

**Garwood Board of Education Regular Public Meeting Minutes
August 11, 2020**

Minutes of the proceedings of the **Regular Public Meeting** held on **August 11, 2020**, in the All Purpose Room, Lincoln School, at 7:00 pm. *The Board President convened the meeting at 7:00 pm.* NOTE: Trustee Barnes and Trustee Ryan joined the RPM via Google Meet; Members of the community were also provided the option of joining the meeting via Google Meet.

I. Flag Salute / Sunshine Statement / Call to Order / Roll Call

In accordance with the Open Public Meetings, *N.J.S.A. 10:4-6 et seq.*, adequate notification of this meeting has been provided by advertising in the ***Westfield Leader*** and posting notice on the front door of Lincoln School and filing notice with the Borough Clerk. I hereby call to order the Regular Public Meeting, Tuesday, August 11, 2020, in the All-Purpose Room, Lincoln School, at 7:00 pm.

<i>Board Member</i>	<i>Present</i>	<i>Absent</i>
Mrs. Barnes (Adrienne) via Google Meet	X	
Mr. DelConte (Albert)	X	
Miss Guerriero (Christine)	X	
Dr. Kjetsaa (Mary Ann)	X	
Ms. Koenig (Linda)	X	
Mrs. Ridente (Denise)	X	
Mr. Ryan (Timothy) via Google Meet	X	
Mrs. Scepkowski (Maureen)	X	
Mr. Trentacosta (Ralph)	X	

Attendance:

Dr. Theresa Quigley, Chief School Administrator
 Dr. Dennis R. Frohnepfel, Interim SBA/Board Secretary
 Mrs. Mary Emmons, Principal
 John Geppert, Jr., Esq., Board Counsel

II. Executive Session

Be It Resolved, that the Garwood Board of Education determines it is necessary to meet in Executive Session on Tuesday, August 11, 2020, to discuss **Legal** and **Personnel** matters; and **Be It Further Resolved**, that these matters will be made public when the need for confidentiality no longer exists.

Trustee Guerriero motioned to convene Executive Session at 7:08 pm; seconded by Trustee Kjetsaa; carried by unanimous vote.

Trustee Guerriero motioned to adjourn Executive Session and reconvene the Regular Meeting at 7:38 pm; seconded by Trustee Ryan; carried by unanimous vote.

III. Approve Minutes

Be It Resolved, that the Garwood Board of Education approves the minutes of the following meetings, as submitted.

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Executive Session - June 25, 2020

Trustee Guerriero motioned to approve the minutes; seconded by Trustee Kjetsaa; carried by the following roll call vote: Trustees Barnes, DelConte, Guerriero, Kjetsaa, Ridente, Ryan, Scepkowski, Trentacosta voting YES; Trustee Koenig ABSTAINING.

IV. Committee Reports

- | | |
|------------------------------|------------------------------|
| A. Budget/Finance/Facilities | Trustee Trentacosta reported |
| B. Education/Negotiations | Trustee Kjetsaa reported |
| C. Strategic Planning/Policy | Trustee Scepkowski reported |

V. Liaison Reports

- | | |
|------------------------------------|------------------------------|
| A. Clark Board of Education | Trustee Guerriero reported |
| B. Education Foundation of Garwood | Trustee Scepkowski reported |
| C. Garwood PTA | Trustee Barnes reported |
| D. School/Technology/Website | Trustee Trentacosta reported |
| E. Borough Council Rep | No report |
| F. Union County Ed Services Comm | Trustee Koenig reported |
| G. Union County Sch Boards Assoc | Trustee Ryan reported |
| H. Union County Vo-Tech | Trustee Ryan Reported |
| I. Garwood Seniors Assoc | No report |
| J. NJSBA | Trustee Guerriero, reported |

VI. Superintendent's Report

The Road Back to September . . . Garwood Restart Plan; Health Protocols; FAQs; Attending Lincoln School; Lincoln School Facilities; Virtual Learning

January – June 2020; VV = 2; HIB = 0

VII. Public Comment

VIII. Resolutions

- A. Budget/Finance/Facilities

- A1 Be It Resolved**, that the Garwood Board of Education, in accordance with N.J.A.C. 23A:16-10, upon the recommendation of the Interim SBA/Board Secretary, accepts and approves the financial reports (Board Secretary's and Treasurer's), for the month of June 2020; and
- Be It Further Resolved**, that the Board of Education and Board Secretary certify that no budgetary line item account has been over-expended and that there are sufficient funds available to meet District financial obligations for the 2020/21 school year.

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A2 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Interim SBA/Board Secretary, approves the payment of bills and claims (*Attachment A2*):

June 30, 2020	\$810,789.23
July 1 thru August 14, 2020	\$370,294.08
Total	\$1,181,083.26

A3 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator and Interim SBA/Board Secretary, approves the June 2020 Budget Transfers #8468 thru #8494, in the amount of \$749,234.85 (*Attachment A3*).

