

TO ALL BOARD OF EDUCATION MEMBERS

A special meeting of the Board of Education of the Township of Union will be held on Tuesday, August 15, 2006 at 9:00 a.m. at the James Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey.

A special meeting of the Board of Education of the Township was held at the James Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey on Tuesday, August 15, 2006 at 9:00 a.m. pursuant to notice sent to each board member.

PRESENT AT ROLL CALL: Mr. Gary Abraham, Mrs. Judith Axelrod, Mrs. Linda Gaglione, Mr. Steven Helmstetter, President, Mr. Anthony Manochio, Mr. Francis Perkins and Mrs. Judy Salazar

ABSENT AT ROLL CALL: Mrs. Versie McNeil and Mr. Steve Ruhl

Mrs. Axelrod led the board and audience members in the Pledge of Allegiance.

The secretary read the statement required under the "Open Public Meetings Act", a copy of which is on file in the office of the secretary.

COMMUNICATIONS:

LETTER OF RESIGNATION – SHANLEY

Danielle M. Shanley, English teacher at Burnet Middle School, submitted a letter of resignation dated July 20, 2006, effective immediately.

LETTER OF RESIGNATION – HOY

Sandy Hoy, teacher at Livingston Elementary School, submitted a letter of resignation dated July 21, 2006, effective August 31, 2006.

LETTER OF RESIGNATION – MELLAGE

Alison Melage, physical education and health teacher at Union High School submitted a letter of resignation dated July 18, 2006 from Alison Melage, effective immediately.

COMMUNICATIONS:

REQUEST FOR WAIVER OF FEES – HOLY SPIRIT SCHOOL

Lori Volturo, Facility Coordinator, Sports Committee, Holy Spirit School, submitted a letter dated July 24, 2006 requesting waiver of fees for use of Board of Education gymnasiums by Holy Spirit School students.

LETTER OF RESIGNATION – MASON

Mark Mason, mathematics teacher at Union High School, submitted a letter of resignation dated August 2, 2006, effective immediately.

LETTER OF RESIGNATION – O’CONNOR

Nancy O’Connor, special education teacher at Burnet Middle School, submitted a letter of resignation dated August 3, 2006, effective immediately.

REQUEST FOR REDUCTION/WAIVER OF RENTAL FEES – PORTUGUESE LANGUAGE SCHOOL OF UNION

Elsa DaSilva, President of Portuguese Language School of Union, submitted a letter requesting reduction/waiver of rental fees for the 2006-2007 school year.

COMMENTS FROM THE PUBLIC ON RESOLUTIONS ON THE AGENDA

None

APPROVAL OF MINUTES:

Moved by Mr. Abraham, seconded by Mr. Manochio that the minutes of the regular meeting of July 18<sup>th</sup>, 2006 be adopted:

AYE: Mr. Abraham, Mr. Manochio, Mr. Perkins, Mrs. Salazar and Mr. Hemlsetter

NAY: None

ABSTAIN: Mrs. Axelrod and Mrs. Gaglione

MOTION WAS CARRIED

**MR. RUHL ENTERED THE MEETING AT 9:05 A.M.**

EDUCATION/STUDENT DISCIPLINE COMMITTEE:

Moved by Mrs. Axelrod, seconded by Mr. Manochio that the following resolutions be adopted:

E-1. APPROVE ATTENDANCE AT JROTC SUMMER CAMP

That the board approve 45 Union High School JROTC students, 2 parent chaperones and 2 Army Instructors to attend summer camp at Boys Scout Camp in Allamuchy, Stanhope, New Jersey from August 15 to August 20, 2006 in accordance with the information appended to these minutes. (The cost of this trip will be paid as follows: ½ of the amount will be paid by the U.S. Army and ½ of the amount is a budget item.)

E-2. APPROVE ADDITION OF PRESCHOOL DISABLED CLASS – HANNAH CALDWELL ELEMENTARY SCHOOL

That the board approve the addition of a preschool disabled class at Hannah Caldwell Elementary School effective September 7, 2006.

E-3. APPROVE ADDITION OF AUTISTIC CLASS – HANNAH CALDWELL ELEMENTARY SCHOOL

That the board approve addition of an autistic class at Hannah Caldwell Elementary School, effective September 7, 2006.

E-4. APPROVE PARENT/PUPIL TRANSPORTATION CONTRACT – T.F.

That the board approve parent/pupil transportation contract for the 2006-2007 school year to transport T.F., a student, to and from C.P. Jardine Academy in Cranford, New Jersey from July 1, 2006 through June 30, 2007 at a rate of \$50 per day in accordance with the information appended to these minutes.

E-5. APPROVE AGREEMENT FOR PURCHASE OF HEAD START SERVICES

That the board approve Agreement for Purchase of Head Start Services for the period August 1, 2006 through July 31, 2007 in accordance with the information appended to these minutes.

DISCUSSION:

Dr. Jakubowski said that Mr. Damato had spent a considerable amount of time refining the agreement for Head Start Services. He said that he and Mr. Damato had a conference call with a representative of CDI earlier this week and there are a few changes to the contract from the past school year. Dr. Jakubowski said that there were some modifications to the payment scheduled made at the end of the last school year due to the fact that the district was not

## EDUCATION/STUDENT DISCIPLINE COMMITTEE DISCUSSION

fully enrolled for much of the last school year. He said that there was a stipulation in next year's agreement that if the district is not fully enrolled by the end of December, the district would be paid a rate according to the number of students that have been enrolled for the remainder of the year. Dr. Jakubowski said that CDI is still trying to get someone to run their program and the district will be losing the twenty (20) students that it was acting as the delegate for, which are part of UTCAO as they will be going back to whomever winds up getting the contract to run the program. He said that the district is just "housing" students on behalf of CDI. Mr. Vieira said that the district receives approximately \$330,000 or \$5500 per student for Head Start. Mrs. Axelrod asked if leaving open the "Head Start" slots is affecting any other pre-k students. Dr. Jakubowski said that a teacher that had been teaching pre-k at Washington last year would be full time next year because an additional class would be set up at Washington School to accommodate the increase enrollment in pre-k. He said that through December the open slots will have no impact on the district, because it will be paid for all 63 spots no matter what.

Mr. Manochio wanted to know if the new class being started at Hannah Caldwell which is the subject of E-2, was a new service being provided. Dr. Jakubowski said that this is a change in program of what the district already had. Mrs. French said that this new class is the result of a 40% increased enrollment at the pre-school level over the past two or three years. She said that in June the program was "at max" in all four sections at Battle Hill School except for one section which had two openings. Mrs. French said that there are presently eleven children that are being evaluated who will turn three prior to November. She said that the district had no choice but to open up another class, because most to the children should not be sent "out of district". Dr. Jakubowski asked what class was closed out at the end of the school year. Ms. French stated that the severe learning/language disability class was closed out at the end of the year because there were only two students left in the class and these two children will be accommodated in their home schools for the upcoming school year. Mr. Manochio asked what the maximum number of students that can be in each class. Ms. French said that eight is the maximum number of students in each class. Mr. Manochio asked about the autistic class that was also being started at Hannah Caldwell next year. Ms. French said that the district was "at max" already in both existing autistic classes at Connecticut Farms in June. She

EDUCATION/STUDENT DISCIPLINE COMMITTEE  
DISCUSSION

said that the new class will be for the six kindergarten children that aged out of the pre-school programs at Battle Hill at the end of June. Ms. French said that there will also be one autistic class at Connecticut Farms, six students, who are all in the first grade and the other class at Connecticut Farms, five students, will be second and third graders. She said surrounding districts are already asked for the one remaining spot. Ms. French said she is waiting because she feels there may be a student in the district who can be put into this class. Mr. Manochio commented on what a disturbing trend this is. Ms. French said that she had just seen a special on CNN about how New Jersey has the best services for autistic children in the United States. Mrs. Gaglione said that this was a problem being faced throughout the country. Ms. French said that 50% of the referrals for early intervention (2-1/2 year olds) are multiple births. She said that presently she has 16 students in the referral stage of this program.

AYE:	Mr. Abraham, Mrs. Axelrod, Mrs. Gaglione, Mr. Manochio, Mr. Perkins, Mr. Ruhl, Mrs. Salazar and Mr. Helmstetter	
NAY:	None	
ABSTAIN:	None	MOTION WAS CARRIED

FISCAL AND PLANNING COMMITTEE:

Moved by Mrs. Gaglione, seconded by Mr. Abraham that the following resolutions be adopted:

- F-1. ACCEPT TREASURER'S REPORT  
That the Treasurer's Report dated July 31, 2006 be accepted.
  
