

**WESTWOOD REGIONAL BOARD OF EDUCATION
REGULAR MEETING MINUTES OF MARCH 16, 2017**

The meeting was called to order at 7:19 p.m. in the Board of Education conference room, Jr./Sr. High School, by President Mandeville.

Present: President Mandeville, Trustees Blundo, Hanlon, McCallister, Miller, Straight, Swietkowski, Superintendent Raymond Gonzalez, Assistant Superintendent Jill Mortimer, and Business Administrator/Board Secretary Keith Rosado.

Absent: Trustees Kalish and Liddy.

EXECUTIVE SESSION

Mrs. Swietkowski, seconded by Mrs. Straight, that the Board 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.

MOTION CARRIED UNANIMOUSLY: 7-0

The Board reconvened at 7:32 p.m. in the Hurley Theater, Jr./Sr. High School, by President Mandeville who lead the salute to the flag and read the New Jersey Open Public Meeting Law statement.

Present: President Mandeville, Trustees Blundo, Hanlon, McCallister, Miller, Straight, Swietkowski, Superintendent Raymond Gonzalez, and Business Administrator/Board Secretary Keith Rosado.

Absent: Trustees Kalish and Liddy.

MINUTE APPROVAL

Mr. Miller, seconded by Mrs. Straight, that approval be given to the following meeting minutes:

- January 19, 2017 Regular BOE Meeting

BOARD POLLED AND MOTION CARRIED UNANIMOUSLY: 7-0

Superintendent's Report

- Dr. Gonzalez reported tonight the public will hear about the Middle School expansion project and the upcoming referendum, as well as a discussion and adoption of the preliminary 2017-18 budget which will then be submitted to the county for approval. The Board will have a second opportunity to review the budget for a final vote at the April Board meeting.
- Dr. Gonzalez reported the new job descriptions for the administrative changes taking place in the upcoming school year are on tonight's agenda for approval.

Board President's Report

- Mrs. Mandeville reported Board members and community members had the opportunity to participate in Read Across America at district schools last week.
- Mrs. Mandeville reported that many winter sports teams had a very successful season this year, and the stellar performance of student actors and musicians in Beauty and the Beast was not to be missed.

Business Administrator's Report

- Mr. Rosado reported the Board will be approving the preliminary budget for the 2017-2018 school year. The annual budget presentation to the public will take place at the April 27, 2017 Board meeting.
- The high school upper gym floor bid opening was held last week, and the successful bidder is on tonight's agenda for approval.
- The maintenance garage specs have been submitted to the state and to the Township planning board for review. As soon as we get approval, we will go out to bid and hopefully start this project for the upcoming summer.
- During tonight's New Business section, the Board will be discussing the financial scenarios for the bond referendum.

Student Representative's Report

- No report.

Committee Reports

- A. Policy & Governance: Chairperson Blundo reported the committee met on February 28 and the updated Special Education policies/regulations are on tonight's agenda for a first reading. Under Governance, the committee discussed the overall agenda format, potential future changes to increase public engagement, and include elementary and middle school spotlights at meetings.
- B. Finance & Facilities: Chairperson Hanlon reported the committee met on March 9, 2017 and all Board members received the updated sections of the 2017-18 budget.
- C. Curriculum & Instruction: Chairperson Swietkowski had no report but the next committee meeting will be held on March 30.
- D. Referendum: No report.

AWARDS AND RECOGNITION

- None.

SPECIAL PUBLIC REPORT

- Middle School Expansion Overview for Public Input conducted by Dr. Gonzalez and Michael Bieri of FKA Architects.

PUBLIC FORUM

Opened: 8:12 p.m. Closed: 8:43 p.m.

- T. Migliore, Kingsberry Avenue, Westwood, spoke regarding class size and the middle school.
- Mr. A. Gerstmayr, Kinderkamack Road, Westwood, spoke regarding class size and using trailers to help alleviate the issue.
- J. Janosz, Devon Road, Twp. of Washington, spoke regarding class size at Washington School.
- A. Wojno-Oranski, Howard Street, Twp. of Washington, spoke regarding solutions to the overcrowding in the schools and moving the LLD classes.
- A. Peck, Sixth Avenue, Westwood, spoke regarding safety during kindergarten recess at Brookside School and safety of students with substitutes in the classroom.
- K Faggello, Hickory Street, Twp. of Washington, spoke regarding class size and use of trailers.
- Mrs. A. Gerstmayr, Kinderkamack Road, Westwood, spoke regarding use of trailers, changing district boundary lines, classroom use at Berkeley School, and aides in the classroom in higher grades.
- Dr. Gonzalez and Mrs. Mandeville responded to questions asked during the Public Forum.

ADMINISTRATIVE / GOVERNANCE

Mr. Blundo, seconded by Mrs. Hanlon, 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

BOARD POLLED AND MOTION CARRIED UNANIMOUSLY: 7-0

POLICY

Mr. Blundo, seconded by Mrs. Straight, that upon the recommendation of the Superintendent, approval be given to approve the following Policies/Regulations as a 1st reading:

Policy/Regulation	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

BOARD POLLED AND MOTION CARRIED UNANIMOUSLY: 7-0

PERSONNEL

Mr. Miller, seconded by Mrs. Hanlon, that upon the recommendation of the Superintendent, approval be given to the following motions:

- 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	

- 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

BOARD POLLED AND MOTIONS CARRIED UNANIMOUSLY: 7-0

FINANCE / FACILITIES

Mrs. Hanlon, seconded by Mrs. Straight, that upon the recommendation of the Superintendent, approval be given to the following motions:

- 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	<u>\$ 1,187,444</u>	<u>\$ 861,805</u>
TOTAL BASE BUDGET	<u>\$ 56,838,945</u>	<u>\$ 51,883,305</u>

- 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.
- that upon the recommendation of the Superintendent, the Report, as of January 31, 2017, of the Treasurer of School Moneys be received.
- 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

- 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.
- that upon the recommendation of the Superintendent, approval be given the Adjusted Transfer Listing dated March 9, 2017, for the month January 2017.
- 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.
- 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.

- 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.

- 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

- 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 Gr 1.1	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

- 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

- 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.

- 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 1st 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 System

In 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.

BOARD POLLED AND MOTIONS CARRIED UNANIMOUSLY: 7-0

CURRICULUM / PROGRAMS

Mrs. Swietkowski, seconded by Mrs. Straight, that upon the recommendation of the Superintendent, approval be given to the following motions:

- 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

- 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.

BOARD POLLED AND MOTIONS CARRIED UNANIMOUSLY: 7-0

Old Business

- Dr. Gonzalez and the Board discussed the elementary class size plans and alternative proposals for moving the LLD program for the 2017-2018 school year.

New Business

- Mrs. Hanlon requested the Board President and Superintendent speak to the local police departments regarding enforcing district residents to shovel their sidewalks.
- Mr. Rosado gave an overview of the financing opportunities associated with the referendum, including the tax impact on both communities.

ADJOURNMENT

Mrs. Swietkowski, seconded by Mrs. Straight, that this meeting be adjourned.

MOTION CARRIED UNANIMOUSLY: 7:0

Meeting adjourned at 10:15 p.m.

The preceding is a concise statement interpreted by the Business Administrator/Board Secretary and may not indicate the precise intent of the Board Members. The minutes of the meeting are taped and are available at the office of the Board Secretary for a period of thirty (30) days.

Respectfully submitted,

KEITH A. ROSADO
BOARD SECRETARY