

**WESTWOOD REGIONAL BOARD OF EDUCATION  
MARCH 16, 2017**

**REGULAR MEETING AGENDA**

1. Meeting called to order at approximately 7:15 P.M. in the Board of Education conference room, Jr./Sr. High School.
2. Roll Call
3. **EXECUTIVE SESSION**  
Motion: the Board will recess to meet in Private Executive Session for the purpose of discussing personnel and legal matters. The Board will reconvene in Public Session at approximately 7:30 p.m. The decisions which emanate from these discussions will be disclosed to the public when action is taken by the Board.
4. Meeting called to order at approximately 7:30 p.m. in the Hurley Theater, Jr./Sr. High School.
5. SALUTE TO THE FLAG
6. Roll Call
7. The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Westwood Regional Board of Education has caused notice of this meeting to be sent to the following announcing time and place thereof:  
  
Westwood Borough Hall  
Westwood Public Library  
Township of Washington Administration Building  
Township of Washington Free Public Library  
The Record  
Community Life  
Pascack Press
8. **MINUTE APPROVAL**
  - A. Motion: that approval be given to the following meeting minutes:
    - January 19, 2017 Regular BOE Meeting
9. Superintendent's Report
10. Board President's Report
11. Business Administrator's Report
12. Student Representative's Report
13. Committee Reports
  - A. Policy & Governance: Chairperson - J. Blundo
  - B. Finance & Facilities: Chairperson - R. Hanlon
  - C. Curriculum & Instruction: Chairperson - S. Swietkowski

14. **AWARDS AND RECOGNITION**

None

15. **SPECIAL PUBLIC REPORT**

A. Middle School Expansion Overview for Public Input

16. **PUBLIC FORUM** (Pursuant to Board Policy 0167 – Public Participation in Board Meetings)

During this portion of the meeting, district residents and staff are invited to address the Board of Education on any topics specifically addressed in this agenda or on any other questions, comments, or concerns that may be in respect to the operation of their schools. The Board requests that individuals sign the speakers’ list giving name and address, and asks that all remarks be directed to the Board as a whole (not to individuals).

The Board wishes to remind all attendees at its meetings that while it subscribes without reservation to the principle of keeping the community completely informed, by policy it cannot allow public discussion of personnel matters. If a matter concerning a district staff member is of interest or concern to a resident, the matter should be referred to the responsible Building Principal, Superintendent of Schools, or the Board of Education, either by telephone, letter, or email.

Each speaker’s statement will be limited to five (5) minutes in duration. The Public Forum will be limited to one (1) hour in duration.

17. **ADMINISTRATIVE / GOVERNANCE**

A. Motion: that upon the recommendation of the Superintendent, the Board affirms the Superintendent's decision on the Harassment, Intimidation and Bullying matters as required by N.J.S.A. 18A:37-1S(b)(6)(e) on the following cases:

Incident Number	
1. 39666_BES_01172017	5. 40047_BES_01302017
2. 39916_WRJHS_01252017	6. 40094_WRMS_01312017
3. 39920_WRJHS_01252017	7. 40163_WRMS_02022017
4. 39992_WRJHS_01272017	8. 40595_WES_02172017

B. Any Legislation/Governance addendum items will be considered at this time.

18. **POLICY** (click [here](#) to view draft policies)

A. Motion: that upon the recommendation of the Superintendent, approval be given to approve the following Policies/Regulations as a 1<sup>st</sup> reading:

Policy/Regulation Number	Title
P2460 M	Special Education
P2467 M	Surrogate Parents and Foster Parents
R2460 M	Special Education
R2460.1 M	Special Education-Location, Identification, and Referral
R2460.15 M	Special Education-InService Training Needs for Professional and Paraprofessional Staff
R2460.16 M	Special Education-Instructional Material to Blind or Print-Disabled Students
R2460.8 M	Special Education-Free and Appropriate Public Education
R2460.9 M	Special Education-Transition From Early Intervention Programs to Preschool Programs

