

**GARWOOD BOARD OF EDUCATION
GARWOOD, NEW JERSEY
REGULAR MEETING AGENDA
JUNE 13, 2017**

I. CALL TO ORDER

The meeting was called to order at 7:30 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:

___ Mrs. S. Groning	___ Ms. K. Patterson	___ Mrs. T. Simitz
___ Ms. L. Koenig	___ Mr. S. Piarulli	___ Mr. A. Watkins
___ Mrs. A. Langston	___ Ms. T. Roland	___ Miss C. Guerriero

III. OTHERS PRESENT

___ Dr. Teresa Quigley, Superintendent
___ Mr. Eric Larson, SBA/BS
___ Mr. John Geppert, Board Attorney

IV. FLAG SALUTE

V. PRESENTATION

VI. APPROVAL OF MINUTES

Minutes of the May 16, 2017 regular meeting
Minutes of the May 16, 2017 executive session meeting

ROLL CALL:

___ Mrs. S. Groning	___ Ms. K. Patterson	___ Mrs. T. Simitz
___ Ms. L. Koenig	___ Mr. S. Piarulli	___ Mr. A. Watkins
___ Mrs. A. Langston	___ Ms. T. Roland	___ Miss C. Guerriero

VII. CORRESPONDENCE

Letters sent:	Parents/Guardians	Evacuation Drill
Letters received:	Knights of Columbus State of New Jersey	Donation Pre-School Handicap Program (22) e-mail blasts

VIII. COMMITTEE REPORTS:

Building & Grounds/Finance	S. Groning, Chairperson A. Langston T. Roland L. Koenig
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Education/Policy & Public Relations	T. Simitz, Chairperson K. Patterson S. Piarulli C. Guerriero
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Negotiations	S. Groning, Chairperson A. Langston T. Roland
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VIX. LIAISON REPORTS:

Clark Board of Education	C. Guerriero
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Education Foundation of Garwood	T. Roland
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New Jersey School Board Association	A. Langston/L. Koenig
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Representative to the Borough Council

Union County Educational Services Commission	A. Watkins/L. Koenig
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Union County School Boards Association	A. Langston/T. Simitz
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IX. SUPERINTENDENT'S REPORT

Resolved that the Garwood Board of Education accepts the **June 2017** Superintendent's report.

*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.

Annual Business Administrator report – Chapter 47 compliance report was submitted.

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.

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 May 2017 .
2. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, the payment of the May's bills in the amount of \$998,566.88.
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 **April 2017**; 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 **April 2017** as submitted and certified.

4. WHEREAS, the Arc Kohler School is a not-for-profit NJ Department of Education Approved Private School for Student with Disabilities; and
WHEREAS, the Board of Education of the School District of Garwood has contracted to send to The Arc Kohler School certain students with disabilities who reside in the District; and
WHEREAS, The Arc Kohler School provides meals that meet the nutritional requirement of the Child Nutrition Program as administrated by the New Jersey Department of Agriculture; and
WHEREAS, The Arc Kohler School will apply for and receive funding for meals in accordance with the income eligibility criteria established by Child Nutrition Program as administered by the New Jersey Department of Agriculture.
WHERAS, The Arc Kohler School does not charge students for the cost of the meals;
NOW, THEREFORE, it is hereby resolved that the Garwood Board of Education acknowledges the foregoing actions and in accordance with N.J.A.C. 6A:23-4.5(a)20 authorizes The Arc Kohler School to include the costs of meals provided within the annual tuition rate charged to students.
5. Move to approve and authorizes, upon recommendation of the Chief School Administrator and the SBA/BS, the Payroll Clerk to make payroll deductions for those employees who have indicated their desire by completing an appropriate salary reducing agreements with AXA Equitable and Lincoln Financial for the purchase of tax deferred annuities to be purchased at no cost to the Board, and at no cost to the community, and to transmit such funds to the proper agency for the 2017-2018 school year.
6. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, the GBOE uses Investors Savings Bank, as the depository for the following accounts: Operating Checking, Payroll Checking, Payroll Agency Checking, Unemployment Checking, General School Fund Checking, Athletic Fund Checking. Be it further resolved that the GBOE uses the State of New Jersey Cash Management fund for investments. Be it further resolved that warrants on these accounts are to bear the signatures of the Board President, Business Administrator or designee, and the Treasurer of School Moneys. The General School Fund and Athletic Fund shall require the signature of two (2) of the following individuals: Superintendent of Schools, Principal, Business Administrator.
7. Move to approve and authorizes, upon recommendation of the Chief School Administrator and the SBA/BS, the Business Administrator to pay supplementary bill lists and payroll which shall become due on or before June 30, 2017 including all year- end payables and to proceed with all necessary adjustments and transfers to close the books for the 2016-2017 fiscal year, including the cancellation of any stale dated checks; and
the Chief School Administrator and Business Administrator be authorized to complete any and all entries and actions for the opening of the 2017-2018 fiscal year, including but not limited to the issuance of purchase orders in compliance with the Public Contracts Law, complete line item adjustments and transfers, and other such actions as may be required by statute, code and Board Policy; and
the Chief School Administrator and Business Administrator to process and issue the payment of bills and claims between Board meetings during the months of July and August 2017; and all of these actions shall be presented to the Board at its next meeting for final approval.

