

**GARWOOD BOARD OF EDUCATION
GARWOOD, NEW JERSEY
REGULAR MEETING MINUTES
DECEMBER 18, 2018**

I. CALL TO ORDER

The meeting was called to order at 7:00 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:

<u> </u> P <u> </u> Mr. A. DelConte	<u> </u> P* <u> </u> Ms. L. Koenig	<u> </u> P** <u> </u> Ms. T. Roland
<u> </u> P <u> </u> Mrs. S. Groning	<u> </u> P <u> </u> Mrs. A. Langston	<u> </u> P <u> </u> Mrs. T. Simitz
<u> </u> P <u> </u> Dr. M. Kjetsaa	<u> </u> P <u> </u> Mr. S. Piarulli	<u> </u> P <u> </u> Miss C. Guerriero

*Ms. Koenig arrived at 8:15

**Ms. Roland arrived at 7:58

III. OTHERS PRESENT

<u> </u> P <u> </u> Dr. Teresa Quigley, Superintendent
<u> </u> P <u> </u> Mrs. Debra LeBrun, SBA/BS
<u> </u> P <u> </u> Mr. John Geppert, Board Attorney

IV. FLAG SALUTE

V. 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:

<u> </u> X <u> </u> personnel matter, staff	<u> </u> <u> </u> safety and protection of property
<u> </u> <u> </u> personal matter, student	<u> </u> <u> </u> contract negotiations
<u> </u> <u> </u> litigation	<u> </u> X <u> </u> 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: 7:05 p.m.

Time returning to public session: 7:56 p.m.

VI. APPROVAL OF MINUTES

Minutes of the November 20, 2018 regular meeting
Minutes of the November 20, 2018 executive session meeting

ROLL CALL:

<u> </u> Y Mr. A. DelConte	<u> </u> Y Ms. L. Koenig	<u> </u> Y Ms. T. Roland
<u> </u> Y Mrs. S. Groning	<u> </u> M Mrs. A. Langston	<u> </u> Y Mrs. T. Simitz
<u> </u> Y Dr. M. Kjetsaa	<u> </u> S Mr. S. Piarulli	<u> </u> Y Miss C. Guerriero

VII. PRESENTATIONS - Draft Audit - Steven McDermott from Suplee, Clooney & Co. Mr. McDermott discussed the draft of the audit and its findings. The final copy will be filed once the GASB75 is settled. He discussed the recommendations and asked if there were any questions.

Board Resolutions presented to Mary Ann Kjetsaa, Amanda Langston and Tracey Roland. Miss Guerriero presented the Board Resolutions. Dr. Kjetsaa, Mrs. Langston and Ms. Roland thanked the community and discussed what an honor it was to serve the board.

VIII. COMMITTEE REPORTS:

Policy C. Guerriero, Chairperson

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

The committee met on 12/12. Discussed were the Business Office Corrective Action Plan (CAP) from 2017-2018; The Washington School boiler project is going out to bid; School security ideas.

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

The committee met on 12/5. Discussed were upcoming medical leave and retirements; The G&T field trip to the water filtration plant; OOD Special Education placements; Raz Kids as a new tool for the students; School security; The new science teacher position.

IX. LIAISON REPORTS:

Clark Board of Education

C. Guerriero, Delegate

Miss Guerriero reported that the meeting was held on 12/3. The k-12 theater arts curriculum was approved; Donation of cork blocks was accepted for the district goal relating to wellness; Budget meetings with the finance committee will be held in January and February. The board will adopt the tentative budget on 3/11 for review and submission to the county. The public hearing and final adoption by the board will be on 5/6; The next meeting will be the organizational meeting on 1/7.

Education Foundation of Garwood

T. Roland, Delegate

Mrs. Roland reported that \$500 was made at the fundraiser at The Station; Candace Kilmer is the new President; Wine tasting fundraiser will be held in in early February; The annual Appreciation Dinner will be held on 4/25; The next meeting will be on 1/22.

Representative to the Borough Council

A. DelConte

Mr. DelConte reported that at the 11/27 they discussed the Martin Luther King, Jr. Day of Service to be held on 1/21. Donation boxes have been places at the library, school and Borough Hall for donations.

Union County Educational Services Commission

L. Koenig, Delegate
 Alternates:
 C. Guerriero/A. Langston/
 M. Kjetsaa

The re-organization meeting will be held on 1/2.

Union County School Boards Association

T. Simitz, Delegate
 Alternate: A. Langston

X. SUPERINTENDENT'S REPORT

Resolved that the Garwood Board of Education accepts the December 2018 Superintendent's report. Moved by: M. Kjetsaa Seconded by: T. Roland Motion carried: All Ayes

Dr. Quigley thanked board members for their service and commended them for the Strategic Planning meetings. Gwen Thornton will put the information together and send a report; The holiday concert was held on 12/13; Discussed the upcoming retirement of Mrs. Czaplá at the end of January; Mrs. McCarrick's retirement and the send off the staff and students gave her; QSAC will be in January.

*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.

XI. 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.

Bruce Paterson asked for an explanation of what is going on with the state funding for Garwood; How are the Strategic Planning results funded; When are the final audit numbers expected; Were there duplicate findings from last year; Asked about the Professional Services of the audit, but Mr. McDermott had left. We are going to table the question until a further time.

Barbara Green thanked board members that are leaving for their service.

Karen McCarrick asked where the OOD student is going; The rate Mrs. Paolino's substitute getting paid; Who is the extra medical leave; Thanked the board members who are leaving for their service and urged them to do the right thing and hire the best person to replace her.

XII. 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 October 2018.
2. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, the payment of the bills in the amount of \$ 632,614.70.
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 October 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 October 2018 as submitted and certified.

