

**GARWOOD BOARD OF EDUCATION
GARWOOD, NEW JERSEY
REGULAR MEETING MINUTES
MARCH 19, 2019**

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 Mr. A. DelConte	<u> </u> P* Ms. L. Koenig	<u> </u> P Mrs. M. Scepkowski
<u> </u> P Mrs. S. Groning	<u> </u> P** Mr. S. Piarulli	P*** Mrs. T. Simitz
<u> </u> P Miss C. Guerriero	<u> </u> P Mrs. D. Ridente	<u> </u> P Mr. R. Trentacosta

*Ms. Koenig arrived at 8:42
**Mr. Piarulli arrived at 7:06
***Ms. Simitz arrived at 7:05

III. OTHERS PRESENT

 P Dr. Teresa Quigley, Superintendent
 P Mrs. Debra LeBrun, SBA/BS
 P 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 personnel matter, staff	<u> </u> safety and protection of property
<u> </u> personal matter, student	<u> </u> contract negotiations
<u> </u> litigation	<u> </u> X 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: 7:02 p.m.

Time returning to public session: 7:40 p.m.

VI. APPROVAL OF MINUTES

Minutes of the February 19, 2019 regular and executive session meetings

NOTE: Held for approval at April meeting.

ROLL CALL:

___ Mr. A. DelConte	___ Ms. L. Koenig	___ Mrs. M. Scepkowski
___ Mrs. S. Groning	___ Mr. S. Piarulli	___ Mrs. T. Simitz
___ Miss C. Guerriero	___ Mrs. D. Ridente	___ Mr. R. Trentacosta

VII. PRESENTATION – Teen Arts

Mrs. Planer and Mr. Gonzalez summarized the Teen Arts Festival. Clarinet band members performed led by Mr. Gonzalez and Mrs. Planer showed student art work from the festival.

VIII. COMMITTEE REPORTS:

Building & Grounds/Finance

S. Groning, Chairperson
A. DelConte
S. Piarulli
R. Trentacosta

Mrs. Groning reported that the meeting was held on 3/11 and the new stage steps have been ordered.

Education/Policy

M. Scepkowski, Chairperson
C. Guerriero
D. Ridente
T. Simitz

Mrs. Scepkowski reported that the meeting was held on 3/5 and Mrs. LeBrun attended to discuss the budget. Also discussed were tenured and non-tenured teachers; Foundations; Communication between committees; Updating the mission statement; New hires.

IX. LIAISON REPORTS:**Clark Board of Education**

T. Simitz, Delegate

Mrs. Simitz reported that the meeting was held on 3/11. Discussed were the 2019-2020 budget; National Honor Society; The football banquet; Easter Monday may be given back as a day off; Parent University information is on the school website and Facebook page; Wellness Week is coming up.

Education Foundation of Garwood

M. Scepkowski, Delegate

Mrs. Scepkowski reported that the meeting was being held 3/19. The Teacher Appreciation dinner will be on 4/25 and they are still in need of tricky tray basket donations.

New Jersey School Board Association on December & JuneL. Koenig, Delegate
Alternate: S. Piarulli

Miss Guerriero reported that the next meeting will be in the spring.

Representative to the Borough Council

A. DelConte, Delegate

Mr. DelConte reported on several meetings. The Police Youth Academy will be 8/5-8/11; How cuts to the budget will affect homeowner taxes; The first Recreation Game Night will take place on 4/26 for 7th and 8th grade Garwood residents; Easter Egg Hunt will be on 4/6; Breakfast with the Bunny will be on 4/14; Historical Committee Essay Contest for middle school students.

Union County Educational Services CommissionL. Koenig, Delegate
Alternates:
C. Guerriero
M. Scepkowski

Miss Guerriero reported that the meeting was held on 3/6. Discussed were a \$10,000 donation from the BMW Car Club to the West Lake School. The funds are being used to renovate the ADI room and the Zen Den; The principal of Westlake School gave a presentation about their school and programs which include function academies with real life applications, work readiness and independent living; The 2019-2020 budget was approved; The Commissioners accepted the auditor's report for the fiscal year ending 6/30/18.

Union County School Boards AssociationS. Groning, Delegate
Alternate: M. Scepkowski

Miss Guerriero reported on a special event held on 3/13. UCSBA presented the 2019 Unsung Heroes Student Recognition Program. 33 students were identified from the county high schools programs. Most students had health which they had to overcome.

X. SUPERINTENDENT'S REPORT

Dr. Quigley reported that the County Superintendent visited the school on Monday March 18th. Dr. Quigley thanked Mr. Gonzalez and Mrs. Planer for their hard work preparing for the Teen Arts Festival; Thanked Mr. Burke for organizing the basketball teams' trip to the Seton Hall game; Thanked Mrs. Benc for bringing the Cat in the Hat for Read Across America; Thanked the Garwood Alliance for the annual 8th grade trip to the Union County Courthouse. Mrs Drummond talked about what a good job they do with the kids.