B. Any Legislation/Policy addendum items will be considered at this time.

19. **PERSONNEL**

- A. Motion: that upon the recommendation of the Superintendent, approval be given for the creation and/or revision of the following job descriptions per the attached:

Director of Technology	Principal
Assistant Director of Special Services	Assistant Principal
Manager of Human Resources and Compliance	Assistant Principal and Director of Athletics
Teacher Content Coordinator	Elementary School Counselor
Team Leader	Head Guidance Counselor
Confidential Secretary for Human Resources and Curriculum and Instruction	

- B. Motion: that upon the recommendation of the Superintendent, approval be given for staff to attend out-of-district conferences for the 2016-2017 school year:

<i>Name/School</i>	<i>Conference Attending</i>	<i>Conference Sponsor</i>	<i>Dates Attending</i>	<i>Costs Not to Exceed</i>
Shelley LaForgia/ WRMS	2nd Annual Women's Leadership Conference	AASA/NJPSA/FEA	March 30-31, 2017	\$495.92
David Levesque/ Brookside	Orton Gillingham training	IMSE	March 27-31, 2017	\$1115.00

- C. Any Personnel addendum items will be considered at this time.

20. **FINANCE / FACILITIES**

- A. Motion: that upon the recommendation of the Superintendent, approval be given to the following resolution:  
**BE IT RESOLVED** to approve a school district preliminary budget for the fiscal 2017-2018 school year for submission to the Executive County Superintendent as follows:

	<u>BUDGET</u>	<u>LOCAL TAX LEVY</u>
General Fund	\$ 54,402,306	\$ 51,021,500
Special Revenue Fund	\$ 1,249,195	\$ -0-
Debt Service Fund	\$ 1,187,444	\$ 861,805
TOTAL BASE BUDGET	\$ 56,838,945	\$ 51,883,305

- B. Motion: that upon the recommendation of the Superintendent, invoices for materials received and services rendered for the 2016-2017 school year for January 2017 in the amount of \$3,596,079.52 be ratified for payment in accordance with the lists reviewed by the Board.
- C. Motion: that upon the recommendation of the Superintendent, the Report as of January 31, 2017, of the Treasurer of School Moneys be received.
- D. Motion: that upon the recommendation of the Superintendent, acknowledgement be made of the Secretary's certification that as of January 31, 2017, no budgetary line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

Keith A. Rosado  
Business Administrator

- E. Motion: that upon the recommendation of the Superintendent, pursuant to N.J.A.C. 6A:232.11(c)4, we certify that as of January 31, 2017, after review of the Secretary's monthly financial reports and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C.6A:23-2.11(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- F. Motion: that upon the recommendation of the Superintendent, approval be given the Adjusted Transfer Listing dated March 9, 2017, for the month January 2017.
- G. Motion: that upon the recommendation of the Superintendent, approval be given to the Westwood Regional School District's participation in the Special Education Medicaid Initiative (SEMI) program for the 2017-2018 school year.

H. Motion: that upon the recommendation of the Superintendent, the following resolution be adopted:

**WHEREAS**, school district policy 6471 School District Travel and N.J.A.C. 18A:11-12(4)p provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2017-2018 school year; and

**WHEREAS**, the Westwood Regional Board of Education established the school district travel maximum for the 2016-2017 school year at the sum of \$170,285; and

**WHEREAS**, the Westwood Regional Board of Education has appropriated through February 28, 2017 travel expenses of \$ 74,538.50 for the 2016-2017 school year.