8. WHEREAS, N.J.S.A. 18A:21-2, N.J.S.A. 18A:7G-31 and N.J.S.A. 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year-end; and WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permits a board of education to transfer, unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution; and WHEREAS, the Garwood Board of Education may wish to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into its Tuition, Maintenance and Capital Reserve accounts at year-end; and WHEREAS, that the Garwood Board of Education has determined that any excess surplus above the combination of the allowable 2% of adjusted expenditures at the conclusion of the 2016-2017 fiscal year, and any and all funds awarded by the New Jersey Department of Education for 2016-2017 Extraordinary Aid and/or Non-Public Transportation Aid, is available for such transfer;
- BE IT RESOLVED, that the Board authorize the Business Administrator to make this transfer of all funds in excess of the allowable 2% of adjusted expenditures at the conclusion of the 2016-2017 fiscal year, and any and all funds awarded by the New Jersey Department of Education for 2016-2017 Extraordinary Aid and/or Non-Public Transportation Aid consistent with all applicable laws and regulations in the amount not to exceed \$249,167 to the maintenance reserve, \$150,000 to the Tuition Adjustment Reserve and \$750,000 to the Capital Reserve.
9. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, the contract with R&L Data Centers for the 2017-2018 school year.
10. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, the firm Schwartz, Simon, Edelstein, & Celso, LLC as Board Attorneys for special education items for the period July 1, 2017 to June 30, 2018 at an annual retainer of \$8,000 as described in the job description on file in the superintendent's office; other services to be billed at an hourly rate of \$151 for partners, counsel, senior associates and junior associates. Work by paralegals and law clerks to be billed at the hourly rate of \$110 per hour.
11. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, the firm Scarinci Hollenbeck as Board Attorneys for the period July 1, 2017 to June 30, 2018 at an annual retainer of \$8,000 as described in the job description on file in the superintendent's office; other services to be billed at an hourly rate of \$151 for partners, counsel, senior associates and junior associates. Work by paralegals and law clerks to be billed at the hourly rate of \$110 per hour.
12. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, Brown & Brown as insurance/health insurance agents and approve the property and casualty insurance proposal for \$74,356 for the period 7/1/2017 to 6/30/2018.
13. Move to approve, upon recommendation of the Chief School Administrator, a donation in the amount of \$1,648.70 from the Garwood Knights of Columbus for our preschool handicapped program.

- 14. Move to approve, upon recommendation of the Chief School Administrator, a \$250 fee for custodial services for the Garwood Recreation Department for summer recreation.

ROLL CALL:

___ Mrs. S. Groning	___ Ms. K. Patterson	___ Mrs. T. Simitz
___ Ms. L. Koenig	___ Mr. S. Piarulli	___ Mr. A. Watkins
___ Mrs. A. Langston	___ Ms. T. Roland	___ Miss C. Guerriero

XIII. BUILDING AND GROUNDS COMMITTEE

- 1. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, the submission of a renewal waiver to the Union County Executive Superintendent of Schools for preschool and kindergarten toilet rooms for the 2017-2018 school year.
- 2. 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 Recreation Department on the following dates at a total fee of \$600 for the summer field trips:

7/5 – AMC Theatre, Mountainside
 7/12 – Turtle Back Zoo
 7/25 – Trailside Museum
 7/19 – Pump it Up
 8/2 – AMC Theatre, Mountainside

