

**Garwood Board of Education Regular Public Meeting Minutes
October 20, 2020**

Minutes of the proceedings of the **Regular Public Meeting** held on **October 20, 2020**. *The Board President convened the meeting at 7:00 pm via Google Meet.* Members of the community were provided a link on the District website to join the meeting via Google Meet.

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

In accordance with the Open Public Meetings Act (*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.

Board Member	Present	Absent
Mrs. Barnes (Adrienne)	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)	X	
Mrs. Scepkowski (Maureen)	X	
Mr. Trentacosta (Ralph)	X	

Attendance (participating via Google Meet)
 Dr. Theresa Quigley, Chief School Administrator
 Dr. Dennis R. Frohnapfel, Interim SBA/Board Secretary
 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, October 20, 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 Barnes motioned to convene Executive Session at 7:06 pm; seconded by Trustee Guerriero; carried by unanimous vote.

Trustee Guerriero motioned to adjourn Executive Session and reconvene the Regular Meeting at 7:37 pm; seconded by Trustee Kjetsaa; carried by unanimous vote.

III. Approve Minutes

The draft minutes of the Regular Meeting and Executive Session for the September 15, 2020 meetings were tabled for revisions; said minutes to be on the November 17, 2020 meeting agenda.

IV. Budgeting for 2021/22 Presentation by Dr. Dennis R. Frohnapfel, Interim SBA/Board Secretary

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V. Committee Reports

A. Budget/Finance/Facilities

Trustee Guerriero reported

Dr. Dennis, C. Guerriero, A. DelConte, L. Koenig, R. Trentacosta, O. Lucero, Dr. Quigley met on 10/13/2020. Garwood Recreation use of facilities for basketball; Auditors scheduled to begin review of finances for SY 2019/20; awaiting GPD sign off on "Alyssa's Law" school panic button installation; notification of increase of Extraordinary Aid of approx. \$10,100; recommendation of RPF Solutions to replace intercom and telephone systems and integrate panic button; discussion of sidewalk replacement at WS; discussion of replacing outside message board, investigate RFP for electronic sign; Senate bill S2691 to allow increase of unanticipated surplus due to pandemic from 2% to 4%; NJSBA to send members the login; various grants received, Digital Divide Grant to increase gigabyte availability; Chapter 44 FAQ; CMP.

B. Education/Personnel/Negotiations

Trustee Ridente reported

Dr. Quigley, M. Kjetsaa, D. Ridente, T. Ryan conducted virtual meeting on 10/13/2020. Staffing . . . Discussed filling two teaching positions; Paraprofessionals will be on the agenda to be hired; discussed hiring a part-time Elementary Supervisor of Curriculum and Instruction that included the position, the duties, and that this would be an interim position for 2020/21.

Professional Development (October 12, 2020) . . .

Google Platform training - ½ the day was devoted to google classroom and learning different platforms for example jam board, and meeting rooms; NJ Teachers to Teach Teachers – half-day was devoted to mindfulness, yoga poses, approaches to self-care and self-awareness; a survey was sent out to the teachers and the results shared with the board.

Additional Topics . . .

The Committee briefly discussed the recent parent survey and results. Overall results were positive; The Committee discussed providing information to parents/guardians regarding how to access information on their child's progress given the use of Google Classroom and remote learning during the pandemic.

C. Strategic Planning/Policy

Trustee Scepkowski reported

D. School/Technology/Website

Trustee Kjetsaa reported

Dr. Quigley, J. Zhindon, A. Gonzalez, M. Kjetsaa, D. Ridente, R. Trentacosta, D. Cafiero met on 10/13/2020. The Committee viewed the change made to the "For Parents" page link to make information on social, emotional, and academic student questions/resources easier to find and access. Review of the Strategic Planning survey June 2020 – Importance of Community Outreach and Engagement - community 88% and parents 82%; Website use for information - community 50% use and parents 53%; and Facebook use - community 26% and parents 7%. The Technology Coordinator, reported on Black Board updating tools and template information. The current website format is outdated and cumbersome to update. The committee is exploring a new format with no additional cost to the district. CST webpages are in process. Brief discussion of translation into Spanish for documents on the website. Technology Coordinator supplied website analytics to committee members after the meeting for their review. Cyber Security protocols were discussed. Facebook was discussed and the committee suggested that more school information be placed on Facebook. Review of the 2019-2020 Website Committee's work and development of a prototype to organize the "For parent" page. The draft prototype was shared with the committee.

