

**GARWOOD BOARD OF EDUCATION  
GARWOOD, NEW JERSEY  
REGULAR MEETING MINUTES  
FEBRUARY 18, 2020**

**I. CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by Board President Ralph Trentacosta 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> Mrs. A. Barnes	<u>  </u> <b>P</b> <u>  </u> Mr. A. DelConte	<u>  </u> <b>P</b> <u>  </u> Miss C. Guerriero
<u>  </u> <b>P</b> <u>  </u> Dr. M. Kjetsaa	<u>  </u> <b>NP</b> <u>  </u> Ms. L. Koenig	<u>  </u> <b>P</b> <u>  </u> Mrs. D. Ridente
<u>  </u> <b>P</b> <u>  </u> Mr. T. Ryan	<u>  </u> <b>P</b> <u>  </u> Mrs. M. Scepkowski	<u>  </u> <b>P</b> <u>  </u> Mr. R. Trentacosta

**III. OTHERS PRESENT**

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

**IV. 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> <b>X</b> <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: 7:05 p.m.**

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

**V. FLAG SALUTE**

**VI. APPROVAL OF MINUTES**

Minutes of the January 6, 2020 organization meeting as revised  
Minutes of the January 21, 2020 regular and executive session meetings  
Minutes of the February 4, 2020 COW and executive session meetings

**ROLL CALL:**

<u>  </u> <b>Y</b> <u>  </u> <b>Mrs. A. Barnes</b>	<u>  </u> <b>Y</b> <u>  </u> <b>Mr. A. DelConte</b>	<u>  </u> <b>M</b> <u>  </u> <b>Miss C. Guerriero</b>
<u>  </u> <b>Y</b> <u>  </u> <b>Dr. M. Kjetsaa</b>	<u>  </u> <b>NP</b> <u>  </u> <b>Ms. L. Koenig</b>	<u>  </u> <b>Y</b> <u>  </u> <b>Mrs. D. Ridente</b>
<u>  </u> <b>Y</b> <u>  </u> <b>Mr. T. Ryan</b>	<u>  </u> <b>S</b> <u>  </u> <b>Mrs. M. Scepkowski</b>	<u>  </u> <b>Y</b> <u>  </u> <b>Mr. R. Trentacosta</b>

**VII. PRESENTATION – Honor Society**

**VIII. COMMITTEE REPORTS:**

**Negotiations** – Denise Ridente – Mrs. Ridente attended a “Ready, Set, Bargain” workshop which included information on grievances, unions, the negotiation process, salary guides and legal case examples.

**IX. LIAISON REPORTS:**

**Clark Board of Education** Delegate: C. Guerriero

Miss Guerriero reported that the meeting was held on 2/10. Mr. Bryan Lowe, Valley Road School Teacher of the Year was recognized as the Union County Teacher of the Year for 2019-2020; Parent University will present the movie “Angst” on 3/12; “Not Even Once” is a program presented to freshmen on substance abuse; Multiple personnel and programs were approved; The next meeting is 3/9/2020.

**Education Foundation of Garwood** Delegate: M. Scepkowski

Mrs. Scepkowski reported that the next meeting is on 2/19/2020.

**Garwood PTA** Delegate: A. Barnes

Mrs. Barnes reported that Multicultural Night will be on 2/28/2020.

**School Technology/Website** Delegate: R. Trentacosta

The next meeting will be on 2/21/2020.

**Representative to the Borough Council**

Delegate: A. DelConte

Mr. DelConte reported that the meeting was held on 1/23/2020. Mayor Todisco reported on the redevelopment; Councilman Graham discussed the Census; Councilwoman Blumenstock discussed the E-Waste Collection Day on 1/18/2020. The next one will be on 4/18/2020; Also discussed were Recreation Committee activities; Celebration Committee activities. At the following meeting on 2/13 the Ladder Truck 1 Wetdown on 5/16/2020 was discussed as well as additional Garwood Recreation Committee events. The next meeting is on 2/27/2020.

**Union County Educational Services Commission**

Delegate: L. Koenig  
Alternates: T. Ryan

No report. The next meeting is on 3/4/2020.

**Union County School Boards Association**

Delegate: T. Ryan  
Alternate: M. Scepkowski

Mr. Ryan reported that the meeting was held on 2/12/2020 and was also attended by Mr. DelConte, Miss Guerriero and Dr. Kjetsaa. A recap of the national conference on Equity Training was presented; The SBA website has recently been overhauled. All BOE members are encouraged to login; SBA received a Digital Ready Schools grant to help districts offset the cost of new technology initiatives.

**UCVTS**

Delegate: D. Ridente

No report.

**Garwood Seniors Association**

Delegate: M. Kjetsaa

No report.