ROLL CALL:

___ Mrs. S. Groning	___ Ms. K. Patterson	___ Mrs. T. Simitz
___ Ms. L. Koenig	___ Mr. S. Piarulli	___ Mr. A. Watkins
___ Mrs. A. Langston	___ Ms. T. Roland	___ Miss C. Guerriero

XIV. EDUCATION COMMITTEE

- 1. Move to approve, upon recommendation of the Chief School Administrator, the grant allocations and for the Chief School Administrator to make application for the IDEA Consolidated Grants for fiscal year 2018 as follows:

IDEA Preschool - \$ 3,214.
 IDEA Basic - \$99,661.

ROLL CALL:

___ Mrs. S. Groning	___ Ms. K. Patterson	___ Mrs. T. Simitz
___ Ms. L. Koenig	___ Mr. S. Piarulli	___ Mr. A. Watkins
___ Mrs. A. Langston	___ Ms. T. Roland	___ Miss C. Guerriero

XV. POLICY COMMITTEE

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

- Policy No. 1000/1010 – Concepts and Roles in Community Relations; Goals and Objectives – revised
- Policy No. 1100 – Communicating with the Public – revised
- Policy No. 1110 – Media – revised
- Policy No. 1111 – District Publications – revised
- Policy No. 1120 – Board of Education Meetings – revised
- Policy No. 1140 – Distribution of Materials by Pupils and Staff – revised

ROLL CALL:

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| ___ Mrs. S. Groning | ___ Ms. K. Patterson | ___ Mrs. T. Simitz |
| ___ Ms. L. Koenig | ___ Mr. S. Piarulli | ___ Mr. A. Watkins |
| ___ Mrs. A. Langston | ___ Ms. T. Roland | ___ Miss C. Guerriero |

XVI. COMMITTEE OF THE WHOLE

- 1. Move to approve, upon recommendation of the Chief School Administrator and approved by the Interim Executive County Superintendent, the revised shared business administrator contract between the Mountainside Board of Education and the Garwood Board of Education from July 1, 2017 thru June 30, 2018.
- 2. Move to approve the Superintendent’s amended contract of employment for the period July 1, 2014 – June 30, 2019 as approved by the Executive County Superintendent. The amendments to the contract reflect a revised salary amount of \$155,750 for the 2017-2018 school year with the provision that the right to merit increases for the 2017-2018 school year are waived.
- 3. Move to approve, upon recommendation of the Chief School Administrator, Vincent Gilstrap moving from BA to BA+15 on the teachers’ salary guide effective September 1, 2017.
- 4. Move to approve, upon recommendation of the Chief School Administrator, the appointment of Armando Gonzalez, non-tenured certificated teacher for the 2017-2018 school year.
- 5. Move to approve, upon recommendation of the Chief School Administrator, the appointment of Meghan Emmons as a part-time paraprofessional effective May 17, 2017 at an hourly rate of \$13.25.
- 6. Move to approve the Superintendent to issue a Letter of Intent to recommend for hiring any certified personnel that is necessary to fill the requirements for the September 2017 school opening, subject to full BOE approval at its July, August and/or September meeting(s). In the event that the BOE does not approve the prospective candidate, the candidate will be paid on a per diem basis for any services rendered. No contract will be issued until full BOE approval is granted.

7. Move to approve, upon recommendation of the Chief School Administrator, the appointment of the following personnel for the 2017-2018 school year with no additional compensation:

Affirmative Action Officer – Teresa Quigley
504 Coordinator – Teresa Quigley
Homeless Liaison – Teresa Quigley
Asbestos Management Officer – Tom Spera
Integrated Pest Management Coordinator – Tom Spera
Safety and Health Designee – Tom Spera
Chemical Hygiene Officer – Tom Spera
Indoor Air Quality Designee – Tom Spera
Purchasing Agent – Eric Larson
Custodian of Records – Eric Larson
Public Agency Compliance Officer – Eric Larson
Anti-Bullying Coordinator – Mary Emmons

