

**Garwood Board of Education Regular Public Meeting Minutes  
November 17, 2020**

Minutes of the proceedings of the **Regular Public Meeting** held on **November 17, 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. 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.

<b>Board Member</b>	<b>Present</b>	<b>Absent</b>
Mrs. Barnes (Adrienne)	X	
Mr. DelConte (Albert)	X	
Miss Guerriero (Christine)	X	
Dr. Kjetsaa (Mary Ann)	X	
Ms. Koenig (Linda)      Left meeting at 8:15 pm	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. Frohnafel, Interim SBA/Board Secretary  
 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, November 17, 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 Scepkowski motioned to convene Executive Session at 7:05 pm; seconded by Trustee Guerriero; carried by unanimous vote.*

*Trustee Guerriero motioned to adjourn Executive Session and reconvene the Regular Meeting at 7:35 pm; seconded by Trustee Ryan; carried by unanimous vote.*

**III. Flag Salute**

**IV. Approve Minutes**

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

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Regular Meeting – September 15, 2020  
Executive Session – September 15, 2020  
Regular Meeting – October 20, 2020  
Executive Session – October 20, 2020

*Trustee Barnes motioned to approve the minutes, as submitted; seconded by Trustee Scepkowski; carried by unanimous roll call vote.*

**V. Presentation (Update on School Goals) by Dr. Teresa Quigley**

**VI. Committee Reports**

**A. Budget/Finance/Facilities**

Trustee Guerriero reported

Dr. Dennis, C. Guerriero, A. DelConte, R. Trentacosta, Dr. Quigley met on 11/10/2020. Topics for consideration: **1)** Order of Business for public meeting; **2)** Revised CARES Act grant award amount (\$17,500); **3)** 2019/20 school year budget audit almost complete; **4)** Intercom/Telephone/Panic Button/Clock system update; **5)** need to repair/replace gym and Room 154 HVAC systems; **6)** Dr. Dennis updating SOP and Internal Controls manual for adoption January 2021; **7)** Update to LRFP to include Intercom/Telephone/Panic Button/Clocks, electronic LED sign, parking lot replacement and gym floor replacement.

**B. Education/Personnel/Negotiations**

Trustee Ridente reported

Dr. Quigley, Dr. Kjetsaa, D. Ridente, T. Ryan met on 11/09/2020. **1)** Discussed staffing middle school Math position. The committee had an opportunity to meet the candidate for the position of middle school regular math and were impressed with her passion for teaching math and her knowledge of google classroom and virtual learning. **2)** Discussed the possible hiring of a current substitute custodian to replace a custodian who will be retiring 12/01/2020. **3)** Nursing Plan, every November the school's Nursing service plan is reviewed. **4)** ALJ Math Courses, discussed and reviewed ALJ's placement rubric for math courses. Dr. Quigley has had discussions with Clark's middle school principal and superintendent. The committee asked for further information. Discussed as an idea was to have a Garwood student as a liaison to the board or invite Garwood graduates who are in ALJ and UCVT to come back as part of a panel to provide feedback on their transition experience into high school. **5)** Unilateral Placements, the unilateral placement process was described and discussed. Discussed the placement of a child that needed to be placed out of district. **6)** Assessment/ Basic Skills for the second marking period. Assessments for Grades 1-4 have been completed. Grades 5-8 are in the process of being assessed. Committee asked for further data to be shared when assessments are completed.

**C. Strategic Planning/Policy**

Trustee Scepkowski reported

Committee met on 11/9/20. Strategic Planning, discussed follow up survey for parents in January; Memorandum Agreement; First reading of Policies 5145.11, 5145.12, 5200; Job Descriptions are being updated (to be approved in August as Job Description Manual).

**D. School/Technology Website**

Trustee Ridente reported

Dr. Quigley, R. Trentacosta, T. Parkill, D. Cafiero, Dr. Kjetsaa, D. Ridente, J. Zhindon, A. Gonzalez met on 11/13/2020. **1)** Mrs. Parkhill will replace Dr. Quigley on the committee; **2)** Mr. Zhindon recapped our issue with current website which is outdated on blackboard. He introduced four possible templates that will add more features and functionality to our website; **3)** Mr. Zhindon and Mrs. Parkhill will work to put some of the changes we are looking to put on the current site into this new template; **4)** Reviewed the Child Study team page which now shows a slide show introducing the members of the team to the school family; **5)**

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Committee will get to see the new template design before it goes live. Hopefully, we will see template with school content in early December.

Discussion . . . We will introduce the website changes to the public on Facebook, Friday Folder emails. We spoke about engaging more on Facebook by adding Friday folder and calendar events, as well as published BOE minutes. Dr. Quigley will report her goals at the next BOE meetings which will include work on the website committee.

**VII. Liaison Reports**

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

**VIII. Superintendent's Report**

No HIB reported since the October meeting; Free lunches continue; A lock down and fire drill are practiced each month.

*Trustee Kjetsaa motioned to accept the Superintendent's Report; seconded by Trustee Scepkowski; carried by unanimous vote.*

**IX. Public Comment (Bylaw 9322)**

**X. Resolutions**

**A. Budget/Finance/Facilities**

**A1 Be It 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*):

October 17 thru November 13, 2020	<b>\$592,749.25</b>
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**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 #8520 and #8521, in the amount of \$77,543 (*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, approves the updated

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Notice of Award as First Amendment to Grant Agreement, CARES Act – Coronavirus Relief Funds School District Subaward Agreement; and

**Be It Further Resolved**, that the Garwood School District accepts the letter from the County of Union, Office of the County Manager, dated October 16, 2020, notice of approval of a Subaward not to exceed \$17,900.