- The Garwood Board of Education appoints Debi LeBrun as the Temporary Purchasing Agent effective 12/18/19 for one year according to 5:34-5.5. During the term of said appointment, the Garwood BOE bid threshold will remain at the maximum amount at \$40,000.

ROLL CALL:

__Y* Mr. A. DelConte __Y__ Ms. L. Koenig __S__ Ms. T. Roland
__Y__ Mrs. S. Groning __Y__ Mrs. A. Langston __Y__ Mrs. T. Simitz
__Y__ Dr. M. Kjetsaa __M__ Mr. S. Piarulli __Y__ Miss C. Guerriero

*Mr. DelConte abstained from check 900249

XIII. EDUCATION COMMITTEE

- Move to approve upon the recommendation of the Chief School Administrator, in cooperation with the Special Services Department, approval of the following 2018-2019 special education placements:

<u>Student</u>	<u>Estimated Cost</u>	<u>Transportation Required</u>	<u>Cost Includes Trans.</u>
9721567516	\$45,000	Yes	No

ROLL CALL:

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

XIV. POLICY COMMITTEE

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

- Policy No. 2460 Special Education
- Policy No. 2260.1 Special Education Location, Identification and Referral
- Policy No. 2260.2 Special Education – Evaluation Guidelines
- Policy No. 2260.3 Special Education – Individualized Education Program (IEP),
Reevaluation and Related Services
- Policy No. 2260.4 Special Education – Placement in Least Restrictive
Environment
- Policy No. 2260.5 Special Education – Participation in Statewide and Districtwide
Assessment
- Policy No. 2260.6 Special Education – Procedural Safeguards
- Policy No. 2260.7 Special Education – Free Appropriate Public Education
- Policy No. 2260.8 Special Education – Early Intervention Program (EIP)
Transition/IEP Implementation by Third Birthday
- Policy No. 2260.9 Special Education – Full Educational Opportunity
- Policy No. 2260.10 Special Education – Pupil Records
- Policy No. 2260.11 Special Education – Requirement for Services for Nonpublic
School Pupils

- Policy No. 2260.12 Special Education – Private School Pupils-Special Education and Related Services
- Policy No. 2260.13 Special Education – Personnel
- Policy No. 2260.14 Special Education – In-Service Training

ROLL CALL:

- | | | |
|---|--|---|
| <u> </u> Y <u> </u> Mr. A. DelConte | <u> </u> S <u> </u> Ms. L. Koenig | <u> </u> Y <u> </u> Ms. T. Roland |
| <u> </u> Y <u> </u> Mrs. S. Groning | <u> </u> Y <u> </u> Mrs. A. Langston | <u> </u> Y <u> </u> Mrs. T. Simitz |
| <u> </u> M <u> </u> Dr. M. Kjetsaa | <u> </u> Y <u> </u> Mr. S. Piarulli | <u> </u> Y <u> </u> Miss C. Guerriero |

XV. COMMITTEE OF THE WHOLE

1. Move to approve with regrets, upon recommendation of the Chief School Administrator, the retirement of Phyllis Czaplak effective February 1, 2019.
2. Move to approve, upon recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal, the appointment of Kathryn Bree as a long term substitute science teacher to be compensated at the substitute teacher rate for the first 20 days and on MA Step 1 prorated for the remainder of the 2018-2019 school year in accordance with the negotiated contract.
3. Move to approve, upon recommendation of the Chief School Administrator, in Cooperation with the Lincoln School Principal, the appointment of JoAnne Bussetti as a part-time paraprofessional at a rate of \$14.20 per hour not to exceed 25 hours per week for the remainder of the 2018-2019 school year.
4. Move to approve, upon the recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal, a medical leave of absence for Cheryl Paolino to commence on or about January 11, 2019 to on or about February 25, 2019.
5. Move to approve, upon recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal, the appointment of Danielle Libutti as a medical leave long term substitute replacement for Mrs. Paolino.
6. Move to approve, upon recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal, the G&T field trip to NJ American Water on December 11, 2018.
7. Move to approve, upon recommendation of the Chief School Administrator, in cooperation with the SBA/BS the Organization Meeting of the board on January 3, 2019 at 7:00 p.m. in Lincoln School.
8. Move to approve, upon the recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal, a medical leave of absence for Tom Spera to from November 29, 2018 to January 2, 2019.

ROLL CALL:

<u>_Y*</u> Mr. A. DelConte	Y__ Ms. L. Koenig	S__ Ms. T. Roland
<u>_Y**</u> Mrs. S. Groning	Y*** Mrs. A. Langston	Y***** Mrs. T. Simitz
<u>_M__</u> Dr. M. Kjetsaa	Y*****Mr. S. Piarulli	Y__ Miss C. Guerriero

*Mr. DelConte abstained from item #6
 **Mrs. Groning voted no to item # 2
 ***Mrs. Langston voted no to item # 2
 ****Mr. Piarulli voted no to item # 2
 *****Mrs. Simitz voted no to item #2

XVI. OLD BUSINESS

Ms. Koenig thanked Mr. Paterson for attending meetings over the last 20 years.

XVII. NEW BUSINESS

Mr. DelConte expressed dismay at being the newest member of the B&G/Finance Committee and sometimes being the only member at the meeting.

Dr. Kjetsaa discussed the activities she attended at the School Boards Convention regarding Engaging Every Child.

XVIII. ADJOURNMENT

Motion to adjourn made at 8:55 p.m.

Moved by: M. Kjetsaa
 Seconded by: A. Langston
 Motion carried: All Ayes

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

Respectfully submitted,

Debra LeBrun, SBA/BS