**NOW, THEREFORE BE IT RESOLVED**, that the Westwood Regional Board of Education hereby establishes the school district travel maximum for the 2017-2018 school year at the sum of \$ 227,369; and

**BE IT FURTHER RESOLVED**, that the School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

I. Motion: that upon the recommendation of the Superintendent, approval be given to the following resolution:

**WHEREAS**, the Westwood Regional School District Board of Education (hereinafter referred to as the “Board”) advertised for bids for the upper Gym Floor Replacement Project at Westwood Jr./Sr. High School (hereinafter referred to as the “Project”); and

**WHEREAS**, on March 7, 2016, the Board received two (2) bids for the Project, as reflected on the tabulation sheet; and

**WHEREAS**, the lowest responsible base bid was submitted by Mathusek Inc. (hereinafter referred to as “Mathusek”) with a base bid in the amount of \$242,790; and

**WHEREAS**, the bid submitted by Mathusek is responsive in all material respects and it is the Board’s desire to award the contract for the Project to Mathusek.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. The Board hereby awards the contract for the Project to Mathusek in a total contract amount of \$242,790.
2. This award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the project specifications, together with an AA201-Project Manning Report, an executed A-101-Standard Form of Agreement Between Owner and Contractor, A-201-General Conditions of the Contract for Construction, as prepared by the Board Attorney, within ten (10) days of the date hereof.

**BE IT FURTHER RESOLVED** that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.

J. Motion: that upon the recommendation of the Superintendent, approval be given to the Special Education vendor for the 2016-2017 school year:

Vendor Name	Services Provided	Total Contract (not to exceed)	NJ ID#
Christopher Russell	Teacher of the Visually Impaired	\$1,500.00	Distrist

K. Motion: that upon the recommendation of the Superintendent, approval be given to the disposal of obsolete items as listed below:

# Items	Description	Model #	Serial # or ISBN#	Asset Tag #	Location
41	MacMillan McGraw Hill Science Grade 5	N/A	9780022812157	N/A	Washington
50	MacMillan McGraw Hill Science Grade 3	N/A	9780022876296	N/A	Washington
50	MacMillan McGraw Hill Science Grade 2	N/A	9780022876289	N/A	Washington
52	MacMillan McGraw Hill Treasures Reading Gr 5	N/A	9780022017361	N/A	Washington
50	MacMillan McGraw Hill Treasures Reading Gr 4	N/A	9780022017354	N/A	Washington
58	MacMillan McGraw Hill Treasures Reading Gr 3	N/A	9780022017330	N/A	Washington
50	MacMillan McGraw Hill Treasures Reading Gr 2.1	N/A	9780022017316	N/A	Washington
50	MacMillan McGraw Hill Treasures Reading Gr 2.2	N/A	9780022017323	N/A	Washington

50	MacMillan McGraw Hill Treasures Reading Gr 1.1	N/A	9780022017257	N/A	Washington
50	MacMillan McGraw Hill Treasures Reading Gr 1.2	N/A	9780022017262	N/A	Washington
50	MacMillan McGraw Hill Treasures Reading Gr 1.3	N/A	9780022017279	N/A	Washington
50	MacMillan McGraw Hill Treasures Reading Gr 1.4	N/A	9780022017286	N/A	Washington
50	MacMillan McGraw Hill Treasures Reading Gr 1.5	N/A	9780022017293	N/A	Washington
50	MacMillan McGraw Hill Treasures Reading Gr 1.6	N/A	9780022061548	N/A	Washington
72	MacMillan McGraw Hill Science Grade 5	N/A	9780022812157	N/A	George
45	MacMillan McGraw Hill Science Grade 3	N/A	9780022876296	N/A	George
49	MacMillan McGraw Hill Science Grade 2	N/A	9780022876289	N/A	George
53	MacMillan McGraw Hill Science Grade 4	N/A	9780022876319	N/A	George
50	MacMillan McGraw Hill Treasures Reading Gr 5	N/A	9780022017361	N/A	George
50	MacMillan McGraw Hill Treasures Reading Gr 4	N/A	9780022017354	N/A	George
50	MacMillan McGraw Hill Treasures Reading Gr 3	N/A	9780022017330	N/A	George
49	MacMillan McGraw Hill Treasures Reading Gr 2.1	N/A	9780022017316	N/A	George
49	MacMillan McGraw Hill Treasures Reading Gr 2.2	N/A	9780022017323	N/A	George
45	MacMillan McGraw Hill Treasures Reading Gr1.1	N/A	9780022017257	N/A	George
45	MacMillan McGraw Hill Treasures Reading Gr 1.2	N/A	9780022017262	N/A	George
45	MacMillan McGraw Hill Treasures Reading Gr 1.3	N/A	9780022017279	N/A	George
45	MacMillan McGraw Hill Treasures Reading Gr 1.4	N/A	9780022017286	N/A	George
45	MacMillan McGraw Hill Treasures Reading Gr 1.5	N/A	9780022017293	N/A	George
45	MacMillan McGraw Hill Treasures Reading Gr 1.6	N/A	9780022061548	N/A	N/A

