

**GARWOOD BOARD OF EDUCATION
GARWOOD, NEW JERSEY
REGULAR MEETING AGENDA
JUNE 25, 2019**

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	___ 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 May 21, 2019 regular and executive session meetings

Minutes of the June 11, 2019 executive session 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. 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

VIII. 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

IX. SUPERINTENDENT’S REPORT

Resolved that the Garwood Board of Education accepts the June 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.

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 the recommendation of the Chief School Administrator and the SBA/BS, the attached list of budget transfer for the month of May 2019.
2. Move to approve, upon the recommendation of the Chief School Administrator and the SBA/BS, the payment of the bills in the amount of \$ 537,124.41.
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 May 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 May 2019 as submitted and certified.

4. Move to approve, upon the recommendation of the Chief School Administrator and the SBA/BS, the AmeriHealth /Trust medical and prescription proposal at an increase of 5% effective from 7/1/19 – 6/30/21.
5. Move to approve and authorize, upon the 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 and National Life Group 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 2019-2020 school year.
6. Move to approve, upon the recommendation of the Chief School Administrator and the SBA/BS, the GBOE to use 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.
7. Move to approve and authorize, upon the 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, 2019 including all year- end payables and to proceed with all necessary adjustments and transfers to close the books for the 2018-2019 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 2019-2020 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 2019; and all of these actions shall be presented to the Board at its next meeting for final approval.
8. 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 2018-2019 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 2018-2019 fiscal year, and any and all funds awarded by the New Jersey Department of Education for 2019-2020 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.

9. Move to approve, upon the recommendation of the Chief School Administrator and the SBA/BS, the firm Scarinci Hollenbeck as Board Attorneys for the period July 1, 2019 to June 30, 2020 at an annual retainer of \$8,000 as described in the job description on file in the superintendent's office; other services to be billed at an hourly rate of \$151 for partners, counsel, senior associates and junior associates. Work by paralegals and law clerks to be billed at the hourly rate of \$110 per hour.
10. Move to approve, upon the recommendation of the Chief School Administrator and the SBA/BS, the renewal of the base year contract with Maschio's Food Service, Inc. for the period of 7/1/2019 through 6/30/2020 as per the contract. The management fee as stated in the contract is \$7,827 per year (\$782.70 per month for 10 months), and Maschio's guarantees a break even return for the year.
11. Move to approve, upon the recommendation of the Chief School Administrator and the SBA/BS, the 2019-2020 special education tuition contract with the Cranford Public School District. This contract covers any and all students attending one or more schools operated by the Cranford Public Schools.
12. Move to approve, upon the recommendation of the Chief School Administrator and the SBA/BS, the 2019-2020 special education tuition contract with the Garden Academy. This contract covers any and all students attending one or more schools operated by this approved private school.
13. WHEREAS, the Arc Kohler School is a not-for-profit NJ Department of Education Approved Private School for Student with Disabilities; and
WHEREAS, the Board of Education of the School District of Garwood has contracted to send to The Arc Kohler School certain students with disabilities who reside in the District; and
WHEREAS, The Arc Kohler School provides meals that meet the nutritional requirement of the Child Nutrition Program as administrated by the New Jersey Department of Agriculture; and
WHEREAS, The Arc Kohler School will apply for and receive funding for meals in accordance with the income eligibility criteria established by Child Nutrition Program as administered by the New Jersey Department of Agriculture.
WHERAS, The Arc Kohler School does not charge students for the cost of the meals;
NOW, THEREFORE, it is hereby resolved that the Garwood Board of Education acknowledges the foregoing actions and in accordance with N.J.A.C. 6A:23-4.5(a)20 authorizes The Arc Kohler School to include the costs of meals provided within the annual tuition rate charged to students.

14. Move to approve, upon the recommendation of the Chief School Administrator and the SBA/BS, the contract with R&L Data Centers for the 2019-2020 school year.