A4 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Interim SBA/Board Secretary, approves the revised 2020/21 budget appropriations.

A5 Whereas, the Garwood Board of Education, in accordance with N.J.S.A. 18A:23-1 must have a certified External Audit of the district's accounts and financial transactions; and **Whereas**, the Board of Education received the audit performed by Suplee, Clooney & Company, and discussed said audit at its public meeting held on February 18, 2020; now **Be It Resolved**, that the Garwood Board of Education accepts the audit for the 2018/19 school year, FY Ended June 30, 2019, and approves the Corrective Action Plan (CAP).

A6 Whereas, Dr. Dennis R. Frohnappel, Interim SBA/Board Secretary, possesses a Qualified Purchasing Agent (QPA) certificate; and **Whereas**, the State Treasurer, in consultation with the Governor, pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3(b), has increased the bid threshold amount for School Districts' with a Qualified Purchasing Agent, from \$40,000 to \$44,000, effective July 1, 2020; now **Be It Resolved**, that the Garwood Board of Education, pursuant to N.J.S.A. 18A:18A-3 and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$44,000 for the Board of Education, and further authorizes Dr. Dennis R. Frohnappel, the Qualified Purchasing Agent, to award contracts in accordance with N.J.S.A. 18A:18A-3(a) for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

A7 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator and Interim SBA/Board Secretary, approves the Temperature Controls Maintenance Agreement for Johnson Controls Metasys Building Management System with ATC (Automatic Temperature Control Services), 207, Blackford Ave., Middlesex, NJ 08846, for the 2020/21 school year, July 1, 2020 thru June 30, 2021, fee \$5,211.80, payable quarterly \$1,302.95, acct #11-000-261,420-000.

A8 Whereas, that 2020/21 school year budget contained \$372,413 in Special Education Categorical State Aid; and **Whereas**, the district received a revised State Aid Notice indicating a reduction in Special Education Categorical Aid, for the 2020/21 school year, in the amount of \$352,313, a reduction of \$20,100; now

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Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator and Interim SBA/Board Secretary, accepts the revised State Aid and allocates unbudgeted Extraordinary Aid, in the amount of \$42,589 to cover the State Aid reduction of \$20,100; appropriate \$18,500 to acct 11-000-223-105-000 (Professional Development); and \$3,989 to 11-000-251-100-000 (Business Office).

A9 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator and Interim SBA/Board Secretary, approves the contract with Honeywell Instant Alert System, for the 2020/21 school year, total cost not to exceed \$1,093, acct #11-000-262-420-000.

A10 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator and Interim SBA/Board Secretary, approves Realtime Technology, Inc. (Licensing Fee for the student information software), for the 2020/21 school year, total cost not to exceed \$12,135 inclusive of Parent Portals, acct #11-190-100-640-000.

A11 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator and Interim SBA/Board Secretary, approves Summit Speech School, 705 Central Ave., New Providence, NJ 07974, to provide **related services**, for the 2020/21 school year, at \$165.00 per hour, services in accordance with Agreement; acct #11-000-216-320-000.

A12 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator and Interim SBA/Board Secretary, approves District breakfast and lunch prices for the 2020/21 school year, consistent with guidelines established by the U.S. Department of Agriculture, Bureau of Child Nutrition Programs, National School Lunch Program:

<u>ITEM</u>	<u>FULL PRICE</u>	<u>REDUCED PRICE</u>
Student Lunch	\$3.00	\$0.40
Adult Lunch	\$4.00	N/A
Student Milk	\$0.75	N/A
Adult Milk	\$0.75	N/A
Student Breakfast	\$1.50	\$0.30

A13 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator and Interim SBA/Board Secretary, approves the use of one (1) classroom by the Westfield YMCA, for the 2020/21 school year, rate TBD.

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Motion: Trustee Scepkowski		Second: Trustee Kjetsaa			
		Yes	No	Abstain	Absent
Mrs. Barnes (Adrienne)	via Google Meet	X			
Mr. DelConte (Albert)		X		Ck#014225	
Miss Guerriero (Christine)		X			
Dr. Kjetsaa (Mary Ann)		X			
Ms. Koenig (Linda)		X			
Mrs. Ridente (Denise)		X			
Mr. Ryan (Timothy)	via Google Meet	X			
Mrs. Scepkowski (Maureen)		X			
Mr. Trentacosta (Ralph)		X			