- L. Motion: that upon the recommendation of the Superintendent, approval be given to the Bus Evacuation Drills performed as listed below:

Date	Time	School	Location	Route #	Supervisor of Drill
02/23/2017	8:45 a.m.	George School	Palm Street Twp. of Washington	George AM	J. Gluck - Principal
02/28/2017	8:57 a.m.	Jr./Sr. High	701 Ridgewood Road Twp. of Washington	PreK Route #5	Gina Cush - Supervisor

- M. Motion: that upon the recommendation of the Superintendent, approval be given to the following resolution:

**WHEREAS**, the Westwood Regional Board of Education and Borough of Westwood have worked together to maintain athletic and recreation fields as well as playgrounds; and

**WHEREAS**, School District teams make use of Borough recreation assets on a regular basis; and

**WHEREAS**, Borough recreation programs make use of School District assets on a regular basis; and

**WHEREAS**, an in-ground sprinkler system at the Berkeley Field would be of great value in maintaining the grass field for both organizations; and

**WHEREAS**, the Westwood Regional Board of Education and Borough of Westwood have agreed to jointly purchase the system; and

**WHEREAS**, the Borough of Westwood will be the lead agency for the purchase of the system; and

**WHEREAS**, funds for the Westwood Regional Board of Education’s share will not exceed \$7,500; and

**WHEREAS**, the Borough of Westwood will be responsible for all repairs, maintenance, and utilities associated with the system.

**NOW THEREFORE BE IT RESOLVED** that the Board authorize this joint purchase with the Borough of Westwood.

- N. Motion: that upon the recommendation of the Superintendent, approval be given to the License and Maintenance Agreement between the Borough of Westwood and the Westwood Regional Board of Education:

**WHEREAS**, the Board is the owner of certain tracts of land known as Berkeley Field in the Borough of Westwood; and

**WHEREAS**, said lands are used by the Board as the recreational field for the Berkeley Elementary School; and

**WHEREAS**, the current level of utilization for the field by the Board is insufficient to justify a maintenance expenditure to maintain the field in a condition suitable for the Borough's desired (and somewhat different) use of the field; and

**WHEREAS**, the parties are desirous of entering into an agreement which would permit and authorize the Borough to perform maintenance activities upon said field in return for some additional rights relative to utilization of same.