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

XII. BUILDING AND GROUNDS COMMITTEE

1. Move to approve, upon the 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 2019 - 2020 school year.

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. EDUCATION COMMITTEE

1. Move to approve upon the recommendation of the Chief School Administrator, in cooperation with the Special Services Department, approval of the following 2019-2020 special education placements:

<u>Student</u>	<u>Estimated Cost</u>	<u>Transportation Required</u>	<u>Cost Includes Trans.</u>
7329035642	\$ 79,703.82	Yes	No
5430379860	\$ 72,615.00	Yes	No
5813376195	\$ 72,615.00	Yes	No
5693087093	\$ 59,778.00	Yes	No
9972409490	\$125,790.00	Yes	No
6854981968	\$ 29,338.56	Yes	No

2. Move to approve upon the recommendation of the Chief School Administrator, to make application for (and subsequent receipt of) the ESEA Consolidated Grants for fiscal year 2020 as follows:

Title I	\$ 33,074
Title IIA	\$ 10,122
Title IV	<u>\$ 10,000</u>
Total	\$ 53,196

- 3. Move to approve, upon recommendation of the Chief School Administrator, the grant allocations and for the Chief School Administrator to make application for the IDEA Consolidated Grants for fiscal year 2020 as follows:

IDEA Preschool - \$ 3,233
 IDEA Basic - \$96,298

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. POLICY COMMITTEE

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

Policy 3542.31	Free and Reduced-Price Lunches/Milk
Policy 3542.44	Purchasing
Policy 3570	District Records and Reports
Policy 3571.4	Audit
Policy 3600	Evaluation of Business and Non-Instructional Operations

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

Policy 3541.1	Transportation Routes and Services
Policy 3541.3	Nonschool Use of District Vehicles
Policy 3541.31	Privately-Owned Vehicles
Policy 3541.32	District Owned Vehicles
Policy 3541.33	Transportation Safety
Policy 3542	Food Service
Policy 3542.1	Local Wellness/Nutrition
Policy 5141.6	Suicide and Self-Destructive Behavior

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. COMMITTEE OF THE WHOLE

1. Move to approve, upon the recommendation of the Chief School Administrator, the Wednesday, June 12, 2019 afternoon supplemental field trip to Nomahegan Swim Club for the 7th grade. Certified staff supervision will be provided by Ms. Lukacovic and Mrs. Bree.
2. Move to approve, upon the recommendation of the Chief School Administrator, in cooperation with the Affirmative Action Team, approves the Comprehensive Equity Plan for academic years 2019-2022.
3. Move to approve, upon the 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 Debra LeBrun, Business Administrator/Board Secretary for the 2019-2020 school year at a salary increase of 2.75% (\$107,887.50). The salary for the SBA/BS is \$82,200 and the salary for the A/P clerk is \$25,687.50.
4. Move to approve the Superintendent's contract of employment for the period July 1, 2019 – June 30, 2024 as approved by the Executive County Superintendent. The contract reflects a 2% salary increase (\$161,940.30) for the 2019-2020 school year.
5. Move to approve, upon the recommendation of the Chief School Administrator, and the SBA/BS the reappointment contract for Mary Emmons, Principal for the 2019-2020 school year at a salary increase of 2.75% (\$118,162.50).
6. Move to approve, upon the recommendation of the Chief School Administrator, and the SBA/BS the reappointment contract for Thomas Spera, Supervisor of Buildings and Grounds for the 2019-2020 school year at a salary increase of 2.75% (\$89,361.38).
7. Move to approve, upon the recommendation of the Chief School Administrator, the reappointment of Luis Castillo as the Technology Coordinator (230 days) for the 2019-2020 school year at a salary increase of 2.75% (\$62,266.50).
8. Move to approve, upon the recommendation of the Chief School Administrator, the reappointment of Darlene Lipsett as the Administrative Assistant to the Principal (225 days) for the 2019-2020 school year at a salary increase of 2.75% (\$43,343.03).
9. Move to approve, upon the recommendation of the Chief School Administrator, the reappointment of Maria Cortese as Administrative Assistant to the Superintendent/Payroll (225 days) for the 2019-2020 school year at a salary increase of 2.75% (\$41,095.89).
10. Move to approve, upon the recommendation of the Chief School Administrator, the reappointment of Michele Tortorici as the secretary to the CST (190 days) for the 2019-2020 school year at a salary increase of 2.75% (\$25,598.35).
11. Move to approve upon recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal, the reappointment of Vincent Gilstrap as a Special Education teacher on Step 4 + BA15 (\$55,762) for the 2019-2020 school year.