B. Education

- B1 Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the following ***out-of-district placements***:
- First Children Services Camp Discovery (Student 9972409490), three (3) weeks with a 1:1 paraprofessional.
- B2 Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the McRel Teacher/Administrator Evaluation for the 2020/021 school year.
- B3 Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the Professional Development and Mentoring Plans, for the 2020/21 school year.
- B4 Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the Guidance Program of Study for the 2020/21 school year.
- B5 Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the Gifted and Talented Program of Studies for Grades K-8, for the 2020/21 school year.
- B6 Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the revised 2020/21 school year calendar (*Attachment B6*).
- B7 Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the following five year curriculum plan:

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2020/21	Visual & Performing Arts K-8	ELA K-8
2021/22	Math K-8	
2022/23	Social Studies K-8	Technology K-8
2023/24	Science K-8	World Languages K-8
2024/25	Comprehensive Health & Physical Education K-8	21 st Century Life & Careers K-8

Education resolutions B1 thru B7					
Motion: Trustee Ryan			Second: Trustee Barnes via Google Meet		
		Yes	No	Abstain	Absent
Mrs. Barnes (Adrienne)	via Google Meet	X			
Mr. DelConte (Albert)		X			
Miss Guerriero (Christine)		X			
Dr. Kjetsaa (Mary Ann)		X			
Ms. Koenig (Linda)		X			
Mrs. Ridente (Denise)		X			
Mr. Ryan (Timothy)	via Google Meet	X			
Mrs. Scepkowski (Maureen)		X			
Mr. Trentacosta (Ralph)		X			

C. Strategic Planning/Policy

C1 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves first reading of the following updated **policies**:

- Policy 1250 Visitors
- Policy 3510 Operation and Maintenance of Plant
- Policy 3541.33 Transportation Safety
- Policy 5141.2 Illness
- Policy 5141.3 Health Examinations and Immunizations
- Policy 6173.1 Remote Learning

C2 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the following updated **handbooks** for the 2020-2021 school year:

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

C3 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the following Board Goals for the 2020/21 school year:

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1. To participate in professional development in the area of school finance and budgeting to better understand the Board’s role and responsibilities in this key area.
2. To increase the Board’s knowledge and understanding around effective Board governance in areas of curriculum development and personnel.
3. To hold a Board retreat to focus on team building and collaboration.

C4 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the following District Goals for the 2020/21 school year:

1. To develop a plan for re-entry in September that aligns to state guidelines and requirements to provide a safe and healthy learning environment for students and staff that will support social emotional learning, remote learning opportunities and academic achievement.
2. To improve website navigation, to highlight information for parents with additional information/support on remote learning platforms.
3. To provide professional development for staff to address continued utilization of remote/virtual learning on district selected platform(s).

Note: Discussion ensued prior to roll call relative to C3 (Board Goals) and C4 (District Goals). Revisions were made to both Board and District Goals.

Strategic Planning and Policy resolutions C1 thru C4					
Motion: Trustee Barnes via Google Meet		Second: Trustee Kjetsaa			
		Yes	No	Abstain	Absent
Mrs. Barnes (Adrienne)	via Google Meet	X			
Mr. DelConte (Albert)		X			
Miss Guerriero (Christine)		X			
Dr. Kjetsaa (Mary Ann)		X			
Ms. Koenig (Linda)		X			
Mrs. Ridente (Denise)		X			
Mr. Ryan (Timothy)	via Google Meet	X			
Mrs. Scepkowski (Maureen)		X			
Mr. Trentacosta (Ralph)		X			

D. Personnel

- D1 Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the findings and decisions presented at the June 25, 2020 Board Meeting regarding Bullying incident I-8.
- D2 Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the appointment of Lisa Ventura, Orton-Gillingham Teacher for summer program services (student 9972409490), not to exceed thirty (30) hours, at \$100 per hour, total cost not to exceed \$3,000.

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- D3** **Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the following certificated staff salary changes, effective September 1, 2020:
- A. Sarina Drummond, from BA to BA+15
 - B. Armando Gonzalez, from BA+15 to MA
- D4** **Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the appointment of Jennifer Woodruff, Behavior Therapist/Coordinator, salary \$91,952, for the 2020/21 school year, effective September 1, 2020 thru June 30, 2021.
- D5** **Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the appointment of Michele Tortorici, CST Secretary, salary \$26,110.31, for the 2020/21 school year, effective September 1, 2020 thru June 30, 2021 (190 days).
- D6** **Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the appointment of Jacqueline Grogan, part-time Paraprofessional, at \$15.00 per hour; and part-time Business Office Clerk, at \$21.00 per hour, for the 2020/21 school year, establishes full-time employment status with benefits, for the 2020/21 school year, effective September 1, 2020 thru June 30, 2021.
- D7** **Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the appointment of Jonnathan Zhindon, Technology Coordinator, salary \$62,000, for the 2020/21 school year, pending criminal history background check and mantoux results.
- D8** **Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the appointment of Cristofer Orellana, Technology Consultant, at \$39.00 per hour, as needed through September 30, 2020.
- D9** **Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the appointment of Victoria Sherby, Elementary School Teacher, salary \$51,012 (BA/Step 1), for the 2020/21 school year, effective September 1, 2020 thru June 30, 2021, pending criminal history background check and mantoux results.
- D10** **Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the appointment of the following part-time Paraprofessionals, at \$15.00 per hour, no benefits, not to exceed 25 hours per week, for the 2020/21 school year, effective September 1, 2020 thru June 30, 2021, pending pending criminal history background check and mantoux results.
- A. Cassidy Deegan
 - B. Tracey Kornik

