

**GARWOOD BOARD OF EDUCATION
GARWOOD, NEW JERSEY
REGULAR MEETING AGENDA
AUGUST 13, 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
___ 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 June 25, 2019 regular and executive session meetings minutes

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

HIB 2018-2019 Period 2 Report

Resolved that the Garwood Board of Education accepts the August 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 recommendation of the Chief School Administrator and the SBA/BS, the attached list of budget transfer for the months of June and July 2019.
2. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, the payment of the June bills in the amount of \$907,433.85 July bills in the amount of \$1,784,400.40.
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 months of June and July 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 June and July 2019 as submitted and certified.

4. Move to approve, upon recommendation of the Chief School Administrator, in cooperation with the SBA/BS, the contract with Honeywell Instant Alert System at a cost of \$1,093 for the 2019-2020 school year.
5. Move to approve, upon recommendation of the Chief School Administrator, in cooperation with the SBA/BS, the renewal of a service and licensing fee with Realtime Information Technology, Inc. for the student information software for the 2019-2020 school year in the amount of \$11,870 inclusive of Parent Portals.
6. Move to approve, upon recommendation of the Chief School Administrator and School Business Administrator Summit Speech School for Itinerant Services for the 2019-2020 school year at a cost of \$165.00 per hour and 1 session per week.
7. Move to approve, upon recommendation of the Chief School Administrator, in cooperation with the SBA/BS, a withdrawal from the capital reserve account in the amount of \$19,165.00 to pay for the remaining amount due for the Washington School Ceiling project that was board approved in 2014.
8. Move to approve, upon the recommendation of the Chief School Administrator, in cooperation with SBA/BS, the purchase and installation of eight vaping detectors at a cost of \$7,449.02 and an annual fee of \$600/year for the software.
9. WHEREAS, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;
WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;
WHEREAS, the Garwood Board of Education, hereinafter referred to as the “Educational Institution,” has resolved to apply for and/or renew its membership with NJSIG;
WHEREAS, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;
WHEREAS, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,
WHEREAS, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.
NOW THEREFORE, BE IT RESOLVED, THAT:
 - 1) This agreement is made by and between NJSIG and the Educational Institution;
 - 2) The Educational Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on July 1, 2019, and ending July 1, 2022 at 12:01 a.m.;
 - 3) In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which

- shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation;
- 4) The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations;
 - 5) NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq. and such other statutes and regulations as may be applicable;
 - 6) By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;
 - 7) The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith;
 - 8) The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG’s Plan of Risk Management;
 - 9) The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;
 - 10) If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney’s fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;
 - 11) The Business Administrator is hereby authorized in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,
 - 12) The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership to NJSIG.

10. Move to approve, upon recommendation of the Chief School Administrator, in cooperation with the SBA/BS, the following district breakfast and lunch prices for the 2019-2020 school year consistent with guidelines established by the U.S. Department of Agriculture, Bureau of Child Nutrition Programs National School Lunch Program as amended:

<u>ITEM</u>	<u>FULL PRICE</u>	<u>REDUCED PRICE</u>
Student Lunch	\$ 2.90	\$.40
Adult Lunch	\$ 3.90	N/A
Student Milk	\$.75	N/A
Adult Milk	\$.75	N/A
Student Breakfast	\$ 1.50	\$.30

11. Move to approve, upon recommendation of the Chief School Administrator in cooperation with the SBA/BS, approves the following activity fees for the 2019-2020 school year:

- \$ 45.00 per student per middle school sport
- \$ 120.00 per student for Stokes

12. Move to approve, upon recommendation of the Chief School Administrator, in cooperation with the SBA/BS, the following referee/umpire fees for the 2019-2020 school year:

Referee/Umpire Costs

Soccer	Per Game w/ a partner	Per Game solo	Assignor Fee
Referee Fee	\$ 60.00	\$ 90.00	XXXXXXXXXX

Basketball	Per Game w/ a partner	Per Game Solo	Assignor Fee
Referee Fee	\$ 60.00	\$ 90.00	XXXXXXXXXX

Baseball/Softball	Per Game w/ a partner	Per Game Solo	Assignor Fee
Umpire Fee	\$ 60.00	\$ 90.00	\$130.00

Field Hockey	Per Game w/ a partner	Per Game solo	Assignor Fee
Referee Fee	\$ 58.00	\$ 87.00	\$190.00

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 recommendation of the Chief School Administrator and the SBA/BS, the use of the Garwood school bus and driver by the Garwood Police Department for the Garwood Youth Police Academy on August 9, 2019. No fee will be charged as the bus driver is volunteering their time.