- F-2. ACCEPT SECRETARY'S REPORT  
That the Secretary's Report dated July 31, 2006 be accepted.

FISCAL AND PLANNING COMMITTEE:

F-3. CERTIFY TREASURER'S AND SECRETARY'S REPORT

Pursuant to N.J.A.C. 6A:23-2.11(a), I certify that as of July 31, 2006 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8 and 18:22-8.1.

\_\_\_\_\_  
James J. Damato, Board Secretary

\_\_\_\_\_  
Dated

Pursuant to N.J.A.C. 6A:23-2.2(h), we certify that as of July 31, 2006 after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.2(d)3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. This certification is solely based on the information provided by the School Business Administrator and Board Secretary and is assumed by the board to be correct.

F-4. APPROVE LINE ITEM TRANSFERS

That the Board approve line item transfers in accordance with the information appended to these minutes.

F-5. APPROVE ATTACHED LIST OF CONTRACTS AND/OR PURCHASE ORDERS PURSUANT TO THE REQUIREMENTS OF *N.J.S.A. 18A:18A-5* and *18A:18A-10(a)*

That the Board approve the attached list of contracts and/or purchase orders pursuant to the requirements of *N.J.S.A. 18A:18A-5* and *18A:18A-10(a)* and in accordance with the information appended to these minutes.

F-6. CONCUR WITH INVESTMENTS

That the Board concur with the investments as follows:

Mature Date	Purchase Date	Number Of Days	Amount	Invest. Held by	Home A/C Account	Interest	Estimated Income
08/15/06	07/18/06	28	200,000	Commerce	Chase MIC/CAST	5.36%	833.78
08/15/06	07/18/06	28	800,000	Commerce	UCNB Café	5.36%	3,335.11
08/15/06	07/18/06	28	1,300,000	Commerce	UCNB CAP RES	5.36%	5,419.56
08/15/06	07/18/06	28	1,900,000	Commerce	UCNB JAN 03 BOND	5.36%	16,675.56
08/15/06	07/18/06	28	11,000,000	Commerce	UCNB OP AC	5.36%	45,857.78
08/15/06	07/18/06	28	900,000	Commerce	Unity BankSUI	5.36%	3,752.00

FISCAL AND PLANNING COMMITTEE:

F-7. ACCEPT FY 06 NO CHILD LEFT BEHIND GRANT AWARD

That the Board accept FY06 No Child Left Behind Grant Award in the total amount of \$744,633, in accordance with the information appended to these minutes.

F-8. ACCEPT NONPUBLIC NURSING AID FOR 2006-2007 SCHOOL YEAR

That the Board accept Nonpublic Nursing Aid for the 2006-2007 school year in the total amount of \$43,511, in accordance with the information appended to these minutes.

F-9. ACCEPT NONPUBLIC TEXTBOOK AID FOR 2006-2007 SCHOOL YEAR

That the Board accept Nonpublic Textbook Aid for the 2006-2007 school year in the total amount of \$33,151, in accordance with the information appended to these minutes.

F-10. ACCEPT NONPUBLIC TECHNOLOGY AID FOR 2006-2007 SCHOOL YEAR

The committee recommends and I so move that the Board accept Nonpublic Technology Aid for the 2006-2007 school year in the total amount of \$23,760, in accordance with the information appended to these minutes.

DISCUSSION:

Mr. Perkins asked what the source of funds were for resolution F-7. Mrs. Lombardi said that this was the actual grant acceptance for the past year's No Child Left Behind grant. She said that it was not approved until June. Mr. Perkins asked who was funding this program. Mrs. Lombardi stated that these were Federal funds. Mr. Abraham asked if the amount was an increase from the prior year. Mrs. Lombardi said that the amount of this grant has been decreasing every year. Mrs. Gaglione asked why the amount kept decreasing. Dr. Jakubowski said that this issue would be discussed later in the meeting during the planning session.

- AYE: Mr. Abraham, Mrs. Axelrod, Mrs. Gaglione, Mr. Manochio, Mr. Perkins, Mr. Ruhl, Mrs. Salazar and Mr. Hemlsetter
- NAY: None
- ABSTAIN: None

MOTION WAS CARRIED

OPERATIONS COMMITTEE

Moved by Mr. Abraham, seconded by Mr. Manochio that the following resolutions be adopted:

O-1. REPORT RECEIPT OF BIDS

Report receipt of bids received on July 25, 2006 for paper supplies for the 2006-2007 school year; and bids received on August 8, 2006 for Industrial Arts supplies for the 2006-2007 school year (rebid), Vocational Education Supplies for the 2006-2007 school year (rebid) and Family Consumer Science Supplies for the 2006- 2007 school year (rebid).

O-2. INCREASE AMOUNT OF PURCHASE ORDER #07-00733 – GOLDIE INDUSTRIAL SUPPLY CO.

That the board increase amount of purchase order #07-00733 to Goldie Industrial Supply Co., from \$1,191.66 to \$1,241.66 in accordance with the information appended to these minutes.

O-3. APPROVE PUBLIC SALE

That the board approve the following vehicle(s) to be advertised for public sale: (a) One (1) 1993 Dodge Ram 305 – VIN # 2b5wb31z3Pk511920

O-4. APPROVAL DISPOSAL OF EQUIPMENT DEEMED NO LONGER SERVICEABLE

That the board approve disposal of one (1) Hobart Commercial Dishwasher from Connecticut Farms School, which has been deemed no longer serviceable in accordance with the information appended to these minutes.

O-5. AWARD BID FOR PAPER SUPPLIES FOR 2006-2007 SCHOOL YAR

That the board award bid for paper supplies for the 2006-2007 school year as follows: Paper Mart - \$ 763.65; Ricoh Corp - \$ 94,409.47 - TOTAL BID - \$95,173.12

O-6. APPROVE INCREASE ON BID 07-03 FOR GROUNDS SUPPLIES FOR 2006-2007 SCHOOL YEAR – GOLDIE INDUSTRIAL

That the board approve increase in bid amount to Goldie Industrial on bid 07-03 for grounds supplies for the 2006-2007 school year for Dewalt Saw-Zall Cordless from \$143.70 to \$281.01 an increase of \$137.31 in accordance with the information appended to these minutes.

O-7. APPROVE RENEWAL AGREEMENT WITH MORRIS COUNTY COOPERATIVE PRICING COUNCIL

That the board approve Renewal Agreement with Morris County Cooperative Pricing Council for a five year period, October 1, 2006 through September 30, 2011 in accordance with the information appended to these minutes.

OPERATIONS COMMITTEE  
DISCUSSION

Mr. Manochio wanted to know if resolution O-5 regarded the ordering of copy paper for the schools. Mr. Magliacano said it was. Mr. Manochio asked what the \$763.65 awarded to Paper Mart was for. Ms. Dunn stated that Paper Mart put in a lower bid for certain types of index paper and therefore, Paper Mart was awarded that amount. Mr. Helmstetter said that the board had discussed sharing services with the Township and he wondered if the purchase of paper could be shared. Mr. Magliacano said that the Town already joins in the district's paper bid as this results in a much lower price.

AYE: Mr. Abraham, Mrs. Axelrod, Mrs. Gaglione, Mr. Manochio,  
Mr. Perkins, Mr. Ruhl, Mrs. Salazar and Mr. Helmstetter  
NAY: None  
ABSTAIN: None

MOTION WAS CARRIED

PERSONNEL COMMITTEE

Moved by Mr. Manochio, seconded by Mr. Abraham that the following resolutions be adopted:

P-1. APPROVE PERSONNEL ACTIONS

That the Board approve personnel actions in accordance with the information appended to these minutes.

P-2. ACCEPT LETTERS OF RESIGNATION

That the board accept letters of resignation from the following staff: (a) Danielle M. Shanley, English teacher at Burnet Middle School, effective immediately; (b) Sandy Hoy, teacher at Livingston School, effective July 31, 2006; (c) Alison Mellage, Physical Education and Health at Union High School, effective immediately; (d) Mark Mason, mathematics teacher at Union High School, effective immediately; (e) Nancy O'Connor, special education teacher at Burnet Middle School, effective immediately.