VI. Liaison Reports

A. Clark Board of Education

Trustee Guerriero reported

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| B. Education Foundation of Garwood | Trustee Scepkowski reported |
| C. Garwood PTA | Trustee Barnes reported |
| D. Borough Council Representative | Trustee DelConte (No report) |
| E. Union County Educational Services Comm | Trustee Koenig reported |
| F. Union County School Boards Association | Trustee Ryan reported |
| G. Union County Vo-Tech | Trustee Ryan reported |
| H. Garwood Seniors Association | Trustee Kjetsaa (No report) |
| I. NJSBA | Trustee Guerriero reported |

VII. Superintendent's Report

Dr. Quigley thanked Mrs. Emmons and Mrs. Parkhill for completing the ABR self- assessment. This month there was one report of bullying that was deemed conflict. Thankful that the new intercom system is on the agenda for approval as it definitely needs to be replaced. Thanked Mrs. Sala for her years of service. Good luck to Ms. Cohen on birth of her first child. We have finally adjusted to our new normal and the students and staff are hard at work. We had a successful school picture day. This week is School Violence and Vandalism Awareness Week. Next week is Red Ribbon Week and then Halloween.

Trustee Guerriero motioned to accept the Superintendent's Report; seconded by Trustee Ryan; carried by unanimous vote.

VIII. Public Comment (Bylaw 9322)

IX. Resolutions

A. Budget/Finance/Facilities

- A1 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.
- 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*):

September 16 thru October 16, 2020	\$850,488.98
Total	\$850,488.98

- 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 October 2020 Budget Transfers #8516 thru #8519, in the amount of **\$693,103** (*Attachment A3*).
- A4 Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator and Interim SBA/Board Secretary, accepts the Digital Divide Discretionary Grant Award (September 15, 2020), in the amount of \$21,019, to supplement education with academic or other activities for students.

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- A5** **Whereas**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and
Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Garwood School District are consistent with these requirements, and
Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid; now
Be It Resolved, that the Garwood Board of Education hereby authorizes the school business administrator to submit the attached Comprehensive Maintenance Plan (Form M1) for the Garwood School District in compliance with Department of Education requirements.
- A6** **Be It Resolved**, that the Garwood Board of Education, approves the Health and Safety Evaluation of School Buildings Checklist 2020-2021.
- A7** **Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, authorizes the Interim SBA/Board Secretary to issue the following purchase order to RFP Solutions, Inc., 10-F Greenwood Avenue, Woodbury, NJ 08096, for the installation of the NEC IP Univerge SV9100 phone system and NEC Univerge UM8000 unified messaging system along with a new Bogen paging system; under State Contract No. A80809, Office of Information Technology (OIT), Statewide Cooperative Purchasing Partners, NEC Corporation; total cost of project \$47,543.00; and
Be It Further Resolved, that the Board of Education approves the withdrawal and transfer from Capital Reserve, in accordance with N.J.A.C. 6A:23A-14.1(h)2., to Capital Outlay, acct #12-000-400-450-000, to fund the cost of the project.
- A8** **Be It Resolved**, that the Garwood Board of Education approves participation in the New Jersey School Boards Association (NJSBA) Virtual Workshop 2020, October 20-22, 2020, in accordance with Bylaw 9200, registration for district Board of Education \$900 (prepaid).
- A9** **Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, authorizes the Interim SBA/Board Secretary to solicit bids for an Electronic LED sign.
- A10** **Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the Settlement Agreement between the Garwood School District and the parents of RH and TH; and
Be It Further Resolved, that the Board authorizes the Board President and Board Secretary to execute said Agreement.

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Budget/Finance/Facilities resolutions A1 thru A10				
Motion: Trustee Ryan		Second: Trustee Guerriero		
	Yes	No	Abstain	Absent
Mrs. Barnes (Adrienne)	X	A9		
Mr. DelConte (Albert)	X		Ck#014404	
Miss Guerriero (Christine)	X			
Dr. Kjetsaa (Mary Ann)	X			
Ms. Koenig (Linda)	X			
Mrs. Ridente (Denise)	X	A9		
Mr. Ryan (Timothy)	X	A9		
Mrs. Scepkowski (Maureen)	X	A9		
Mr. Trentacosta (Ralph)	X			

B. Education/Personnel

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**:

1. Newmark High School (Student #7283271742), for the 2020/21 school year, July 1, 2020 thru June 30, 2021, 197 days at \$327.97 per day, total cost not to exceed \$64,216.09, acct #11-000-100-566-000.
2. Collier School (Student #7145242192), for the 2020/21 school year, September 9, 2020 thru June 30, 2021, 180 days at \$347.00 per day, total cost not to exceed \$62,460.00, acct #11-000-100-566-000.

