

**GARWOOD BOARD OF EDUCATION  
GARWOOD, NEW JERSEY  
REGULAR MEETING MINUTES  
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:**

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

\*Mrs. Simitz arrived at 7:15

\*\*Mrs. Groning and Mr. Piarulli arrived at 7:35

**III. OTHERS PRESENT**

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

**IV. FLAG SALUTE** – Recognition of and a moment of silence for Mr. Angelo Alimonte on his recent passing

**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> <b>X</b> <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> <b>X</b> <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: 7:02 p.m.**

**Time returning to public session: 7:35 p.m.**

**VI. APPROVAL OF MINUTES**

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

**ROLL CALL:**

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

**VII. PRESENTATION – Heath Bee  
Honor Society  
Budget Presentation – Debra LeBrun**

**VIII. COMMITTEE REPORTS:**

<b>Building &amp; Grounds/Finance</b>	S. Groning, Chairperson A. DelConte S. Piarulli R. Trentacosta
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Mrs. Groning reported that the meeting was held on 4/8. Discussed were school maintenance; Mrs. LeBrun applying a for safety grant; Washington School project; Westfield Y using Lincoln School facilities during the summer; Mayor Breakfast at Lincoln School on 5/18; Increasing insurance rates; Administrators going to workshops; Food service RFP; Other RFPs.

<b>Education/Policy</b>	M. Scepkowski, Chairperson C. Guerriero D. Ridente T. Simitz
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Mrs. Scepkowski reported that the meeting was held on 4/3. Discussed were the Professional Development Plan; Out of district student placement; Science teacher positions; Tenured staff; Use of school facilities during the summer by Westfield Y; 8<sup>th</sup> Grade trip chaperones; Summer program and staff; Suicide policy; First reading policies; Superintendent standards 1-6.

**IX. LIAISON REPORTS:**

**Clark Board of Education**

T. Simitz, Delegate

No report from Mrs. Simitz.

Mrs. Scepkowski mentioned that Kayleigh Parkhill was ALJ's student of the month.

Mr. DelConte mentioned that the ALJ winter track & field team won the GPA challenge with a GPA of 3.852 and that Sarah Scepkowski is a member of that team. The best teammate award in girls basketball was awarded to Cecelia Puentes.

**Education Foundation of Garwood**

M. Scepkowski, Delegate

No report.

**New Jersey School Board Association on December & June**

L. Koenig, Delegate  
Alternate: S. Piarulli

**Representative to the Borough Council**

A. DelConte, Delegate

Mr. DelConte reported on several meetings. Spring soccer registration is going on; Applications for Garwood Youth Police Academy are available; Due to 56 essay submissions for the Historical Society's essay contest a second and third place prize were awarded; Lincoln School students won second place in the YMCA Health Bee; Breakfast with the Mayor will take place at Lincoln School on 5/18; There will be informational town hall meetings on 4/24 and 5/7 to discuss possible purchase of a new ladder truck for the Garwood Fire Department; Road stripping project is scheduled to begin; The summer recreation program will run 6/24 – 8/2/19.

**Union County Educational Services Commission**

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

Meeting will be held on 5/1.

**Union County School Boards Association**

S. Groning, Delegate  
Alternate: M. Scepkowski

Meeting will be held on 5/8.

## **X. SUPERINTENDENT'S REPORT**

Resolved that the Garwood Board of Education accepts the April 2019 Superintendent's report.

Dr. Quigley congratulated Mrs. Zultanky for having all of her students write essays for submission to the Garwood Historical Society's essay contest. 56 essays were submitted; Congratulated Mrs. Bree for applying and winning a Union County Kids Dig In! grant; Every Thursday in May there is an activity at the school; Breakfast with the Mayor will take place at Lincoln School on 5/18; Dr. Quigley spoke about the passing of Mr. Conlin and Mr. Alimonte and what great supporters they were of the Lincoln School and advocates for the children.

Moved by: S. Groning

Seconded by: S. Piarulli

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.**

Mrs. Parkhill, 236 Locust Avenue – Asked about health insurance premium increase?

Dr. Kjetsaa., 350 Hickory Lane – Asked who is responsible for mowing the lawn at Washington School?

Mr. Paterson, 225 Willow Avenue – How many students earned straight As in middle school; Increase in debt services; Other expenses; Fund balances?

Ms. DiBattista, 329 Hemlock Ave – Thanked the board for the kind words about her grandfather Mr. Alimonte.

## **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 \$9,755,539 of which \$7,949,970 shall be raised by tax levy; and

WHEREAS, the total amount of the budget or Special Revenue Fund Expense shall be \$117,381 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.

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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:**

<u>Y</u> Mr. A. DelConte	<u>NP</u> Ms. L. Koenig	<u>M</u> Mrs. M. Scepkowski
<u>S</u> Mrs. S. Groning	<u>N</u> Mr. S. Piarulli	<u>Y</u> Mrs. T. Simitz
<u>N</u> Miss C. Guerriero	<u>Y</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, 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:**

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

<u>Y</u> Mr. A. DelConte	<u>NP</u> Ms. L. Koenig	<u>Y</u> Mrs. M. Scepkowski
<u>S</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>Y</u> 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:**

<u>Y</u> Mr. A. DelConte	<u>NP</u> Ms. L. Koenig	<u>Y</u> Mrs. M. Scepkowski
<u>M</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

**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 6<sup>th</sup> 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 8<sup>th</sup> 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 8<sup>th</sup> 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 4/1/19 to 3/31/2022.

**ROLL CALL:**

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

\*Mrs. Groning abstained from item # 7

**XVII. OLD BUSINESS**

Miss Guerriero distributed a list for the Team Building meeting and asked if anything needed changing, adding, or removing. Team Building meeting will be held on 5/8. The Strategic Plan will be presented on 5/21.

**XVIII. NEW BUSINESS**

Dr. Quigley forgot to include the bullying report in her superintendent report. A bullying case was reported but after investigating was not deemed bullying.

RPF questions were discussed.

**XIX. 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:

  X   personnel matter, staff             safety and protection of property  
       personal matter, student             contract negotiations  
       litigation        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: 9:40 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,

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Debra LeBrun, SBA/BS