PERSONNEL COMMITTEE:

P-3. APPROVE PAYMENT TO STAFF TO CONDUCT GRADE LEVEL ORIENTATION MEETINGS – HANNAH CALDWELL ELEMENTARY SCHOOL

That the board approve payment to the following staff from Hannah Caldwell School at a rate of \$100 per person: (a) Kindergarten Orientation – September 12, 2006 – C. Schefter, D. Cassidy, L. Ragucci and C. Ciampi; (b) 1<sup>st</sup> Grade Orientation – September 11, 2006 – M. Caruso, K. Arminio, L. Evans (Roof) and I. Matos; (c) 2<sup>nd</sup> Grade Orientation – September 19, 2006 – E. Vitale, T. Titmas, D. Mamish, D. Leone and J. Fagnoli; (d) 3<sup>rd</sup> Grade Orientation – September 13, 2006 – J. Minitelli, K. Kastner, K. McEvoy and K. Hoffman and (e) 4<sup>th</sup> Grade Orientation – September 13, 2006 – Y. Gaines, K. Piano, I. Zaorski and D. Dimperio

P-4. APPROVE PAYMENT TO STAFF FOR PREPARATION FOR PRESENTING/FACILITATING AT SEPTEMBER 6<sup>TH</sup> 2006 PROFESSIONAL DEVELOPMENT DAY

That the board approve payment to staff members for preparation for presenting/facilitating at the September 6<sup>th</sup> Professional Development Day at a per person compensation rate of \$40 per hour not to exceed ten (10) hours in accordance with the information appended to these minutes.

P-5. APPROVE SPEECFH LANGUAGE SPECIALIST – SHANLEY

That the board approve Alyssa Shanley, Speech Language Specialist, to provide Speech/Language Services for the period September 7, 2006 to June 30, 2007 at a rate of \$75 per hour, twenty-four (24) hours per week, not to exceed \$72,000.

DISCUSSION:

Dr. Jakubowski said that resolution P-3 is the result of a new program which Mr. Poltrock is “piloting” this year as a part of his building objectives with testing. He said that this will be funded from DEPA monies. Dr. Jakubowski said that if this program is successful the district would consider doing it in other elementary schools next year. He said that these grade level orientations hopefully give parents some strategies to help their students with homework, etc.

- AYE: Mr. Abraham, Mrs. Axelrod, Mrs. Gaglione, Mr. Manochio, Mr. Perkins, Mr. Ruhl, Mrs. Salazar and Mr. Hemlsetter
- NAY: None
- ABSTAIN: None

MOTION WAS CARRIED

**APPROVAL OF BILLS**

Moved by Mrs. Axelrod, seconded by Mrs. Gaglione that the Board concur with the bills listed in the permanent bound register appended to these minutes and be ordered for payment.

AYE: Mr. Abraham, Mrs. Axelrod, Mrs. Gaglione, Mr. Manochio,  
Mr. Perkins, Mr. Ruhl, Mrs. Salazar and Mr. Helmstetter  
NAY: None  
ABSTAIN: None

MOTION WAS CARRIED

**PLANNING SESSION****EDUCATION:**Special Education (New Code)

Kathy French, Director of Special Services distributed a handout regarding the new Special Education Codes for the upcoming school year (see copy attached). She said that the handout indicates some major points regarding the new Code. Ms. French said that the new Code was adopted August 2, 2006 by the State Board of Education and will become effective on or about September 5, 2006. She said that the focus of the new Code was on teaching and learning and it mirrors, in most respects, No Child Left Behind. Ms. French said that technically, there is no more special education because everyone uses the same curriculum and even though there are accommodations and modifications for students, the same curriculum is used for every child. She said that the instruction is to be based on scientifically based instructional practices and aids and supports must be provided to the general education classes first for every child. Ms. French stated that some of the general provisions which will bring a change to the district are that the district will now be required to institute a parent group, which will be a parent advisory group. She said that she was working with other districts in Union County that already have such a group in place for some strategies. Ms. French said that there will be a meeting of this parent group at the end of September so that she can give parents information on the new Code and how it will effect their student. She said that she has already gone for one round of training and she will attend another training session on October 18<sup>th</sup>. Ms. French said that other provisions are to encourage the use of E-mails for parents to communication with the district and that a draft of the student's IEP will be given to the parent at the end of each IEP meeting or explicit notes explaining changes are in the IEP. She said that each Child Study Team member has either a laptop or desktop computer and they will all be

## EDUCATION

### Special Education (New Code)

trained to type their own IEP's so that there is no time lapse of having an IEP typed by the secretarial staff. Ms. French said she thought the district would need about a month to get this practice going and her target date for this was October 1<sup>st</sup>. Mrs. Gaglione said that some parents have already approached her regarding the parent meetings and she wanted to know how parents would be notified. Ms. French said that she would be doing a mass mailing to all parents, she hoped to get the letters out by the end of August. She said that every parent of a special ed student in the district will get a letter asking them to be a part of this parent group. Mrs. Gaglione asked when the first meeting would take place. Ms. French hoped that the first meeting could take place at the end of September but she was waiting to get the district meeting schedule so that she did not overlap a PTA or board meeting date. She said that she would like to have an Executive Board meeting every other month; the Executive Board members would be chosen by the entire parent group; where she would meet with the Executive Board and in alternate months, there would be a meeting of the entire parent group. Ms. French said that the provisions of the code state that the parent advisory group would come to her with their concerns and in turn, she would convey these concerns with the Board. She said that there are twenty (20) indicators that the State was cited on from the Federal government for not being perfect in special education. Ms. French listed all of the indicators in her hand out information. She said that the first few indicators were not a problem in this district. Ms. French explained all of the indicators and she felt that the board needed to know the indicators from the State because these were the indicators that New Jersey is now responsible for to the Federal government and there is a specific plan that the State must follow with information from each district. She said that the other reason she wanted the board to be aware of these indicators is because there will be districts randomly chosen for some of these indicators and Union was chosen for round one of Indicator #7 which is Preschool Outcomes. Ms. French said that she received a letter at the end of May, she went for training at the beginning of June and there is a very elaborate and structured system that the district must put in place to give the data from this indicator to the State regarding the district's preschool outcome. She said that she has gone to four workshops in the past few months and the information which she has distributed to the board members is information which she has received from Ms. Dukotch who is charge of the monitoring for preschool outcome at the Department of Education. Ms. French said that she is presently working on a contract which would provide reimbursement from State for all the additional "tools" needed for the process and the district was given an allotment of \$2,700. Mr. Perkins asked if this amount comes close to the amount needed.

EDUCATION:  
Special Education (New Code)

Ms. French said it actually was more than she needed. She said that New Jersey has picked this assessment goal and every preschooler, especially those picked for the first round of this monitoring, have to use a specific instrument for every child entering and exiting the preschool situation. Ms. French said that the early intervention staff has been using this instrument since December and she was told that one out of every four students who will exit early intervention and come to our district will have just had a Buttel Assessment (the required instrument) and the district will not have to redo this assessment as this data can be entered for the student. She said that where this indicator will impact the district is when a student is leaving preschool, the district is now mandated to test each child when the student turns five and is exited out and goes into a kindergarten program. Ms. French said that the software has been developed specifically for the State of New Jersey and when testing is completed, results must be input into the data system and automatically transmitted to Trenton. She said that there will be a change in special services because she is going from "not using a lot of technology" to "using an awful lot of technology". Ms. French stated that her department did have a training session in June for all staff member who worked over the summer, because she wanted to try out the system before everyone in the department became involved to see "where the bugs were". She said that as soon as September comes, there will be specific date for training for all staff. Ms. French said that in the long run, the new system will save a lot of time but as with anything else, she is dealing with human beings that have to adjust to something new. She said that the new system has been implemented and has been used this summer. Ms. French said that not only one person is doing the assessment; all the assessors who are part of what the student's IEP determines is needed for that child can work together and do certain parts of the assessment. She said that it was possible for people to work as a team and make "team" decisions for children. Ms. French said that at the training session which she attended she received a document which listed every State in the U.S. and what the Federal government agreed to use for this assessment. She said that starting in September in the pre-school the category will change from "pre-school disabled" to being called "a pre-school child with a disability". Ms. French said that the mind set was that children were children and the district should not be labeling them so strongly until it is determined what they are and what they are capable of doing. She said that there will also be a criteria for the students in that category; they will have to have a developmental delay in one area of 33% or a 25% delay in two or more areas. (This will be statistically determined by the computer program.) Ms. French said that this new program will also give