B2 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator and Lincoln School Principal/Anti-Bullying Coordinator, approves the Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights presented at the regular meeting of the Board held on September 15, 2020.

Personnel

B3 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator approves the employment of Sara Law, Paraprofessional (part-time), for the 2020/21 school year, not to exceed 25 hours per week, at \$15.00 per hour, no benefits.

B4 Be It Resolved, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the employment of the following Substitute Teachers, for the 2020/21 school year, at \$90.00 per day, pending criminal history background check and mantoux results:

1. Vanessa Schubring
2. Anthony Vastano

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- B5 Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves partial funding for certificated staff salaries from ESEA FY 2021 Consolidated Subgrant:
1. Victoria Sherby, Title I, \$20,706 (40%), acct #20-231-100-101-000
 2. Armando Gonzalez. Title IIA, \$7,040 (11%), acct #20-270-100-101-000
- B6 Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the following **Leaves of Absence**:
1. Amanda Cohen, Sp Ed (Resource Room) Teacher, maternity leave (paid), from November 9 thru 20, 2020, using 10 sick days; FMLA from November 23, 2020 thru April 13, 2020 (unpaid with benefits), subject to EBC; returning to duty April 14, 2020.
 2. Patricia Sala, Maintenance Department, medical leave (paid), from October 5 thru November 30, 2020, using 36 sick days, returning to duty December 1, 2020.
- B7 Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the following **separations**:
1. Patricia Sala, Maintenance Department, retirement, effective December 1, 2020.
- B8 Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the following certificated position for the 2020/21 school year:
1. Teresa Parkhill, Interim Supervisor Curriculum/Instruction, part-time, effective November 1, 2020 thru June 30, 2021; stipend \$10,000, payable in 16 semi-monthly installments of \$625.00, November 2020 thru June 2021, acct #11-000-221-102-000.
- B9 Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the following Long-term Substitute (certified), for the 2020/21 school year:
1. Nicole Bosco, Long-term Substitute, at \$323.44 per diem, effective November 1, 2020 thru June 30, 2021, leave replacement for A. Cohen (salary based on MA+30/Step 1, \$59,837, prorated), pending satisfactory criminal history background check and mantoux results.
- B10 Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the following Substitute Custodians, at \$15.00 per hour, as needed, for the 2020/21 school year, pending satisfactory criminal history background check and mantoux results:
1. Mana Gutierrez
 2. Luis Pardo

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B11 Be It Resolved, that the Garwood Board of Education, authorizes the Chief School Administrator to issue Letters of Intent recommending the employment of certificated and non-certificated staff necessary to fill vacancies for the 2021/22 school year, subject to Board approval at the next scheduled regular meeting; in the event the Board does not approve CSA's recommendation, candidate to be paid per diem for services rendered; contract(s) to be issued following Board approval.

Education/Personnel/Negotiations resolutions B1 thru B11				
Motion: Trustee Kjetsaa		Second: Trustee Guerriero		
	Yes	No	Abstain	Absent
Mrs. Barnes (Adrienne)	X	B8		
Mr. DelConte (Albert)	X			
Miss Guerriero (Christine)	X			
Dr. Kjetsaa (Mary Ann)	X			
Ms. Koenig (Linda)	X			
Mrs. Ridente (Denise)	X			
Mr. Ryan (Timothy)	X			
Mrs. Scepkowski (Maureen)	X	B8		
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 second reading of the following updated **Policies**:

- Policy 5141.22 Medical Marijuana
- Policy 5141.4 Missing, Abused and Neglected Children
- Policy 5141.8 Sports Related Concussion and Head Injury
- Policy 5142 Pupil Safety

C2 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 5145.4 Equal Education Opportunity
- Policy 5145.5 Photographs of Pupils
- Policy 5145.6 Pupil Grievance Procedures
- Policy 5145.7 Gender Identity and Expression

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Strategic Planning/Policy resolutions C1 and C2				
Motion: Trustee Scepkowski		Second: Trustee Barnes		
	Yes	No	Abstain	Absent
Mrs. Barnes (Adrienne)	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)	X			
Mrs. Scepkowski (Maureen)	X			
Mr. Trentacosta (Ralph)	X			

X. Old/New Business

XI. Adjournment

Trustee Koenig motioned to adjourn at 9:51 pm; seconded by Trustee Barnes; carried by unanimous vote.

Respectfully submitted,

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

Approved November 17, 2020