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D11 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the appointment of the following full-time Paraprofessionals, with benefits, for the 2020/21 school year, effective September 1, 2020 thru June 30, 2021:

- A. Badia Diwane \$17.55 per hour
- B. Laura Knutson \$15.00 per hour

D12 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the appointment of the following part-time Paraprofessionals, not to exceed 25 hours, no benefits, for the 2020/21 school year, effective September 1, 2020 thru June 30, 2021:

- A. Imperio Mormile \$17.55 per hour
- B. Stacie Cuccaro \$15.00 per hour
- C. Corrine Furstenburg \$15.00 per hour
- D. Mireya Kolfenbach \$15.00 per hour
- E. Joshua Law \$15.00 per hour
- F. Gina Pares \$15.00 per hour
- G. Gavin Parkhill \$15.00 per hour

D13 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves, the appointment of Cheryl DiStefano, part-time school bus driver, at \$17.35 per hour, no benefits, for the 2020/21 school year, effective September 1, 2020 thru June 30, 2021.

D14 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the following substitute school bus drivers, for the 2020/21 school year, as needed, effective September 1, 2020 thru June 30, 2021:

- A. Leonard DiStefano
- B. Nina Kramkowski
- C. Oscar Lucero

D15 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the following staff to serve on the D.E.A.C./ScIP Professional Development Committee, for the 2020/21 school year:

- A. Tamara Benc (\$725)
- B. Denise Cafiero (\$525)
- C. Sarina Drummond (\$525)
- D. Theresa Parkhill (\$525)

D16 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the following individuals for the Affirmative Action Team, for the 2020/21 school year with no additional compensation:

- A. Patricia Elias
- B. Susan Naples

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D17 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the appointment of Theresa Parkhill, Bullying Specialist, for the 2020/21 school year with no additional compensation.

D18 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the following substitute rates for the 2020/21 school year, effective September 1, 2020 thru June 30, 2021:

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

D19 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves agreements between the Garwood Board of Education and the following nursing services to provide substitute nursing services for the 2020/21 school year, effective September 1, 2020 thru June 30, 2021:

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

D20 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the appointment of the following Substitute Teachers, for the 2020/21 school year, effective September 1, 2020 thru June 30, 2021, pending criminal history background check and mantoux results:

- A. Jennifer Blumenstock
- B. Patricia Delaney
- C. Cristofer Orellana

D21 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the appointment of the following Substitute Teachers. Paraprofessionals, Nurse, Secretary, for the 2020/21 school year, effective September 1, 2020 thru June 30, 2021:

- Monica Archer
- Carol Hart
- Rachel Herz, Nurse
- John Mucci
- Amy Silverman

D22 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, appoints Dr. Dennis R. Frohnafel, Interim SBA/Board

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Secretary, for the 2020/21 school year, effective July 1, 2020 thru June 30, 2021, employment contract approved by the Executive County Superintendent.

Personnel actions D1 thru D22				
Motion: Trustee Guerriero		Second: Trustee Ryan via Google Meet		
	Yes	No	Abstain	Absent
Mrs. Barnes (Adrienne) via Google Meet	X			
Mr. DelConte (Albert)	X			
Miss Guerriero (Christine)	X			
Dr. Kjetsaa (Mary Ann)	X			
Ms. Koenig (Linda)	X		D20	
Mrs. Ridente (Denise)	X			
Mr. Ryan (Timothy) via Google Meet	X			
Mrs. Scepkowski (Maureen)	X			
Mr. Trentacosta (Ralph)	X			

IX. Old/New Business

Under old business discussion ensued regarding signing “Best Practices” document. The seven (7) Board Trustees present at the meeting signed. Trustees Barnes and Ryan to sign and the fully executed document to be distributed to all Board Trustees.

Under new business discussion ensued regarding dates/times of future committee meetings and BOE action plans #1 and #2. BOE action plan #3 not yet created due to questions regarding in-person or virtual Board Retreat. Trustees Barnes and Kjetsaa volunteered to create action plan for Board Goal #3.

X. Adjournment

Trustee Koenig motioned to adjourn at 10:21 pm; seconded by Trustee Guerriero; carried by unanimous vote.

Respectfully submitted,

Dennis R. Frohnafel, Ed.D.
Interim SBA/Board Secretary