## EDUCATION:

Special Education (New Code)

the assessor the opportunity of not being so subjective with students and it is a little more clear cut if a student fits the category or not. She did not think this would lessen the number of special education students; if anything, the numbers will remain "status quo". Ms. French said that even though pre-school is not under No Child Left Behind, she is still required to use a research-based curriculum and this district has been using *Creative Curriculum*, which is one of the five that was approved by the State to be used. She said that referrals to special services from early intervention have increased by 40% over the past two years. Mr. Manochio asked why Ms. French thought there was such an increase. Ms. French thought that the number one factor was multiple births and other issues are the technology keeping babies alive that may not have been alive five or six years ago and the new conception technologies which are being implemented. Mrs. Gaglione commented on the 40% referral increase and wanted to know if it was due to the fact that the district did not find the students or is it because the students have transferred into our district. Ms. French said that the district has established a closer relationship with the early intervention programs in Union County and she has several meetings a year with the whole group of early intervention, even though there are usually only three or four workers that work directly with the district. She said that she also utilizes Child Find and with pediatricians and hospitals in the area to identify children who live in Union. Mrs. Gaglione asked if these were out of district students. Ms. French said that all of the children referred are residents of Union. Mrs. Gaglione asked if the 40% increase was an increased awareness that the district can perform these functions for students. Ms. French said that she thought parents were becoming more aware of the early intervention program and that information is usually given to them through their pediatrician or through the hospital where the children are being treated. Dr. Jakubowski reiterated the fact that due to new technologies, babies are living because of what doctors can now do and parents are more aware of what school districts must, by law, provide for students. Ms. French also thought that since Union is physically located surrounded by Abbott districts and Abbott districts for the past eight years have been mandated to have full-day pre-school programs for three and four year olds and a parent who may not have known something, may be talking to their friend that lives in Elizabeth or Irvington and they are getting this information and they then contact special services. She said that she felt her department was trying to do what Child Find says and "reach out to the parents in the Township" who may feel that they have a student with a disability and need early intervention services. Ms. French felt that early intervention was very important for the future of child and the future of the district. Dr. Jakubowski

**EDUCATION:**Special Education (New Code)

said that a few other things that were done in the special services department for the new school year are that Donna Galante has been transferred to Burnet Middle School, where she will be the interventionist; Ms. Galante has her SAC license and will be working closely with Jill Hall. He said that another child study team member will be needed at Battle Hill Elementary and that position will be posted in September. Dr. Jakubowski stated that this person will reach out and assist parents of students who have handicaps. He said that the district has just hired another social worker in an effort to keep the special services department as stable as possible because changes are so quick. Mr. Perkins asked Ms. French if she notify board members and administrators by e-mail about links to the New Jersey Department of Education's web site so that if anyone wants to do further research, they can do so. Ms. French said that Dr. Jakubowski and Mr. Tatum have interviewed an individual who is coming from Jersey City and has been the liaison between Hudson County Early Intervention and the Jersey City School District and, the Abbott districts, for preschool are really helping to get information to the staff because Abbott districts have been using this procedure for eight years and it has been working very well there. She said that this individual will be the only liaison who everyone will work with for the pre-school to establish positive relationships with families and students. Ms. French stated that at age three, if someone comes to the district and special services is not on an equal or pleasant path with that family that family is with the district until the student is 21 and it is not the way to establish relationships. She said that it is extremely important to her to establish very positive relationships with the families in Union that have students with a disability. Mr. Helmstetter thanked Ms. French for her presentation and for all of the hard work that she does.

Personal Finance Course

Mrs. Lombardi said that Mr. Perkins has brought up this issue and it was also brought up at a Central Curriculum Council meeting in June by a teacher whose daughter had the course in college and said that she thought it would be very beneficial to have such a course in high school. She said that she expected a proposal to come forth at the first Curriculum Council meeting in October to develop a Personal Finance Course, but it would not be instituted until the following year. Mrs. Lombardi said that she was also working with the Union Center Bank to try to get them to come in and do some seminars to talk about personal credit and what can happen, especially when students receive that first credit card in college. She said that the finance course will be much broader in

**EDUCATION:**Personal Finance Course

scope. Dr. Jakubowski also stated that Jack McGowen, the Vice President of Union Center Bank had come in to see him and the district is going to see if it can develop a program starting at the third grade level for student banking. Mrs. Lombardi said that the bank will come into the schools and teach lessons regarding personal finance to the third graders.

Testing Results

Mrs. Lombardi distributed a chart to each board member with testing results which was received by the district last week. She said that the chart shows the 2005 Adequate Yearly Progress (which is a final score) and the preliminary 2006 Adequate Yearly Progress indicators. Mrs. Lombardi said that there are 41 indicators when the final Adequate Yearly Progress is received, because the graduation rate at the high school level and the daily attendance rate at the other schools are factored in. (This indicator is not included in the 2006 results as the district has not given this information has not been given yet.) She said that she and Dr. Jakubowski were very happy with how the district's schools performed under No Child Left Behind. Mrs. Lombardi stated that these results do not indicate the students who took the alternate proficiency assessments; their scores will be included in the final scores and the time in school which pertains to students who were registered in the district after July 1 they would be taken out of the total and that would change the percentage. She said that this adjustment will not be made until January but No Child Left Behind must make the statistics available to the district now in case there was a school in our district that was facing "School Choice". Mrs. Lombardi said she was happy to report that no school scored lower than 38 or 40 indicators and if any school did not meet Adequate Yearly Progress number, it made "Safe Harbor". She stated that the district has no school that is "in need of improvement" at this time. Mrs. Lombardi said that schools that were in year one of "early warning" last year are in a hold pattern and if they make progress again, they will be out of "early warning". She felt that the scores reflect how hard everyone is working. Mrs. Lombardi said that the State also applied a new "confidence interval" which is a long, statistical, square root formula, which indicates that if the same students took the test again, would their scores fall in the same direction and this is the formula used to calculate the Adequate Yearly Progress. She said that in Burnet, Kawameeh and Central-Five (the schools that did not meet the 40 of 40 indicators) it was the "student with disability" subgroups that did not pass the math and language arts and even though these groups have made progress, they still do not get a passing score. Mrs. Lombardi stated that

EDUCATION:  
Testing Results

since there is a specific number required for each subgroup, some of the elementary schools do not have enough students for the subgroup to be reported. She said that the students are making tremendous progress in the district and all teachers are working hard. Mr. Manochio asked what Mrs. Lombardi meant by "students who enroll after July 1<sup>st</sup> are removed. Mrs. Lombardi said that if a student is not on the district's rolls as of July 1<sup>st</sup>, the student is not included in the final test result. Mr. Manochio asked where that student is included. Mrs. Lombardi said the student is not included anywhere and there are a large number of students who do not get charged anywhere. Mr. Manochio asked if the information which Mrs. Lombardi distributed to the board could be made into a document that is legible and digestible that can be put on Channel 34 or be given to a newspaper, because he thought these results were great and should be shared with the community. Mrs. Lombardi said that she could do that but she didn't want to do anything until after August 22<sup>nd</sup> because changes can be made by No Child Left Behind until that date. Dr. Jakubowski said that even though all of the elementary schools in the district have passed 40 of 40 indicators, when individuals go to the Department of Education website and look at the School Report Card, there is still a significant difference in some of the schools in the percentage scores in math and language arts and that is what he is trying to combat. He said that he was concerned that at both Franklin and Hannah Caldwell the district would be sending out letters to parents because there was a possibility that one subgroup would not pass the test. Dr. Jakubowski said that he did not want the community to be cynical of the results that the district puts out because each test derives its results in different ways and no matter how he explains the results to parents who speak to him, ninety percent of the time, they do not buy his explanation. He felt that many programs have been put in place in the district to help increase scores and it was a real achievement to say that all elementary schools and the high school have reached 40 of 40 indicators. Mr. Perkins asked why most districts do not report certain students. Mrs. Lombardi stated that if they do not have enough students in a subgroup, they automatically pass that subgroup. Dr. Jakubowski said that this was the reason that he had looked at the results of "comparative" districts such as North Edison, Clifton and Nutley and their results was no different from our district's results. Mrs. Lombardi said that for the first time this year grades five, six and seven were tested and when the results of Burnet and Kawameeh indicate the total of all students in the school. She said that she did petition the government to change the subgroup to thirty both for students with

## EDUCATION: Testing Results

disabilities and for all students but this was turned down and the subgroups are "students with disabilities" is at 35 and all other subgroups are 20, when you accumulate the three grades. Dr. Jakubowski said this is why it is so hard to explain the results but he was very proud of the scores. He said that the only ethnic group that is below the state average is the white population. Dr. Jakubowski said that he always tells parents that no matter which school their child attends, they are being provided with a superior education providing that the parents are willing to work with their children. Mrs. Lombardi stated that the district is required by Title I to provide parental involvement activities and one of the things that Mrs. Moutis will concentrate on next year at evening parent meetings is bringing in speakers to give parents pointers on helping their children in school, which will be opened to all the parents of all students and not just those who are covered by Title I. Dr. Jakubowski said that individual schools are also trying to get parents involved. Mrs. Lombardi felt that the parents in this district are very supportive but sometimes, because they are working and busy, they sometimes do not know how to help and she hoped that these parent programs will give them the information and tools to help their children.