ROLL CALL:

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|-----------------------|---------------------|------------------------|
| ___ 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 the Professional Development and Mentoring Plans for the 2019-2020 school year.
2. Move to approve upon the recommendation of the Chief School Administrator, the Guidance Program of Study for the 2019-2020 school year.
3. Move to approve upon the recommendation of the Chief School Administrator, the Gifted and Talented Program of Studies for grades K-8 for the 2019-2020 school year.
4. Move to approve upon the recommendation of the Chief School Administrator, the GBOE Strategic Action Plan.
5. Move to approve that the GBOE adopt the following five year curriculum plan:

**Five-Year Plan for Curriculum
Review, Rewrite and/or Textbook Update**

2019-2020	Comprehensive Health and Physical Education K-8	21 st Century Life and Careers K-8	Gifted & Talented K-8
2020-2021	Visual and Performing Arts K-8	Character Education/SEL K-8	
2021-2022	ELA K-8	Math K-8	
2022-2023	Social Studies K-8	Technology K-8	
2023-2024	Science K-8	World Languages K-8/ELS	

6. Move to approve upon the recommendation of the Chief School Administrator, the attached revised 2019 – 2020 school calendar.

ROLL CALL:

<input type="checkbox"/> Mr. A. DelConte	<input type="checkbox"/> Ms. L. Koenig	<input type="checkbox"/> Mrs. M. Scepkowski
<input type="checkbox"/> Mrs. S. Groning	<input type="checkbox"/> Mr. S. Piarulli	<input type="checkbox"/> Mrs. T. Simitz
<input type="checkbox"/> Miss C. Guerriero	<input type="checkbox"/> Mrs. D. Ridente	<input type="checkbox"/> 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 4111	Recruitment, Selection and Hiring
Policy 4111.1	Nondiscrimination/Affirmative Action
Policy 4111.2	Certification
Policy 4112.4	Employee Health Examinations
Policy 4112.6	Personnel Records
Policy 4112.8	Nepotism
Policy 4113/4114	Assignment/Transfer
Policy 4115	Supervision

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

3. Move to approve upon the recommendation of the Chief School Administrator the following handbooks for the 2019-2020 school year:

- | | |
|--------------------------|------------------------------|
| A. Pupil/Parent Handbook | B. Substitute Handbook |
| C. Faculty Handbook | D. Paraprofessional Handbook |

4. Move to approve, upon recommendation of the Chief School Administrator, the following board goals for the 2019-2020 school year:

1. To complete development and implementation of guidelines for best governance practices.
2. To develop and post a calendar for the school year of board/district meetings and timelines for board responsibilities.
3. To explore the advantages/disadvantages of the Committee of the Whole and the Committee system.

5. Move to approve, upon recommendation of the Chief School Administrator, the following district goals for the 2019-2020 school year:
 1. Alignment of our middle school curriculum with our receiving High School and to expand shared professional development with the high school wherever possible.
 2. To expand social-emotional learning K-8, developing a shared language for all students. Additionally expand the Middle School Advisory model to younger grade levels in an age appropriate manner. Provide professional development for staff on social emotional learning to promote both staff and student health and wellness.
 3. To develop additional resources for parents/community members on our website, improving navigation, highlighting information on district and community services that would be helpful and working to improve ease of access for all connected devices.
 4. To expand personalized learning experiences for students K-5 in ELA pending testing data that identifies the greater need.

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 with regrets, upon recommendation of the Chief School Administrator, a leave of absence for Mary Buono, elementary teacher for the 2019-2020 school year.
2. Move to approve the Superintendent’s salary increase for the 2019-2020 school year which reflects a 2% salary increase (\$162,042) for the 2019-2020 school year.
3. Move to approve, upon recommendation of the Chief School Administrator, the reappointment of Raymond Krov as Treasurer of School Monies, at a 2% increase (\$3,289.05/annually) for the 2019-2020 school year.
4. Move to approve upon the recommendation of the Chief School Administrator, reappointment of the following staff for the 2019-2020 school year at a 2.75% (\$88.85/hour) increase:
 - A. Eileen Satkin – Occupational Therapist (.1 FTE)
5. Move to approve upon the recommendation of the Chief School Administrator, in cooperation with the Supervisor of Buildings & Grounds, the reappointment of the following as part-time school bus drivers without benefits for the 2019-2020 school year 2.75% (\$17.01/hour) increase:
 - A. Cheryl DiStefano

6. Move to approve, upon recommendation of the Chief School Administrator, the appointment of the following Special Education Teacher for the 2019-2020 school year pending a satisfactory criminal history background check and mantoux results:

- A. Joanna Romano – Step 1 + BA (\$51,012)

7. Move to approve, upon recommendation of the Chief School Administrator, the following teachers to move from part-time status to full-time status with benefits for the 2019-2020 school year:

- A. Elizabeth DeSante – Special Education – Step 3 + BA (\$52,612)

- B. Amanda Storti – Elementary - Step 2 + BA (\$51,612)

8. Move to approve, upon the recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal the appointment of Danielle Libutti as a part-time teacher on Step 1 + BA (50% - \$25,506) 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.

