

**GARWOOD BOARD OF EDUCATION
GARWOOD, NEW JERSEY
REGULAR MEETING AGENDA
APRIL 30, 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:

___ 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

III. OTHERS PRESENT

___ Dr. Teresa Quigley, Superintendent
___ Mrs. Debra LeBrun, SBA/BS
___ 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:

<input checked="" type="checkbox"/> personnel matter, staff	___ safety and protection of property
___ personal matter, student	___ contract negotiations
___ 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.

VI. APPROVAL OF MINUTES

Minutes of the February 19, 2019 regular and Executive Sessions meetings
Minutes of the March 19, 2019 regular and Executive Sessions meetings

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 – Heath Bee
Honor Society
Budget Presentation – Debra LeBrun**

VIII. COMMITTEE REPORTS:

Building & Grounds/Finance	S. Groning, Chairperson A. DelConte S. Piarulli R. Trentacosta
---------------------------------------	---

Education/Policy	M. Scepkowski, Chairperson C. Guerriero D. Ridente T. Simitz
-------------------------	---

IX. LIAISON REPORTS:

Clark Board of Education	T. Simitz, Delegate
---------------------------------	---------------------

Education Foundation of Garwood	M. Scepkowski, Delegate
--	-------------------------

New Jersey School Board Association on December & June

L. Koenig, Delegate
Alternate: S. Piarulli

Representative to the Borough Council

A. DelConte, Delegate

Union County Educational Services Commission

L. Koenig, Delegate
Alternates:
C. Guerriero
M. Scepkowski

Union County School Boards Association

S. Groning, Delegate
Alternate: M. Scepkowski

X. SUPERINTENDENT’S REPORT

Resolved that the Garwood Board of Education accepts the April 2019 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.

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.

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 March 2019.
2. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, the payment of the March 2019 bills in the amount of \$747,147.90.
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 March 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 March 2019 as submitted and certified.

4. WHEREAS, the Garwood Board of Education adopted a tentative budget on March 19, 2019 to be submitted to the Executive County Superintendent of Schools for approval;

and WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools; and

WHEREAS, the total amount of the budget for General Fund Expenses shall be \$9,101,563.21 of which \$8,851,415 shall be raised by tax levy; and

WHEREAS, the total amount of the budget or Special Revenue Fund Expense shall be \$98,248 of which zero dollars shall be raised by tax levy; and

WHEREAS, the total amount of the budget for Debt Service Expense shall be \$526,625 of which \$423,175 shall be raised by tax levy.

NOW, THEREFORE, BE IT RESOLVED that the Garwood Board of Education hereby adopts the 2019-2020 School Year budget; and

BE IT RESOLVED that there should be raised for the General Funds \$7,949,970 for the ensuing School year 2019-2020; and

BE IT RESOLVED that there should be raised for Debt Service Funds \$526,625 for the ensuing School Year 2019-2020.

WHEREAS, pursuant to N.J.A.C. 6A:23A-5.2, a board of education must establish a maximum dollar limit for professional services and public relations, as defined in N.J.A.C. 6A:23A-9.3(c)14. NOW, THEREFORE, BE IT RESOLVED, that the Garwood Board of Education hereby establishes the following maximums for the 2019 – 2020 year as follows:

Architecture/Engineering \$ 5,000 Legal \$ 30,000 Audit \$ 21,500 Physician \$ 2,000 For a total amount of \$54,950.

Garwood Board of Education Special Meeting Agenda April 30, 2019

BE IT FURTHER RESOLVED, that the School Business Administrator track and record these costs to insure that the maximum amount is not exceeded.

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:

___ 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

XIII. BUILDING AND GROUNDS COMMITTEE

1. Move to approve, upon the recommendation of the Chief School Administrator, in cooperation with the SBA/BS the use of the multi purpose room by the Garwood Borough for informational meetings on 4/29/19, 5/7/19 and 5/14/19 at 7 p.m. at no charge.
2. Move to approve, upon the recommendation of the Chief School Administrator, in cooperation with the SBA/BS the use of Lincoln School Facilities (classrooms, gym and playground) by the Westfield YMCA from 6/24/19 through 8/30/19 at no charge.