## Tracking

Mr. Helmstetter stated that "tracking" was an issue that was near and dear to him. He said that in our district there are such a large number of students and he asked Mrs. Lombardi how many Freshman English classes there will be at the high school next year. Mrs. Lombardi stated that there were approximately 600 incoming freshman and there would be approximately 30 English classes. Mr. Helmstetter asked how many of those classes were Honors English. Mrs. Lombardi said historically there are probably four or five Honors Freshman English classes and with the students who fell below on GEPA who are put into smaller sections, so that their weaknesses as identified on the GEPA test, can get help with the regular curriculum. She felt there would be more of these types of classes than Honors classes. Mrs. Lombardi said that the remainder of students are "middle of the road". Mr. Helmstetter asked if approximately 300 students would fall into this category. Mrs. Lombardi thought that was a fair number. Mr. Helmstetter said that his own son was one of the "average" students who is in a class with 19 other students; some of whom are learning at a higher level and some at a lower level. He said that some students are sitting in the class being bored and some students are afraid to ask questions and they are not getting what they need as the teacher is going at a certain pace. Mr. Helmstetter thought the way to get students at a higher proficiency

## EDUCATION

### Tracking

rate in math and language arts was by tracking and it was easier for a teacher to teach to a class of students who are at the same level. Mr. Manochio asked what the difference between tracking and individualized learning was. Dr. Jakubowski said that the district's high school curriculum is such that grade level students do not spend time with only students on their grade level due to the various elective courses offered. He stated he would venture to say that the 300 "average" students are basically "tracked" by the subjects that they take. Dr. Jakubowski said that many of the "average" students are those who have probably taken one year of foreign language in the eighth grade and are going into a second year language as freshman and because of the periods that second year foreign language classes are offered as opposed to foreign language one, it will almost dictate what period the student will be scheduled into other subjects. He said that he would bet if he did a real analysis (he said he would ask Ms. Hart to do it for him) that many students spend the day where more than half of their classes they have the same children in their classes. Dr. Jakubowski felt this was an indirect form of "tracking". He said that for the past ten years the district has been involved with the Office of Civil Rights about opportunities being provided for students in the Honors classes. Dr. Jakubowski said that if the district was to get into a "tracking" program that really started to segregate the students in the high school, it is something that from a federal level that would not set well with the Office of Civil Rights. He felt this was another factor that had to be taken into consideration. Mrs. Lombardi said she would like to speak to someone who has implemented "tracking" in their district to see how they determine their "tracks" because she felt this was something that was a big question, because it cannot just be based on "grades". She said she would rather have teachers do flexible groupings within their classroom because she felt that "tracks" frighten her a little as she did not like the fact there was usually little movement once a student is put in a track. Mrs. Lombardi said that there were many issues that come into this such as "self fulfilling prophecy" – This is where I am, this is where I belong. I am never going to do better than this. She said that it can also become a classroom management issue that prevents the curriculum being moved through as it should be. Mrs. Lombardi said that she felt the answer was more flexible grouping with cooperative learning. She felt that there should be a change in instructional practices among teachers so that they are not teaching to the whole. Dr. Jakubowski said that he was trying, through staff development courses, to get teachers to look at individualized instruction and do more cooperative learning within their classrooms. He said that the board had discussed having students help students within the classes. Mrs. Lombardi said that she thought the district was making progress in this area. Mrs. Axelrod said

## EDUCATION

### Tracking

that she thought the fact that the district has expanded the AP classes across the board at the high school gives students a chance to shine in different areas. She also thought that it was important for the guidance counselors to encourage students to strive in areas where they have a real interest. Dr. Jakubowski said that there used to be no flexibility with regard to a student transferring from one class to another at the high school. He said that one of the advantages of having semesters is that if a student has attempted to do something and at the end of the semester it is not working, there is flexibility and students can be moved out of a class. Mr. Helmstetter said he thought the district should seriously consider "tracking" but he knew that first teachers would have to be persuaded to buy into it.

### **THERE WAS A TEN MINUTE BREAK IN THE MEETING**

### PRESENTATION – PAPERLESS AGENDAS

Jim Edwards and Mark Fein of Microscribe, Inc. as well as Steve McGettigan of New Jersey School Boards Association gave the board an overview of a new service which is available from the New Jersey School Boards Association. Mr. Edwards stated that this service that school districts have been talking about and asking for quite a while for a paperless meeting solution and he believed that his company, Microscribe, Inc., has developed a program and custom designed it specifically for school boards and use by school districts. He said that the name of the program was "Schoolboardnet". Mr. Edwards said that Schoolboardnet gives a school district the opportunity to move toward the concept of a paperless board meeting which is designed to allow the board to transition toward this goal. He said that the process begins with a web-based access to the board's upcoming agenda, associated attachments and some news as the board prepares for an upcoming meeting. Mr. Edwards stated that the process ends with the web-based availability of the relevant materials during the board meeting itself. He said that he is often asked how Schoolboardnet can benefit a board member and a community and he said he usually sums it up with two major benefits: (1) It saves the district money and (2) It improves the efficiency of board actions. Mr. Edwards said that there are a number of ways that this program can save the district money but primarily it is in the reduced cost of the distribution of board materials. He said it eliminates the need for the delivery of large packets of paper materials related to a board meeting. Mr.

## PRESENTATION – PAPERLESS AGENDAS

Edwards said there was also significant money savings in the reduced time by the Board Secretary and clerical staff in trying to produce the materials. He said that the efficiency gains have to do with providing board members with tools that they can use to better do their jobs. Mr. Edwards said that this is accomplished by the board members accessing the materials sooner and with the ability to be able to search the materials (the attachments) and research the materials more efficiently prior to the meeting. He said that plowing through a big packet of paper is tough unless a board member can search for the issues he/she wants to emphasize for a meeting. Mr. Edwards said that one of the questions asked about this service was "What is needed for service like this?" "Is there special software required?" He said that this system is designed where no special hardware is required; all that is needed is normally configured computers with internet access. Mr. Edwards stated that no special software is required and only a web browser like Internet Explorer is all that is needed. He said that no special training is required either. Mr. Edwards stated that the cost of this service is \$2700 for the year. He said that this cost will quickly be recovered in savings. Mr. Edwards said that one of the benefits of this service is accessibility and board members will be able to access meeting materials from anywhere where they can reach the internet. He said that the materials can be read on line or the materials can be downloaded to read later or they can be printed. Mr. Edwards said that this service allows board members to use as much or as little of the technology that they feel comfortable with. He said that the board secretary can continue to create an agenda in the same format that they are comfortable with now. Mr. Edwards said another very important benefit is notification. He said with this system all board members would receive an e-mail notification alerting them that there is new material or perhaps an existing material has changed. Mr. Edwards said that the e-mail would contain a link that directs the board member to the place where the information has changed. He said that another benefit of this service is that agendas, backup materials and minutes would be able to be archived. Mr. Edwards said that this benefit becomes greater and greater the more this system is used. He said that another benefit is that this system can be linked directly to the board policy manual, if it is on line, and the New Jersey School Board Association provides an on-line, local policy manual service that is very affordable that can be linked with this system. Mr. Edwards turned the presentation over to Mark Fein, who is driving the video portion of the presentation and he will cover the look and feel of the service. Mr. Perkins asked Mr. Edwards to address the issue of security of documents, for example personnel actions and executive session minutes. Mr. Edwards stated that there are two levels of the publishing of documents into the system; those

