and Health Designee – Tom Spera
 Chemical Hygiene Officer – Tom Spera
 Indoor Air Quality Designee – Tom Spera
 Purchasing Agent – Eric Larson
 Custodian of Records – Eric Larson
 Public Agency Compliance Officer – Eric Larson
 Anti-Bullying Coordinator – Mary Emmons

- 26. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, the renewal of Dr. Ronald M Frank, MD FAAFP Green Brook Family Medicine for the 2018-2019 school year with an annual payment of \$1,500 paid in equal installments October 1, 2018 and March 1, 2019.

- 27. Move to approve, upon recommendation of the Chief School Administrator, the fees pursuant to current law which will be charged for copies of public records for the 2018-2019 school year.

ROLL CALL:

_____ Mr. A. DelConte	_____ Ms. L. Koenig	_____ Ms. T. Roland
_____ Mrs. S. Groning	_____ Mrs. A. Langston	_____ Mrs. T. Simitz
_____ Dr. M. Kjetsaa	_____ Mr. S. Piarulli	_____ Miss C. Guerriero

XVI. OLD BUSINESS

XVII. NEW BUSINESS

XVIII. EXECUTIVE SESSION

Be it resolved that the GBOE conducts a closed, executive session concerning the following topic(s) as permitted by the New Jersey Open Public Meeting Act after which time the Board may or may not return to public session to take action:

- | | |
|---|--|
| <input checked="" type="checkbox"/> personnel matter, staff | <input type="checkbox"/> safety and protection of property |
| <input type="checkbox"/> personal matter, student | <input type="checkbox"/> contract negotiations |
| <input type="checkbox"/> litigation | <input checked="" type="checkbox"/> other permitted by law |

Be it further resolved that at such time as it is legally appropriate for the substance of the closed session to be made public that same will be ordered.

Time of vote to enter closed session: p.m.

Time returning to public session: p.m.

XIX. ADJOURNMENT

Motion to adjourn made at p.m.

Moved by:
Seconded by:
Motion carried:

- Legend:
- P = Present
 - M = Moved motion
 - S = Seconded motion
 - Y = Yes Vote
 - N = No Vote
 - AB = Abstain

Respectfully submitted,

Eric Larson, SBA/BS