8. Move to approve, upon recommendation of the Chief School Administrator, the findings and decisions presented at the May 16, 2017 board meeting regarding bullying incidents F-16.
9. Move to approve, upon recommendation of the Chief School Administrator, Maria Cortese to handle the petty cash in the amount of \$150.00 for the 2017-2018 school year with no additional compensation.
10. Move to approve, upon recommendation of the Chief School Administrator, the fees pursuant to current law which will be charged for copies of public records for the 2017-2018 school year.
11. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, the Westfield Leader be designated the official newspaper of the Garwood Board of Education for the 2017-2018 school year. Be it further resolved that the following newspapers be approved for use for legal notices by the Garwood Board of Education: Courier Home News, News Tribune, Star-Ledger, Suburban News, Westfield Leader.
12. Move to approve, upon recommendation of the Chief School Administrator and the SBA/BS, the submission of a waiver application to the New Jersey Department of Education to permit substitutes credentialing before the notification of criminal history review is received.
13. Move to approve, upon recommendation of the Chief School Administrator the appointment of Dr. Ronald Frank from Green Brook Family Medicine, as the school physician for the 2017-2018 school year at an annual fee of \$1,750.00.
14. Move to approve, upon recommendation of the Chief School Administrator, the reappointment of Raymond Krov as Treasurer of School Monies, at a 2% increase for the 2017-2018 school year.
15. Move to approve, upon recommendation of the Chief School Administrator and the Supervisor of Buildings and Grounds, the reappointment of the following custodial staff at a

2.5% increase for the 2017-2018 school year.

- A. Jorge Castano (black seal)
- B. Oscar Lucero (black seal)
- C. Stelia Marroquin (black seal)
- D. Eunice Urdinola (black seal)
- E. Patricia Sala (black seal)

16. Move to approve, upon recommendation of the Chief School Administrator and the Supervisor of Buildings and Grounds, the reappointment the following as substitutes custodians for the 2017-2018 school year at the approved rate of \$12.00 per hour.

- A. Luis Marroquin
- B. Luz Gallego
- C. Mirna Castro

17. Move to approve, upon recommendation of the Chief School Administrator, the reappointment of the following secretarial employees at a 2.5% increase for the 2017-2018 school year in accordance with the designated job descriptions:

Secretarial Staff

- A. Elizabeth Faggiano, Administrative Assistant to the SBA (210 days)
- B. Darlene Lipsett as the Administrative Secretary to the Principal/Attendance Officer (210 days)

18. Move to approve, upon recommendation of the Chief School Administrator, the reappointment of Maria Cortese as part-time Payroll Clerk at a 0% increase for the 2017-2018 school year.

19. Move to approve, upon recommendation of the Chief School Administrator, the reappointment of the following staff at a 2.75 % increase for the 2017-2018 school year:

- A. Mary Emmons, Principal (240 days)
- B. Thomas Dovidio, Technology Coordinator (220 days)
- C. Thomas Spera, Supervisor of Building and Grounds

20. Be it resolved that the GBOE, as recommended by the Superintendent, in cooperation with the Lincoln School Principal, approves the appointment of Amanda DiBattista as a Spanish/Elementary teacher on MA Step 3 for the 2017-2018 school year pending a satisfactory criminal history background check and mantoux results.

21. Be it resolved that the GBOE, as recommended by the Superintendent, in cooperation with the Lincoln School Principal, approves the following field trips:

- Special Education Students, June 7, 2017, Ronald McDonald House – Mrs. Paolino and Ms. Naples
- Student Council, June 14, 2017, World Trade Center – Mrs. Benc

ROLL CALL:

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|----------------------|----------------------|-----------------------|
| ___ Mrs. S. Groning | ___ Ms. K. Patterson | ___ Mrs. T. Simitz |
| ___ Ms. L. Koenig | ___ Mr. S. Piarulli | ___ Mr. A. Watkins |
| ___ Mrs. A. Langston | ___ Ms. T. Roland | ___ Miss C. Guerriero |

XVII. OLD BUSINESS

XVIII. NEW BUSINESS

XIX. 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> X </u> personnel matter, staff | <u> </u> safety and protection of property |
| <u> </u> personal matter, student | <u> </u> contract negotiations |
| <u> </u> litigation | <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: p.m.

Time returning to public session: p.m.

XX. ADJOURNMENT

Motion to adjourn made at p.m.

Moved by:
Seconded by:
Motion carried:

- Legend: E = Excused
P = Present
M = Moved motion
S = Seconded motion
Y = Yes Vote
N = No Vote
AB = Abstain
NP = Not present

Respectfully submitted,

Eric Larson, SBA/BS