## PRESENTATION – PAPERLESS AGENDAS

documents that are of a sensitive nature would be published without public availability on the system. He said that when these types of documents that would be reviewed only in a “private” session, these documents would be made private within the board group and would not be available for public viewing. Mr. Edwards said that the system has a number of safeguards to address integrity and privacy of the data as much as any system can do so and the system is designed to address the risks as any other system would be. Mr. Perkins said that this was an issue of concern and one that the board is obligated to pay careful attention to particularly when it comes to Executive Session Minutes and there may be a discussion of some personnel actions for example. Mr. Edwards stated that this is one of the most important questions that he gets and he felt the system had been specifically designed to address those questions and issues. Mrs. Gaglione asked Mr. Edwards if the system crashed, where the hard data would be. Mr. Edwards stated that if Mrs. Gaglione meant there was a hardware crash, Microscribe would have a copy of the data on hardware which was “backed up” and can be restored in case of equipment failure. He said that due to the nature of the way the system works, other than the agenda itself, all of the data that would exist on the system is data which has been created by the board and therefore exists at this end as well, where local copies can be kept. Mrs. Gaglione asked how long the turn around time if Microscribe’s system goes down. Mr. Edwards said that Mr. Fein, the technical representative, would be better able to answer. Mr. Fein said that the obvious answer is that it is an unknown because it depends on what the failure is. He said that Microscribe does maintain redundancy; there are multiple communication lines which come into the data center and the reality is that Microscribe provides the district the ability to run the program completely locally. Mr. Fein said that the district would create all of the original files and a local copy of the agenda can be saved with links to all of the documents. Mrs. Gaglione asked if Microscribe was actually the system itself or were they the gateway to get to the system. Mr. Edwards stated that Microscribe was the host of the material and the host of the application. Mrs. Gaglione said that everyone doesn’t always have access to e-mail, depending on what their job function is on a day-to-day environment and she suggested that the system be enhanced to trigger notifications to cell phone numbers, if that would be possible. Mr. Edwards stated that all of Microscribe’s products are “customer driven” and he is always collecting ideas from users. He thought this suggestion was quite interesting. Mr. Fein said that there was no reason why this could not be done. Mr. Fein directed the board members to a visual which was the public view of Schoolboard.net. He said that there would be online support provided and there is a “chat” if anyone has technical

## PRESENTATION – PAPERLESS AGENDAS

questions at any time. Mr. Fein said that there were links for the public to get to a board member list, although it is also on the district's website; there is a link to the archives with the ability to search the archives; and the public has a link to the board policy, which links out to the NJSBA policy or within the news section, the district can actually create any news that they want to get out to the public without the need of a webmaster. He said that the site is easily editable by the coordinator and in addition a calendar of events is available as well as a calendar of past events which can be archived. Mr. Fein said there was also an icon for an outlook or palm calendar, so scheduling a meeting can be done easily. He said that to link onto the meeting will take the user to basic information and the agenda is free form. Mr. Fein said that the agenda would be presented in a PDF format. He said that items on the agenda can also have a link attached to them. Mr. Fein stated that a printable version of the agenda is also available which the public can use. He said that the board members would have the ability to log into the system and as a board member, would be provided with a variety of information. Mr. Fein said that a board member would have access to his/her profile. He said that for those who do not have e-mail there is also a message center, that board members can receive messages on but the drawback is that the site must be checked. Mr. Fein said that there is a publication system so that news can be published and this can be used to send a "Superintendent's letter" with information of what has occurred during the week. He said that the district would have full control over what a page looks like. Mr. Fein said that in addition, there is a meeting site which contains additional materials that would be available only to the board. Mr. Edwards pointed out that with regard to security of documents, there can be back up materials included in the agenda document that can only be accessed by board members. Mr. Fein said that by default, the materials are not public as there is a check off that the preparer does when documents are added to indicate whether it is a public or private document. He said that notifications would be e-mails that would give any notifications of any pages which have changed, any events that have changed or been updated and it can be personalized. Mr. Fein said that the notification system runs every evening about 10:00 and if there are any changes they will be sent to board members. He said that it was Microscribe's goal to allow individuals to work at their own pace and be able to know that there is something that needs individual attention. Mr. Fein said that there is also an e-mail icon on the board's agenda which would send a message to the coordinator of the agenda, which would indicate a board member has requested a hard copy

## PRESENTATION – PAPERLESS AGENDAS

of a particular item. He recommended that before a meeting, a local agenda be stored so that in the event there are any internet issues or for whatever reason, the district would be able to put the agenda on a screen at the meeting for access. Mr. Perkins said he was not sure what questions he may have about this system and asked if there was a website that he could access. Mr. Fein stated that the site was [schoolboard.net](http://schoolboard.net) which allows anyone to get a “tour” of the site. Mr. Edwards stated that this system gives the board the flexibility to implement the program at its own pace. Mrs. Gaglione asked what will happen to the system as the amount of users increases and whether the access would be slowed down for each board member. Mr. Fein said the number of users will not effect access because access is controlled by the district’s internet connection and not on anything at Microscribe. He said that the only thing that Microscribe is doing is providing a webpage and providing the district a file. Mr. Helmstetter thanked Mr. Edwards and Mr. Fein for their presentation.

Mr. Helmstetter asked the board to comment on the paperless agenda procedure. Mr. Perkins said that he was interested in the mechanics of getting the documents scanned into the system. Mrs. Ditri indicated that the photocopy machine in the business could also be used as a scanner and she would be the one scanning in the materials. Mr. Perkins asked if Microscribe would only be providing a server location. Mr. Endrzejewski stated that was correct. He said that the district could do it internally, but it would require designing a site. Mr. Perkins felt that the cost of this service would pay for itself within a few weeks. Dr. Jakubowski said that it would seem to him that this service would allow for board members to look at the agenda at home and make a copy of anything that they particularly would have a comment or question on.

## FISCAL

### Bond Update

Mr. Vieira stated that just a refresher for everyone regarding the bond, the voters approved the district to spend \$36.5 million and we have used \$34.1 million. He said that there was \$2.4 million left and of that amount, there is still a receivable of \$1.3 million from the State and there is \$1.1 million in cash available. Mr. Helmstetter asked if the \$1.3 million receivable was a hard number. Mr. Vieira stated that it was a good number because the state had already reduced the total \$10.9 million grant by \$600,000 because the district did not spend all of its eligible costs. Mr. Helmstetter asked when the district anticipated knowing the amount. Mr. Vieira said that when the district was

FISCAL

## Bond Update

finished submitting all of its final paperwork to the state which would probably be completed by the end of August. Mr. Helmstetter said that the board had gone out and gotten some "numbers" on certain projects that it wanted to complete with the remaining money. He asked Mr. Damato when bidding on those projects could take place. Ms. Dunn stated that the Long Range Facility Plan has not yet been approved by the State and bids could not be taken until that document was approved. Mr. Vieira said that he and Ms. Dunn had spoken to Lisa Gorab, the district's bond counsel, who stressed that the district could not spend bond money on any project that was not included in the original bond referendum. Mr. Helmstetter stated he did not think any of the projects which were discussed were not in the original referendum. Ms. Dunn said that there were seven projects that the board came up with in May of 2005, which they asked Mr. Petrelli to get the architect moving on the specifications for. She said that last month, the projects were revisited and it was realized that the cost estimates have probably significantly increased due to the increased cost of fuel, metals, etc. Ms. Dunn stated that the board wanted to know how much money was available for these projects and she stated that at this juncture the "good" number is approximately \$1.1 million in cash. She said that this would include the cost of the project, the cost of any engineering or architectural services, any types of wiggle room for any "nasty" stuff that might come up such as any type of remediation. Mr. Helmstetter stated that there were schematics drawn for the seven projects originally discussed and he thought that there were drawings for the back of Hannah Caldwell (which were done by Potter Architects). Mr. Damato stated that the drawings for the back of Hannah Caldwell were initially done for the move of the Head Start/Special Services Offices to that site. Mr. Manochio asked if open purchase orders include the \$1.1 million, are they separate or are there no open purchase orders for the bond projects. Ms. Dunn said there were still some open purchase orders. Mr. Vieira stated that open purchase orders were not part of the \$1.1 million. Mrs. Axelrod asked if Ms. Dunn had any idea where the Long Range Facility Plan approval from the State stands. Ms. Dunn said she had not heard anything. Mr. Jakubowski asked Mr. Magliacano if when the district updated its long range facilities plan if these projects were included. Mr. Magliacano said that they are included. Mr. Magliacano said that before the district even thinks about going out to bid on a project, the board must take into consideration that construction costs have gone up and the district may not be able to do all seven projects. Mr. Helmstetter stated that the board must set its priorities as to which projects should be done.