Dr. Quigley updated the board on the progress toward the achievement of the district goals. On April 30th NJSBA will present the strategic planning final report to the GBOE. A video of the Foundations reading program was shown; Mrs. Emmons spoke about the ISTEAM program and complimented Ms. Cafiero on what a great job she is doing with the students. Mrs. Elias' 4th grade students just completed a cycle ISTEAM class and loved it, learning how to problem solve and working as a team to complete tasks. Most materials are items that are reused and repurposed.

Are You Smarter Than a 5th Grader will be on 3/22 and the next Parent Partnership will be on 3/28.

Resolved that the Garwood Board of Education accepts the March 2019 Superintendent's report.
Moved by: S. Groning Seconded by: M. Scepkowski Motion carried: All Ayes

*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.

J. Rivera, 312 Cedar Street – Asked if the Parent Partnership is age specific or open to everyone.

M. Kjetsaa, 350 Hickory Avenue – Asked about the board's progress in regards to their goals.

B. Paterson, 325 Willow Avenue - Asked where the UCESC money comes from and about transportation costs.

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 January 2019.

ROLL CALL:

<u>Y</u> Mr. A. DelConte	<u>Y</u> Ms. L. Koenig	<u>Y</u> Mrs. M. Scepkowski
<u>Y</u> Mrs. S. Groning	<u>Y</u> Mr. S. Piarulli	<u>M</u> Mrs. T. Simitz
<u>Y</u> Miss C. Guerriero	<u>Y</u> Mrs. D. Ridente	<u>S</u> Mr. R. Trentacosta

2. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, the payment of the February 2019 bills in the amount of \$ 1,138,291.25.

NOTE: First vote was rescinded during the first Executive Session.

ROLL CALL: Second vote held after Executive Session

<u>M</u> Mr. A. DelConte	<u>Y</u> Ms. L. Koenig	<u>Y**</u> Mrs. M. Scepkowski
<u>Y</u> Mrs. S. Groning	<u>Y</u> Mr. S. Piarulli	<u>Y</u> Mrs. T. Simitz
<u>Y</u> Miss C. Guerriero	<u>Y*</u> Mrs. D. Ridente	<u>S</u> Mr. R. Trentacosta

*Mrs. Ridente abstained from check # 013228

**Mrs. Scepkowski abstained from check # 013240

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 January 2019; 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 January 2019 as submitted and certified.

ROLL CALL:

<u>Y</u> Mr. A. DelConte	<u>Y</u> Ms. L. Koenig	<u>Y</u> Mrs. M. Scepkowski
<u>Y</u> Mrs. S. Groning	<u>Y</u> Mr. S. Piarulli	<u>M</u> Mrs. T. Simitz
<u>Y</u> Miss C. Guerriero	<u>Y</u> Mrs. D. Ridente	<u>S</u> Mr. R. Trentacosta

4. Resolved that the GBOE, Chief School Administrator, in cooperation with the SBA/BS, introduces and approves the preliminary budget for the 2019-2020 school year and authorizes its submission to the Interim Executive County Superintendent of Schools for approval in accordance with statute, as follows:

General Fund	\$ 8,851,415
Special Revenue	\$ 98,248
Debt Service	<u>\$ 526,625</u>
TOTAL BUDGET	\$ 9,476,288; and

Resolved, that said budget shall include the local tax levy for the 2019-2020 fiscal year as follows:

General Fund	\$7,949,970
Debt Service	<u>\$ 526,625</u>
TOTAL TAX LEVY	\$8,476,595; and

Resolved, that the preliminary budget be advertised in The Westfield Leader in accordance with form established by the N.J. Department of Education, and that the public hearing on the budget be held on Tuesday, April 30, 2019 at 7:30 p.m. in Lincoln School, 400 Second Ave. in Garwood, New Jersey at the regularly scheduled GBOE meeting.

WHEREAS, the Garwood Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$20,000 for all staff and Board members.

ROLL CALL: Held after second Executive Session

<u> M </u> Mr. A. DelConte	<u> N </u> Ms. L. Koenig	<u> S </u> Mrs. M. Scepkowski
<u> Y </u> Mrs. S. Groning	<u> N </u> Mr. S. Piarulli	<u> Y </u> Mrs. T. Simitz
<u> N </u> Miss C. Guerriero	<u> N </u> Mrs. D. Ridente	<u> Y </u> Mr. R. Trentacosta

XIII. BUILDING AND GROUNDS COMMITTEE

1. Move to approve, upon the recommendation of the Chief School Administrator, the use of the gym to demonstrate new voting machines to the public by the town. Date is to be determined.
2. Move to approve, upon the recommendation of the Chief School Administrator, the use of the school parking lot for Touch a Truck on April 7, 2019.