**NJSBA**

Miss Guerriero reported that the meeting was held on 1/27/2020. Task force on Mental Health report was released in September. The report identified recommendations for districts to consider improving the mental health of the students and the district.

**X. SUPERINTENDENT'S REPORT**

Update on School Goals 2019-2020.

There were no HIB reports since the January meeting.

Mrs. Emmons reported on School Spirit; Curriculum; Social & Emotional Learning; Lunch Bunch; Discovery & Wellness advisory; Character Tree; Soar with Wings; ELA and IXL Math.

Dr. Quigley discussed Strategic Planning and the School Website Committee.

Resolved that the Garwood Board of Education accepts the February 2020 Superintendent's report. Moved by: R. Trentacosta    Seconded by: T. Ryan    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.**

Rachel Herz, 61 Fourth Avenue – Asked about the calendar for summer school; Clarification on curriculum; Mentioned inattentive board members.

Kyle Lefever, 421 Fourth Avenue – Asked about extended use of recreational facilities on weekends; Suggested the creation of a community sports program.

Bruce Paterson, 225 Willow Avenue – Asked about a coronavirus action plan; Audit Corrective Action Plan; Essay Contest Week.

Debra Peniche, 601 Center St. – Asked an advisory question on parent involvement; Amount of time allowed for follow up question to the board is too short.

## **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 December 2019.
2. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, the payment of the bills in the amount of \$ 858,580.64.
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 December 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 December 2019 as submitted and certified.

- 4. The Garwood Board of Education appoints Ana Pfalzgraf as the Temporary Purchasing Agent effective 1/2/20 for one year according to N.J.A.C. (5:34-5.5). During the term of said appointment, the Garwood BOE bid threshold will remain at the maximum amount at \$40,000.
- 5. Move to approve, upon the recommendation of the Chief School Administrator and the SBA/BS, that the Corrective Action Plan in response to the recommendations in the Annual Audit and prepared by the Business Administrator, be accepted and direct the implementation of the stated plan.

**ROLL CALL:**

<u>Y</u> Mrs. A. Barnes	<u>Y</u> Mr. A. DelConte	<u>S</u> Miss C. Guerriero
<u>Y*</u> Dr. M. Kjetsaa	<u>NP</u> Ms. L. Koenig	<u>Y</u> Mrs. D. Ridente
<u>Y</u> Mr. T. Ryan	<u>M</u> Mrs. M. Scepkowski	<u>Y</u> Mr. R. Trentacosta

\*Dr. Kjetsaa abstained from item #2

**XIII. BUILDING AND GROUNDS COMMITTEE**

- 1. Move to approve, upon the recommendation of the Chief School Administrator, the Garwood First Aid Squad’s request to use the gym for a volleyball game fundraiser to benefit the Garwood First Aid Squad and Fire Department on March 20, 2020 from 7:00 p.m.- 9:30 p.m.
- 2. Move to approve, upon the recommendation of the Chief School Administrator, the Garwood Baseball/Softball’s request to use the gym for one hour per week for practice in February/March depending on availability.

**ROLL CALL:**

<u>M</u> Mrs. A. Barnes	<u>Y</u> Mr. A. DelConte	<u>Y</u> Miss C. Guerriero
<u>Y</u> Dr. M. Kjetsaa	<u>NP</u> Ms. L. Koenig	<u>Y</u> Mrs. D. Ridente
<u>S</u> Mr. T. Ryan	<u>Y</u> Mrs. M. Scepkowski	<u>Y</u> Mr. R. Trentacosta

**XIV. EDUCATION COMMITTEE**

- 1. Move to approve, upon the recommendation of the Chief School Administrator, the submission of a waiver to the Union County Executive Superintendent of Schools for participation in the S.E.M.I. (Special Education of Medicaid Initiatives) for the 2020-2021 school year due to student enrollment not meeting the standard criteria of 40 medicaid eligible classified students.
- 2. Move to approve, upon the recommendation of the Chief School Administrator, the attached preliminary 2020-2021 school calendar.
- 3. Move to approve, upon the recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal, the following curriculums:

**ROLL CALL:**

<u>  </u> <b>S</b> <b>Mrs. A. Barnes</b>	<u>  </u> <b>Y</b> <b>Mr. A. DelConte</b>	<u>  </u> <b>M</b> <b>Miss C. Guerriero</b>
<u>  </u> <b>Y</b> <b>Dr. M. Kjetsaa</b>	<u>  </u> <b>NP</b> <b>Ms. L. Koenig</b>	<u>  </u> <b>Y</b> <b>Mrs. D. Ridente</b>
<u>  </u> <b>Y</b> <b>Mr. T. Ryan</b>	<u>  </u> <b>Y</b> <b>Mrs. M. Scepkowski</b>	<u>  </u> <b>Y</b> <b>Mr. R. Trentacosta</b>