FISCAL

## Bond Update

Mrs. Axelrod thought it would be a good idea to wait until the districts gets the long range facilities plan approved by the state before making a decision on what projects should be done. Mr. Damato stated that it would probably be better to put projects out to bid in the fall or the winter for the work to be done next summer. Mr. Helmstetter thought that the board should start "paring down" the project list so that when the district get the approval, it would be ready to bid the projects. Mrs. Gaglione asked if all seven of the projects would be covered under the original bond referendum. Ms. Dunn stated that she would have to review the projects with Ms. Gorab one more time to be sure. Mr. Helmstetter asked Ms. Dunn to ask Ms. Gorab about the renovation to the back of Hannah Caldwell School, which was not a part of the seven projects. Dr. Jakubowski stated that the original bond referendum did include "upgrades to the administrative office". He said that the reality is that if the board decided to move its administrative offices to the back of Hannah Caldwell, it was Ms. Gorab's initial interpretation that this could be part of the administrative improvements listed in the bond referendum but these upgrades would not be eligible for any funding, anyway. Mr. Helmstetter thought that upgrades to the board office should be a priority. Mr. Perkins suggested that the operations and/or the bond committee, in consultation with the administration, meet and come up with a list of priorities. Mrs. Axelrod asked if Mr. Damato could start getting bid specifications together if the board decides on what projects they want done so that when the approval for the long range facilities plan is received the projects could go out to bid. Mr. Helmstetter said that it could be done and he asked Mr. Damato if the seven original projects are ready to go. Mr. Damato said they were not all ready because the district had instructed the architect to stop because we were not sure about the funding but he thought the specifications could be put together in about six weeks. Dr. Jakubowski suggested that prior to the September worksession, the committee meet and try to make a determination on what projects would be done. Mrs. Gaglione asked if a quick overview of the projects could be given. Mr. Helmstetter said the projects were as follows: (1) high school auditorium upgrades; (2) field house renovations; (3) administrative office upgrades; (4) Kawameeh Middle School library air-conditioning; (5) various lintel repairs; (6) replace cupola at Franklin Elementary School and (7) Burnet Middle School media center air-conditioning. He said that these projects were estimated to cost between \$1.2 and \$1.8 million in May of 2005. Mr. Helmstetter suggested that the committee meet on Wednesday, September 6<sup>th</sup> with Dr. Jakubowski. It was the consensus of the board that a meeting be held at 7 a.m. on September 6<sup>th</sup>.

FISCAL

## State Aid Reduction

Dr. Jakubowski said that he wanted to speak to the board about state aid reduction just to keep everyone aware of where the district is at this time. He said that the district lost \$647,000 in health aid which occurred right before the budget election and in addition, the budget was defeated for the first time in many years and there was a reduction made to the budget by the Township Committee of approximately \$500,000. Dr. Jakubowski stated that over the past few years the amount of money that the district has been getting in both federal and state aid for programs like No Child Left Behind, IDEA grant, etc. have all been decreasing. He said that he first thought that he was not filing out the ASSA report correctly because it seemed to make no sense why the district's aid was being reduced. Dr. Jakubowski said that even though enrollment has not increased significantly, it has leveled off for the past few years; the district has more students that are classified and more students are on free and reduced lunch. He asked Ms. Dunn how many schools now have to have the breakfast program in the morning. Ms. Dunn stated that all schools but Washington and Battle Hill, have the breakfast program. Dr. Jakubowski said he could not understand why the district was losing state aid. He said that Union is a community with a population of over 50,000 and aid is determined by the census, only and aid has nothing to do with how many students are on free or reduced lunch; how many students are on a particular level and apparently the census indicates that the Township of Union is a wealthy-enough community that aid has been reduced. Mrs. Lombardi stated that the funds from the federal government under No Child Left Behind has decreased to the State and any municipality with a population of more than 20,000 is governed by the census only. She said that our district factor group did not change, which was also determined by the census and the State gets the information directly from Washington so it is not the State of New Jersey but the United States Department of Education that makes the decision on how much money the district receives. Dr. Jakubowski stated that the district must still continue to provide the services that it provides and the district still has, in its special services department, an increase of staffing, an increase in out-of-district tuition and an increase in other ancillary services. He said that next year there will be additional AAP teachers at Franklin and Hannah Caldwell, two buildings that are the district's most "at risk" buildings. Dr. Jakubowski said that there are strategies being developed to provide more in class support because the mindset

FISCAL

## State Aid Reduction

is that every student should be in a regular classroom with additional support provided. Ms. Dunn said that the district is fortunate because it has cash to cover expenses for special services. She said that Ms. French and she have been in conversations for the past few weeks because the allocations of the IDEA grant have been delayed. Ms. Dunn said that \$800,000 worth of out of district tuition costs are covered by the IDEA grant. She said that right now the district will have to absorb those costs through current expense budget, hope that the allocation that will be coming in mid-October will be what the district has anticipated them to be. Ms. Dunn stated that the district needs to hire staff and spend funds on programs and tuitions. She said that she had just received a notice that another charter school has made application to begin operations in Union and if this charter school is approved, the district will have a state aid reduction in the amount of approximately \$200,000 and the district will have to pay a local share in order to give state aid to the charter school. Ms. Dunn stated that there are several students in the district who attend charter schools that are not located in Union for which the district has to pay a local share to the charter school. She also stated that if the Union charter school is approved and a student attending that school needs to be transported, the district must provide the transportation. Ms. Dunn said that the more reductions the district has the more loss of aid the district has. She said that she is already thinking about next year's budget; the cash flow issue and the less money that is in the bank, the less earnings can be created to create a surplus of funds. Ms. Dunn said that last year the district had over \$500,000 that it was able to apply to the budget for energy costs; because the district did not anticipate the 30% increase in energy costs. She said that the district's revenue has very much changed. Ms. Dunn said that the district used to be able to put money into the capital reserve account but when the budget was defeated this year, the Township took a portion of that money away. She said that the district does not have the money to put into savings anymore. Ms. Dunn said that whatever the board decides for projects or programs, it must look not only at the impact of what the district wants to do but also look at the fiscal impact for at least the next three years. Mr. Manochio asked if the new charter school had already been approved. Ms. Dunn said that it would be approved by January or February of 2006 which hoped to be in operation for the 2007-2008 school year. She said that the district's anticipated share would be \$233,000 and the state share would be \$33,000. Mrs. Gaglione stated she did not understand why the district had to give money to the charter school. Ms. Dunn said the district would have to give this charter school money because students from our community probably will be attending this school. Dr. Jakubowski stated that he wanted the board to be aware of all of these things as he looked ahead to next year's budget.

## OPERATIONS

### Storage of Public Records

Mr. Magliacano stated that for the last four or five years he has been trying to get a consensus amongst the administrators to move the district's records. He said that there are records scattered all over the district and these are records that the district must maintain. Mr. Magliacano suggested making an inquiry into moving the records to a climate-controlled public storage units. He believed that there would need to be at least three units. Dr. Jakubowski stated that the district currently has archives in the basement of Burnet Middle School and also in the basement of Hamilton School. Mr. Magliacano said that he would like to see what the rental of such a space would cost and report back to the operations committee. Mr. Perkins felt this was an option that the district should look into. Mr. Damato said that school records are confidential and they must be kept that way. He said that any record storage would have to comply with federal and state laws. Dr. Jakubowski stated that the district has records from before 1900 in its archives and he wondered how much of these records really needed to be kept. He said that may some of these records could be discarded. Mr. Helmstetter thought that the district should find out what it needed to keep and then decide how the records would be stored.

### Renovations – Hannah Caldwell

Dr. Jakubowski stated that the district already has original diagrams and specifications of what the renovations would entail. He said that the district needed to see where it was with money before anything was done.

### Summer Projects

Mr. Magliacano said that the big project this summer was getting the special services area renovated with new air conditioning and heating systems. He said that he hoped the department could return to Burnet next Tuesday. Mr. Magliacano said that another project done this summer was the auditorium at Battle Hill School. He said that this project was also complete. Mr. Magliacano stated that the fascia on the administration building was also scheduled to be done and that work would probably be started tomorrow. He said that mulch has been distributed district wide and all but one school is ready to go. Mr. Magliacano said that the drapes at Burnet are on back order and it should not be a problem coordinating the installation of them after school. He said that a stair-tracker has been purchased for Central-Five and there will be training for the

## OPERATIONS

### Summer Projects

operation of same on August 29<sup>th</sup>. Mr. Magliacano said that the metal for the wall at Hannah Caldwell was delivered a few days ago and should be installed starting by the end of the week. He said that the driveway at Hamilton School is being worked on this week, because the students are on summer break until after Labor Day. Mr. Magliacano said that he hoped the air-conditioning at the high school would be done the week of August 28<sup>th</sup> and hopefully it will be completed before school starts. He said that the other projects were the walkway at Battle Hill School and the speed bumps on Cooke Drive, which he hoped would be started very soon. Dr. Jakubowski said that another project was air-conditioning of the computer room which was done in-house and has been completed.