**NOW, THEREFORE, IT IS AGREED** as follows:

1. The Board grants to the Borough the exclusive right to use Berkeley except for the rights and occasions herein reserved to the Board, and such other utilization as the Board shall from time to time reserve unto itself.
2. The Borough shall execute a blanket indemnification and hold harmless agreement providing that when Berkeley Field is in actual use by the Borough of Westwood, or when maintenance performed by it is at issue, the Borough shall indemnify and hold the Board harmless from any claims, suits or demands for personal injury or bodily injuries occurring upon or as the result of use of Berkeley Field by the Borough or the general public.
3. The Borough shall provide the Board with a Certificate of Insurance which indicates that the Borough has general liability insurance with limits no less than One Million Dollars (\$1,000,000.00). The Board shall be named as an additional insured.
4. Upon execution of this agreement, the Borough shall have the authority to issue "field use permits" for all times, except those times reserved to the Board herein, in the same manner and to the same extent as if the field were owned by the Borough. However, the Borough of Westwood shall limit the use of the field to only Township of Washington and Borough of Westwood affiliated groups. It is specifically understood and agreed that the indemnification of the Borough herein provided for shall specifically cover the use of the field by any permittee of the Borough. In issuing the field's use permits, the Borough shall require each permittee to produce a Certificate of Insurance with limits of no less than One Million (\$1,000,000.00) Dollars which names the Board as an additional insured.
5. The Board hereby reserves Berkeley Field for its own use between the hours of 8:30 a.m. and 3:30 p.m. Monday through Friday on each and every day that school is in session.
6. This license shall commence on the 1<sup>st</sup> day of April 2017 and shall be for five (5) years, provided, however, that either party may cancel same upon written notice to the other, to be effective in ninety (90) days. For cause, including but not limited to breach of the terms of this license and maintenance agreement, this agreement may be terminated by the Board immediately without providing ninety (90) days notice to the other party.
7. In consideration of this agreement, the Borough specifically assumes the following maintenance and utilities obligations:
  - A. Berkeley Field (Baseball, Softball and Soccer Seasons)
    - i) Mowing of grass
    - ii) Garbage removal
    - iii) Removal of trash, litter and debris as appropriate
    - iv) In-ground Sprinkler SystemIn addition, the Borough shall have the option, but not the duty, to undertake the following types of repairs:
  - A. Replenishment of clay on baseball diamonds
  - B. Re-seeding, fertilization and replacement of grass
  - C. Repair" and/or replacement of bleachers, providing that the actual number of available seats shall not be diminished
  - D. Construction of spectator safety fences
  - E. Repairs to backstops
8. The Borough shall be authorized to post and enforce regulations for the use of the field (outside the reserved times herein provided for) as for example "USE OF FIELD WITHOUT PERMIT PROHIBITED."
9. The parties will confer from time to time on the condition of the field and their respective uses of same. The Borough

will undertake no repairs of the field such as would be inconsistent with the Board's retained use of same without the prior consent of the Board. In addition, the Borough agrees that it shall not change the fundamental configuration of the field without the prior written consent of the Board.

10. Capital expenditures for the field, if any, shall remain the responsibility of the Board.

11. It is understood by both parties that at all times during the term of this agreement the Board retains full ownership of the premises.

12. At the conclusion of this agreement, the Borough shall relinquish all rights to use the field and take all measures necessary to ensure that the field is in no worse condition than it was prior to this agreement, reasonable wear and tear excepted.

O. Any Finance addendum items will be considered at this time.

21. **CURRICULUM / PROGRAMS**

A. Motion: that upon the recommendation of the Superintendent, approval be given for the out-of-state field trip listed below:

Teacher(s)	Grade(s)	School	Date	Purpose	Destination	Out-of-pocket student cost
Ariel Rudin, Michele Keller	11-12	Jr/Sr HS	March 23, 2017	See the exhibit "Perpetual Revolution: The Image and Social" and create own artwork at the First Street Green Art Park	International Center of Photography and First Street Green Art Park New York, NY	\$26.00
Pamela Duffus	11-12	Jr/Sr HS	April 6, 2017	Attend WE Day; highlights best practice learning and effectiveness of service learning; view world-renowned speakers talking about leadership and creating change	Radio City Music Hall, New York, NY	\$20.00

B. Motion: that upon the recommendation of the Superintendent, approval be given for the revised K-5 Science Curriculum aligned with the 2014 Next Generation Science Standards (NJSL-S) and the adoption of the K-5 Full Option Science System (FOSS) Next Generation Program.

C. Any Curriculum/Programs addendum items will be considered at this time.

22. Old Business

A. Continuation of elementary class-size discussion

23. New Business

A. Referendum financing discussion

24. **ADJOURNMENT**

Motion: that this meeting be adjourned and the Board meet in Private Executive Session for the purpose of discussion of personnel, litigious, and negotiation matters. The decisions which emanate from these discussions will be disclosed to the public when action is taken by the Board.