9. 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 paraprofessional with a 2.75% increase (\$13.61/hr) not to exceed 25 hours per week in addition to part-time business office clerk for the 2019-2020 school year. Both positions establish full time employment status with benefits.

10. Move to approve upon the recommendation of the Chief School Administrator, the following staff to the D.E.A.C./ScIP/Professional Development Committee for the 2019-2020 school year:

- A. Tamara Benc (\$725)

- B. Denise Cafiero (\$525)

- C. Sarina Drummond (\$525)

- D. Theresa Parkhill (\$525)

11. Move to approve upon the recommendation of the Chief School Administrator, the following individuals for the Affirmative Action Team for the 2019-2020 school year with no additional compensation:

- A. Patricia Elias

- B. Susan Naples

12. Move to approve upon the recommendation of the Chief School Administrator, the reappointment of Theresa Parkhill as the Bullying Specialist for the 2019-2020 school year with no additional compensation.

13. 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 2019-2020 school year to be remunerated in accordance with the negotiated agreement:

Coaches - Field Hockey – Karen Lukacovic (\$2,550)
 Soccer – Matthew Burke (\$2,550)
 Boys’ Basketball – Matthew Burke (\$2,550)
 Girls’ Basketball – Matthew Burke (\$2,550)
 Baseball – Matthew Burke (\$2,550)
 Softball – Aaren Beaty (\$2,550)

Outdoor Education Teachers (Stokes)
 Coordinator Matthew Burke (\$244.80/day)
 Teacher (2 positions) – Karen Lukacovic and Kathryn Bree (\$163.20/day)

Music Director – Armando Gonzalez (\$2,703)

Play Director – Armando Gonzalez (\$2,856)

Play Production (5 positions) (\$3,264 Total)
 Tamara Benc – 1 Position
 Dana Parkhill – 1 Position
 Carol DelConte – 3 Positions

Overnight 8th Grade Class Trip
 Coordinator – Matthew Burke (\$229.50/day)
 Teacher (1 position) – Armando Gonzalez (\$153/day)
 Nurse - TBD

Student Council Advisor – Tamara Benc (\$765)

Yearbook Advisor – Armando Gonzalez (\$765)

14. Move to approve upon the recommendation of the Chief School Administrator, in cooperation with the Supervisor of Buildings & Grounds, the following staff as substitute school bus drivers for the 2019-2020 school year on an as needed basis:

- A. Matthew Burke
- B. Jorge Castano
- C. Leonard DiStefano
- D. Oscar Lucero
- E. Thomas Spera

15. Move to approve upon the recommendation of the Chief School Administrator, the following substitute rates of pay for the 2019-2020 school year:

Paraprofessional	\$ 11.00 per hour
Teacher	\$ 90.00 per day
Secretary	\$ 12.00 per hour
Nurse	\$ 225.00 per day
Custodian	\$ 15.00 per hour
Security	\$ 8.00 per hour

16. Move to approve, upon recommendation of the Chief School Administrator, agreements between the Garwood Board of Education and the following nursing services to provide substitute nursing services for the 2019-2020 school year:

- A. Bayada Nursing Services
- B. Horizon Healthcare Staffing

17. Move to approve, upon recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal, the 7th grade field trip to Stokes State Forest from October 2-4, 2019.

18. Move to approve upon recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal the appointment of the following substitute teachers for the 2019-2020 school year pending a satisfactory criminal history background check and mantoux results:

- A. Jennifer Blumentstock
- B. Megan Campbell

19. Move to approve upon the recommendation of the Chief School Administrator, Reappointment of the following substitute personnel for the 2019-2020 school year:

Substitute Teachers/Substitute Paraprofessionals/Substitute Nurse/Substitute Secretary

Archer, Monica	Asterita, Adrienne	Brinkerhoff, Ryan
Brown, Samantha	Bussetti, JoAnne	Coates, Denise
Emmons, Meghan	Furstenburg, Mary Corrine	Koutsoulis, Sophia
Graham, Russell	Hart, Carol	Herz, Rachel - nurse
Mironski, Paula	Mucci, John	Piarulli, Kara
Quinty, Megan	Segebade, Leslie	Silverman, Amy
Zeron, Jennifer		

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