**XV. POLICY COMMITTEE**

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

Policy 4119.21	Conflict of Interest
Policy 4150	Family Leave and Medical Leave
Policy 4233	Political Activities
Policy 5118	Non-Residents
Policy 5119	Transfers
Policy 5120	Assessment of Individual Needs
Policy 5124	Reporting to Parents/Guardians

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

Policy 5020	Role of Parents/Guardians
Policy 5111	Admission

**ROLL CALL:**

<u>  </u> <b>Y</b> <b>Mrs. A. Barnes</b>	<u>  </u> <b>Y</b> <b>Mr. A. DelConte</b>	<u>  </u> <b>M</b> <b>Miss C. Guerriero</b>
<u>  </u> <b>Y</b> <b>Dr. M. Kjetsaa</b>	<u>  </u> <b>NP</b> <b>Ms. L. Koenig</b>	<u>  </u> <b>Y</b> <b>Mrs. D. Ridente</b>
<u>  </u> <b>Y</b> <b>Mr. T. Ryan</b>	<u>  </u> <b>S</b> <b>Mrs. M. Scepkowski</b>	<u>  </u> <b>Y</b> <b>Mr. R. Trentacosta</b>

**XVI. COMMITTEE OF THE WHOLE**

1. Move to approve, with regrets, upon the recommendation of the Chief School Administrator, the retirement of Darlene Lipsett effective June 30, 2020.
2. Move to approve, upon the recommendation of the Chief School Administrator, the following certified staff to move on the teachers’ salary guide effective February 28, 2020:

- A. Matthew Burke from BA+15 to MA (\$64,212)
- B. Armando Gonzalez from BA to BA+15 (\$58,762)
- C. Cara Musella from BA to BA+15 (\$53,162)
- D. Theresa Parkhill from BA+15 to MA+15 (\$76,062)

3. Move to approve, upon the recommendation of the Chief School Administrator, the following field trips for the 2019-2020 school year at no cost to the board:

- A. 8<sup>th</sup> grade class – Elizabeth Union County Courthouse – March 6, 2020 - Kathryn Bree and Sarina Drummond.
- B. Select Choir/Band/Advanced Art – Teen Arts Festival, Union County College – March 13, 2020 -Armando Gonzalez and Rebecca Planer.
- C. Student Council field trip - 9/11 Memorial on April 3, 2020 – Mrs. Benc

4. Move to approve, upon the recommendation of the Chief School Administrator, in cooperation with the Lincoln School Principal, the appointment of Cassidy Deegan as a part-time paraprofessional not to exceed 25 hours per week without benefits for the 2019-2020 school year pending a criminal history background check and mantoux results.

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 teachers for the 2019-2020 school year pending a criminal history background check and mantoux results:

- A. Diane Heimall
- B. Vanessa Schubring

6. Move to approve, upon the recommendation of the Chief School Administrator, Mary Emmons and Teresa Quigley to attend a presentation on the Wingman Program on February 20, 2020 at UCESC in Westfield, NJ at no cost.

7. Move to approve, upon the recommendation of the Chief School Administrator, Sarina Drummond to attend a presentation on Using Personal Letters to teach about the Holocaust on March 4, 2020 at Rutgers University in New Brunswick, NJ at no cost.

<u>Y</u> Mrs. A. Barnes	<u>Y*</u> Mr. A. DelConte	<u>M</u> Miss C. Guerriero
<u>Y</u> Dr. M. Kjetsaa	<u>NP</u> Ms. L. Koenig	<u>Y**</u> Mrs. D. Ridente
<u>Y</u> Mr. T. Ryan	<u>S</u> Mrs. M. Scepkowski	<u>Y</u> Mr. R. Trentacosta

\*Mr. DelConte abstained from item #6  
 \*\*Mrs. Ridente abstained from item 3A

**XVII. OLD BUSINESS**

Discussed were dress code; Best Practices; Strategic Planning; Special day in April or May; Pilot Program.

**XVIII. NEW BUSINESS**

Committee of the Whole meeting will be on on 3/9; Budget Committee will include Miss Guerriero, Mr. DelConte, Mrs. Barnes and Mr. Trentacosta; Stopit app to report bullying anonymously has cost per student usage.

**XIX. ADJOURNMENT**

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

Moved by: R. Trentacosta  
Seconded by: C. Guerriero  
Motion carried: T. Ryan

Legend:      P = Present  
                  M = Moved motion  
                  S = Seconded motion  
                  Y = Yes Vote  
                  N = No Vote  
                  AB = Abstain

Respectfully submitted,

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Ana Pfalzgraf, SBA/BS