12. Move to approve, upon the recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal the appointment of Kathryn Bree as a middle school science teacher on Step 1 + MA (\$55,312) for the 2019-2020 school year.
13. Move to approve, upon the recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal the appointment of Amanda Tarantino as a teacher on a Step 1 + BA (\$51,012) for the 2019-2020 school year pending a satisfactory criminal history background check and mantoux results.
14. Move to approve, upon the recommendation of the Chief School Administrator and the Supervisor of Buildings and Grounds, the reappointment of the following custodial staff at a 2.75% increase (\$24.25/hour) for the 2019-2020 school year:
 - A. Jorge Castano (black seal)
 - B. Oscar Lucero (black seal)
 - C. Stelia Marroquin (black seal)
 - D. Patricia Sala (black seal)
 - E. Eunice Urdinola (black seal)
15. Move to approve, upon the recommendation of the Chief School Administrator and the Supervisor of Buildings and Grounds, the reappointment of the following as substitutes custodians for the 2019-2020 school year at the approved rate of \$15 per hour:
 - A. Luis Marroquin
 - B. Luz Gallego
 - C. Mirna Castro
 - D. Teresa I. Cuadros
 - E. Juli A. Morena
 - F. Maria Poveda
 - G. Judy Truzzolino
16. Move to approve, upon the recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal the reappointment of Veronika Polonsky as a part-time social worker at step 2 + MA (60% - \$33,547) and a part-time paraprofessional with a 2.75% increase (\$13.61/hr) for the 2019-2020 school year. Both positions establish full time employment status with benefits.
17. Move to approve, upon the recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal the reappointment of Amanda Storti as a part-time teacher at step 2 + BA (50% - \$25,806) and a part-time paraprofessional with a 2.75% increase (\$16.38/hr) for the 2019-2020 school year . Both positions establish full time employment status with benefits.
18. Move to approve, upon the recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal the reappointment of Elizabeth DeSante as a part-time teacher at step 3 + BA (50% - \$26,306) and a part-time paraprofessional (\$15.00/hr) for the 2019-2020 school year. Both positions establish full time employment status with benefits.
19. Move to approve, upon the recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal the reappointment of Jacqueline Grogan as a part-time clerk in the Business Office with a 2.75% increase (\$16.02/hr) and a part-time paraprofessional (\$13.61/hr) for the 2019-2020 school year. Both positions establish full time employment status with benefits.

20. Move to approve, upon the recommendation of the Chief School Administrator, the reappointment of the following full-time paraprofessional with benefits for the 2019-2020 school year at a 2.75% increase:

A. Badia Diwane (\$15.72/hr) B. Sara Kahriman (\$13.88/hr)
C. Laura Knutson (\$13.88/hr) D. Joshua Law (\$13.88/hr)

21. Move to approve, upon the recommendation of the Chief School Administrator, the reappointment of the following part-time paraprofessionals not to exceed 25 hours without benefits for the 2019-2020 school year at a 2.75% increase:

A. Stephanie Arias (\$13.61/hr) B. Sara Law (\$13.61/hr)
C. Imperio Mormile (\$14.79/hr) D. Christine Silecchia (\$13.88/hr)

22. Move to approve, upon the recommendation of the Chief School Administrator, the appointment of Gavin Parkhill as a part-time paraprofessional at a salary of \$12.00/hour not to exceed 25 hours per week without benefits for the 2019-2020 school year.

23. Move to approve, upon the recommendation of the Chief School Administrator, the reappointment of the following as part-time PKD/kindergarten aides not to exceed 25 hours without benefits for the 2019-2020 school year at a 2.75% increase:

A. Stacie Cuccaro (\$12.82/hr) B. Corrine Furstenburg (\$12.57/hr)
C. Gina Pares (\$13.15/hr) D. Gavin Parkhill (\$12.00/hr)

24. Move to approve, upon the recommendation of the Chief School Administrator, Maria Cortese to handle the petty cash in the amount of \$150.00 for the 2019-2020 school year with no additional compensation.

25. Move to approve, upon the 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 – Debra LeBrun
Custodian of Records – Debra LeBrun
Public Agency Compliance Officer – Debra LeBrun
Anti-Bullying Coordinator – Mary Emmons

26. Move to approve, upon recommendation of the Chief School Administrator and the Lincoln School Principal the following individuals to complete an internship in educational leadership aligned to the professional standards for school leaders in N.J.A.C. 6A:9-3.4 in accordance with the roles and responsibilities of a school administrator from August – December 2019:

A. Matthew Burke

B. Theresa Parkhill

27. Move to approve, upon the 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, 2019 and March 1, 2020.

28. 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 2019 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.

29. 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 2019-2020 school year.

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. OLD BUSINESS

XVII. NEW BUSINESS

XVIII. 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