ROLL CALL:

<u>Y</u> Mr. A. DelConte	<u>Y</u> Ms. L. Koenig	<u>M</u> Mrs. M. Scepkowski
<u>Y</u> Mrs. S. Groning	<u>Y</u> Mr. S. Piarulli	<u>Y</u> Mrs. T. Simitz
<u>Y</u> Miss C. Guerriero	<u>Y</u> Mrs. D. Ridente	<u>S</u> Mr. R. Trentacosta

XIV. POLICY COMMITTEE

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

Policy 3290	Investing
Policy 3320	Purchasing Procedures
Policy 3326	Payment for Goods and Services
Policy 3327	Relations with Vendors
Policy 3400	Accounts
Policy 3440	Inventories
Policy 3450	Moneys in School Building

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

Policy 3240	Preschool Tuition Income
Policy 3250	Income From Fees, Fines, Charges
Policy 3260/3270	Sale and Disposal of Books, Equipment and Supplies/ Sale, Licensing and Rental of Property
Policy 3280	Gifts, Grants and Bequests
Policy 5113	Attendance, Absences, and Excuses
Policy 5114	Suspension and Expulsion
Policy 5131	Conduct/Discipline
Policy 5131.6	Drugs, Alcohol, Steroids, Tobacco

ROLL CALL:

<u>Y</u> Mr. A. DelConte	<u>Y</u> Ms. L. Koenig	<u>M</u> Mrs. M. Scepkowski
<u>Y</u> Mrs. S. Groning	<u>Y</u> Mr. S. Piarulli	<u>Y</u> Mrs. T. Simitz
<u>Y</u> Miss C. Guerriero	<u>S</u> Mrs. D. Ridente	<u>Y</u> Mr. R. Trentacosta

XV. COMMITTEE OF THE WHOLE

1. Move to approve, upon recommendation of the Chief School Administrator, the findings and decisions presented at the February 19, 2019 board meeting regarding bullying incidents H-3 and H-4.

- 2. Move to approve, upon recommendation of the Chief School Administrator, in Cooperation with the Lincoln School Principal, the appointment of Laura Knutson as a full-time paraprofessional with benefits at a salary of \$13.51 per hour for the remainder of the 2018-2019 school year.
- 3. Move to approve, upon recommendation by the Chief School Administrator, in cooperation with the SBA/BS the appointment of Jacqueline Grogan as a part time business office clerk not to exceed 15 hours per week at a salary of \$15.60 for the remainder of the 2018-2019 school year changing employment status to full time with benefits.
- 4. Move to approve, upon recommendation of the Chief School Administrator, in Cooperation with the Lincoln School Principal, the appointment of the Sara Law as a part-time paraprofessional without benefits not to exceed 25 hours per week at a salary of \$13.25 per hour for the remainder of the 2018-2019 school year.
- 5. Move to approve, upon the recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal the appointment of the following as substitute personnel for the remainder of the 2018-2019 school year pending a satisfactory criminal history background check and mantoux results:

Carol Hart - Teacher

- 6. Move to approve, upon recommendation of the Chief School Administrator, the following staff to attend the Are You Prepared? Required Inservice Training for Bus Drivers and Bus Aides on April 8, 2019 at the following cost: transportation to be reimbursed at .31 cents per mile and registration fee of \$25 per participant.

A. Tom Spera

B. Cheryl DiStefano

- 7. Move to approve, upon recommendation of the Chief School Administrator, Thomas Spera to attend the NJ School Buildings & Grounds Association convention in Atlantic City, NJ from March 10, 2019 to March 13, 2019 at the following cost: transportation to be reimbursed at .31 cents per mile, meals and incidentals not to exceed \$49.00 for the first and last day and \$66.00 for the days in between, lodging at a cost of \$97 per night not to exceed 3 nights and convention registration of \$200.

ROLL CALL:

 M **Mr. A. DelConte**

 Y **Ms. L. Koenig**

 Y **Mrs. M. Scepkowski**

 Y **Mrs. S. Groning**

 Y **Mr. S. Piarulli**

 S **Mrs. T. Simitz**

 Y **Miss C. Guerriero**

 Y **Mrs. D. Ridente**

 Y **Mr. R. Trentacosta**

XVI. OLD BUSINESS

Ms. Koenig discussed Fairview Cemetery and how it would be a good visit for Women in History month because Virginia Apgar and Whitney Houston are buried there.

XVII. NEW BUSINESS

The Strategic Plan implementation and goals were discussed. Gwen Thorton will discuss both with the board at the Team Building meeting on 4/8.

Mr. Trentacosta asked about parent transportation to the Teen Arts Festival.

Miss Guerriero discussed the new liason committee with the town that will meet and rotate quarterly. GBOE liasons are Mr. DelConte, Miss Guerriero and Dr. Quigley.

The new development was discussed in relation to the impact on the school, pilot funds and fees received by the borough.

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: 9:15 p.m.

Time returning to public session: 10:25 p.m.

XIX. ADJOURNMENT

Motion to adjourn made at 10:30 p.m.

Moved by: S. Piarulli
Seconded by: R. Trentacosta
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