**A5 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 purchase order to D&B Service Group, 444 J. F. Kennedy Drive, Unit B, Bloomfield, NJ 07003, to repair and service Lincoln School Gym Unit, scope of services in accordance with Service and Repair Proposal #Q-00047287, total cost not to exceed \$6,998.00; and **Be It Further Resolved**, that the Board of Education approves the withdrawal and transfer from Maintenance Reserve, in accordance with N.J.A.C. 6A:26A-4.2(d), to Maintenance of Plant, acct #11-000-261-420-000, to fund the cost of the project.

**A6 Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, authorizes the Interim SBA/Board Secretary to facilitate the update of the District Wide Facilities Plan (LRFP) to include the following projects:

- ▶ Intercom/Telephone/Clocks installation project
- ▶ Second Avenue Parking Lot repaving project
- ▶ Lincoln School Gym Floor replacement project
- ▶ Garwood BOE/Lincoln School Outdoor LED Sign installation project

**A7 Whereas**, the district received a revised State Aid Notice indicating an increase in Extraordinary Aid, for the 2019/20 school year, in the amount of \$121,983, an increase of \$11.105; now

**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 this additional unbudgeted Extraordinary Aid, in the amount of \$11,150 to acct #11-000-262-444-000 (Lease Purchase Payments/Energy Savings Improvement Program).

Budget/Finance/Facilities resolutions A1 thru A7				
<i><b>Motion:</b></i> Trustee Ryan	<i><b>Second:</b></i> Trustee Barnes			
	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
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			

**B. Education/Personnel/Negotiations**

**Education**

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- B1** **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 regular meeting of the board held on October 20, 2020 regarding bullying incidents J-1.
- B2** **Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the Memorandum of Agreement between Education and Law Enforcement Officials.
- B3** **Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, in cooperation with the Certified School Nurse, approves the 2019/20 Nursing Plan.
- B4** **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. Summit Board of Education (Student ID#6261388054), for the 2020/21 school year, July 7 thru 31, 2020 (ESY), total cost not to exceed \$1,537, acct #11-000-100-562-000.
  2. Summit Board of Education (Student 6261388054), for the 2020/21 school year, September 1, 2020 thru June 30, 2021, 180 days at \$229.67, total cost not to exceed \$41,340, acct #11-000-100-562-000.
  3. The Craig School (Student ID#3576467689), for the 2020/21 school year, November 9, 2020 thru June 18, 2021, 139 days at \$233.64 per day, total cost not to exceed \$32,476, acct #11-000-100-566-000.
  4. Children's Specialized Hospital, to provide early intervention services and speech therapy, as needed, at hourly rate \$102.00, for the 2020/21 school year, acct #11-000-216-320-000.
- B5** **Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the Education Services Agreement with Educere, LLC, 455 Pennsylvania Ave., Fort Washington, PA 19034, to facilitate access to virtual education courses and other educational services, viz-a-viz, participating education providers, fees reflect the cost to access the Course ONLY, total cost not to exceed \$500, acct #11-150-100-101-000.

**Personnel**

- B6** **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. Eileen McGuire, Long-term Substitute, at \$300.20 per diem, effective November 23, 2020 thru June 30, 2021, replacement for C. Paolino (salary based on MA/Step 1, \$55,537, prorated), pending satisfactory criminal history background check and mantoux results.

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**B7 Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the employment of Maria Poveda, full-time custodian w/benefits, for the 2020/21 school year, at \$18.25 per hour, effective November 16, 2020 thru June 30, 2021, replacing Patricia Sala.

**B8 Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the following extra-curricular assignments, for the 2020/21 school year, compensation in accordance with GEA negotiated agreement:

1. Tamara Benc, Student Council Advisor, stipend \$765
2. Armando Gonzalez, Yearbook Advisor, stipend \$765

**B9 Be It Resolved**, that the Garwood Board of Education, upon the recommendation of the Chief School Administrator, approves the following Employee Coverage Waivers, for the 2020/21 school year, payments in accordance with the GEA negotiated agreement, payable in two (2) equal installments on December 15, 2020 and June 15, 2021:

1. Kathryn Bree \$3,214.50
2. Maria Cortese \$3,000.00 per employment contract
3. Patricia Elias \$4,000.00
4. Francisco Florio \$4,000.00
5. Jacqueline Grogan \$3,000.00 per employment contract
6. Laura Knutson \$3,000.00 per employment contract
7. Diane Leshowitz \$4,000.00
8. Danielle Libutti \$1,607.25 (half year payable on December 15, 2020)
9. Cara Musella \$3,214.50
10. Heather O'Dell \$3,214.50
11. Kelly Ryder \$3,000.00 per employment contract
12. Nicole Tarantino \$3,214.50
13. Michele Tortorici \$3,000.00 per employment contract

Education/Personnel/Negotiations resolutions B1 thru B9				
<i>Motion:</i> Trustee Scepkowski	<i>Second:</i> Trustee Guerriero			
	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
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			

**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**:

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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

**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 5145.11	Questioning and Apprehension
Policy 5145.12	Search and Seizure
Policy 5200	Nonpublic School Pupils

Strategic Planning/Policy resolutions C1 and C2				
<i>Motion:</i> Trustee Kjetsaa	<i>Second:</i> Trustee Barnes			
	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
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**

The Board discussed the inclusion of committee minutes in the regular meeting minutes; moving the School/Technology/Website from Liaison Reports to Committee Reports; revised agenda format whereby committee reports are provided without discussion/questions/comments until call for motion and second, and entertaining discussion/questions/comments prior to calling roll call.

**XI. Adjournment**

*Trustee Guerriero motioned to adjourn at 9:53 pm; seconded by Trustee Kjetsaa; carried by unanimous vote.*

Respectfully submitted,

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