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

XIV. EDUCATION COMMITTEE

1. Move to approve upon the recommendation of the Chief School Administrator, the attached revised 2018-2019 school calendar.
2. Move to approve, upon the recommendation of the Chief School Administrator and the Special Services Department, the transfer of student 9972409490 from Deron School to Cross Roads UCESC School effective 4/8/19 for the remainder of the 2018-2019 school year. Cost not to exceed \$35,000.

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

XV. POLICY COMMITTEE

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

Policy 3451	Petty Cash Fund
Policy 3453	School Activity Funds
Policy 3510	Operation and Maintenance of Plant
Policy 3510.1	Integrated Pest Management
Policy 3514	Authorized Use of School-Owned Equipment
Policy 3515	Smoking Prohibition
Policy 3516	Safety

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

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

XVI. COMMITTEE OF THE WHOLE

1. Move to approve, upon the recommendation of the Chief School Administrator, the findings and decisions presented at the March 19, 2019 board meeting regarding bullying incident H-5.
2. Move to approve, upon the recommendation of the Chief School Administrator, the appointment of the attached tenured certificated staff for the 2019-2020 school year.
3. Move to approve, upon the recommendation of the Chief School Administrator and the Special Services Department, the Preschool Disabled Summer Program in Lincoln School for 2019.

4. Move to approve, upon the recommendation of the Chief School Administrator and the Special Services Department, the Learning/Language Disabled Summer Program in Lincoln School for 2019.
5. Move to approve, upon the recommendation of the Chief School Administrator and the Special Services Department, the following certified staff, as per the negotiated contract, for the special education summer programs:
 - Special Education Teacher – Janine Murray and Cheryl Paolino (\$30/hour)
 - Speech Teacher – Tara Ridente (\$30/hour)
 - Paraprofessional – Veronika Polonsky \$15/hour)
6. Move to approve, upon the recommendation of the Chief School Administrator, in Cooperation with the Lincoln School Principal, the following field trips:
 - A. Mrs. Paolino’s 6th grade homeroom - Ronald McDonald House on 5/31/19
 - B. Student Council field trip - 9/11 Memorial on 6/5/19 – Mrs. Benc
7. Move to approve, upon the recommendation of the Chief School Administrator, in Cooperation with the Lincoln School Principal, appointment of the following staff members to the extra- curricular positions for the 2018-2019 school year to be remunerated in accordance with the negotiated agreement:
 - Overnight 8th Grade Class Trip
 - Coordinator – Matthew Burke (\$229.50/day)
 - Teacher – Sarina Drummond (\$153/day)
8. Move to approve, upon the recommendation of the Chief School Administrator, Sharan Burke as the overnight 8th grade trip nurse.
9. Move to approve, upon the recommendation of the Chief School Administrator, Mary Emmons to attend the NJASA Spring Leadership convention in Atlantic City, NJ from 5/15/19 – 5/17/19 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 \$100 per night (excluding taxes) not to exceed three nights, and workshop registration of \$550.
10. Move to approve, upon the recommendation of the Chief School Administrator, Debra LeBrun to attend the NJASBO Conference in Atlantic City, NJ from 6/5/19 – 6/8/19 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 and workshop total cost \$493.25.
11. Move to approve, upon the recommendation of the Chief School Administrator, in cooperation with the SBA/BS the interlocal services agreement between the Borough of Garwood and the Garwood Board of Education for janitorial services between April 1, 2019 to March 31, 2022.

ROLL CALL:

___ Mr. A. DelConte
___ Mrs. S. Groning
___ Miss C. Guerriero

___ Ms. L. Koenig
___ Mr. S. Piarulli
___ Mrs. D. Ridente

___ Mrs. M. Scepkowski
___ Mrs. T. Simitz
___ Mr. R. Trentacosta

XVII. OLD BUSINESS

XVIII. NEW BUSINESS

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,

Debra LeBrun, SBA/BS