### Summer Help

Dr. Jakubowski said that this summer, if you rode around town, you noticed how bad some of the school grounds looked at times. He said that it used to be the practice of the district to hire people over the summer as substitute custodians, who were able to assist the custodians in getting the schools ready for the new year. Dr. Jakubowski said that due to budget concerns several years ago this practice was stopped after an analysis done by Mr. Petrelli. He said that the problem this summer was that two of the groundskeepers spent time on other summer projects. Dr. Jakubowski said that he wanted to spend some time with operations considering creating new titles for the maintenance department. He said he did not know if it was not right hiring some extra help in the summer to help out the custodians. Mr. Magliacano said that the present custodial staff is a mixture, but it averages to the high end age wise. He said that when the custodians starting doing heavy lifting and moving the district pays in the long run for workers' compensation claims and loss of time. Mr. Helmstetter asked if it would be possible for the district to have shared services with the Township as far as mowing of lawns, etc. Dr. Jakubowski stated he would speak about shared services a little later in this meeting.

### Foods Lab – Union High School

Mr. Damato stated that he, Dr. Jakubowski and some others have had discussions with Aramark over the past few months about Aramark sponsoring a food lab at Union High School. He said that Mr. Fortunate identified a need and

a desire by students for expanded courses in this type of a curriculum. Mr. Damato said that Aramark is pretty eager to help the district with this project. He said that Aramark has come up with a design of what a commercial kitchen would be like in a teaching environment and how and where it would fit into the school. Mr. Damato said that there is a cost estimate included in the plan, but the cost estimate does not include any of the construction. He said that he would like to send the project to Potter Architects and have them do the construction phase cost estimate. Mr. Damato said that then the two can be put together and once he sees what the total cost is he can try to develop sponsorship through Aramark. He said that Aramark, over the last year, has gone through some changes. Mr. Damato said that the Vice President of the Foods Division has left the company and there have been several interim people in the job since he left. He said that although this has not affected the food service it has affected discretionary projects like donating money for a food lab. Mr. Damato said that optimistically, the district could complete this project next summer. He said that if any of the board members wanted to look at the plans they were available in his office. Dr. Jakubowski felt that because of the district's long relationship with Aramark, they really want to help the district out with this project.

#### PERSONNEL

##### Additional Staffing

Dr. Jakubowski stated that there is still some additional staff that must be hired. He said that there were a couple of Elementary position, mostly at Livingston School. Dr. Jakubowski said that he was interviewing two more people tomorrow. He said that there was a teacher who would be taking a Sabbatical due to some personal problems and she will have to be replaced. Dr. Jakubowski said that the district would be posting for a high school attendance clerk as soon as school starts. He said that the district would also be posting for interventionists at Franklin and Battle Hill Schools at the townwide teacher's meeting. Dr. Jakubowski hoped that by the September meeting all positions will be filled. He said that there is still a Science position available at Union High School as a teacher just put in a resignation letter. Dr. Jakubowski said that there may also be a resignation by one of the high school industrial arts teachers and the district will put an ad in the Star Ledger this week for such a teacher. He said that the district is also in need of a gymnastics coach. Dr. Jakubowski stated that he has a few options that he was looking into. He said that Mr. Parsons has advertised for the position as well as contacting a few of the local gymnastics schools to see if anyone would be interested in applying for this position. Dr. Jakubowski said that there are parameters for the individual who applies for the position.

## PERSONNEL

### Interviewing Procedures

Dr. Jakubowski said the currently interviewing procedures in the district are as follows:

If it is an entry level position, such as a classroom assistant or a clerk position, the candidate would first meet with the building principal, or with the supervisor of special education and then the individual would be hired.

If it was a teaching position, teachers are hired basically by the supervisor of the department or the building principal. He said that at the high school or middle school level, the supervisor would do the initial interview and the principal will also meet with the candidate before the candidate comes to central office and the final decision comes from the superintendent. Dr. Jakubowski said that rarely has he not taken the recommendation of a department supervisor or a building principal.

If it was for an administrative position such as a supervisor, the interview process would start with Mrs. Lombardi and if it were for the special services department, Ms. French would do the initial interviewing. Dr. Jakubowski said that Mrs. Lombardi or Ms. French would then make recommendations to him and the decision would be made by the superintendent. He said that supervisors would probably not be interviewed by the building principal because supervisors and principals are part of the same bargaining unit and the principal would not evaluate the supervisor.

If it was a Vice Principal position, the interview process would begin with the building principal and they would make recommendations to the superintendent. Dr. Jakubowski stated that he would then interview the recommended individuals and make a recommendation to the board.

If it was a Central Office position, there is a screening committee. Dr. Jakubowski said that he would meet with the candidates first, because if he is not comfortable with an individual, for them to go through the committee first and then come to him, makes no sense. He said that Mrs. Lombardi has helped him screen the applications, but he has done the initial interviews. Dr. Jakubowski said that he tried to make a recommendation of three or four candidates who would then be interviewed by the screening committee. He said that although the final recommendation to the board comes from the superintendent, it is a team effort and a team decision.

PERSONNEL

## Interviewing Procedures

Dr. Jakubowski said that he was comfortable with the interview procedures at this time. Mr. Manochio said that Dr. Jakubowski did not touch on the procedure for hiring a building principal. Dr. Jakubowski said that for the hiring of a building principal there would be a committee set up in the Central Office. He said that there would be applications received and screened. Dr. Jakubowski said that first the committee would interview the candidates, and they would submit their recommendations to the superintendent. He said that for every building principal that was recently hired he has also met with the president of that particular school PTA privately to get their ideas of what they wanted in a building principal as a community. Dr. Jakubowski said that he has never contemplated making members of the community as part of the interviewing process. He said that the Central Office committee includes principals from other buildings. Dr. Jakubowski stated that recommendations would then come to him and he would interview the candidates and then give the board his recommendation.

Mr. Manochio said that he had no problem with the interviewing process, but he thought that since a principal position was so important, he felt that a teacher from the building and the president of the board of education should sit in on the interview process with the central office team and the recommendation still would come from the superintendent, but he felt for a greater partnership there would be the president of the board and a teacher from the school sitting in and gaining a little more chemistry of who may be the eventual leader of the school building. Mr. Helmstetter said he thought it was good sometime to get the input of a teacher from the school to give a day to day perspective of what happens in a particular school. Dr. Jakubowski asked Mr. Manochio at what level he thought this procedure should take place. Mr. Manochio responded that he thought it should be done for the hiring of a building principal. Dr. Jakubowski said that if he were looking for a principal for Union High School, the procedure would be to post the position internally and to also advertise for outside candidates. He said that he would then sit with Mrs. Lombardi and Mr. Tatum and screen the applications first and approximately ten finalists would be chosen. Dr. Jakubowski said that if the initial interviews were with Mrs. Lombardi, Mr. Tatum, a building principal, would it be at this level that Mr. Manochio would want a teacher and the board president to also sit in on the interviews. Mr. Manochio stated that when the ten candidates were selected, he felt that this is when the teacher and the board president should be included in the interviewing process and then three or four candidates could be recommended to the superintendent. Dr. Jakubowski stated he thought that the superintendent might influence the choice of finalists if he were to sit in on the initial interviews. Mr. Manochio stated he thought the final decision should be the superintendent's as

PERSONNEL

## Interviewing Procedures

the superintendent is the CEO and he was questioning Dr. Jakubowski's selection but he wanted other individuals to be a part of the process. Dr. Jakubowski said he felt if he was involved in the choice of the initial candidates he would be afraid that he could control the process from day one or at least be accused of controlling the process. Mr. Helmstetter said he thought having a teacher from the building where the principal would be was a good idea. Mr. Perkins said he did not know if he was comfortable with it or not. He suggested that just like any other CEO is responsible for putting together the "winning team", that the superintendent should make the final recommendation. Mr. Perkins thought that the board should do some research before any decision is made. He said that he would like to see recommendations or best practices that have been developed by the School Boards Association, the Administrators' Association or the N.J.E.A. because he could understand the positives and the negatives but as long as the board holds the CEO responsible for the operation of the district, the CEO must have the final word. Mr. Manochio stated that this process will not take anything away from the superintendent but he felt that the addition of a teacher from the school that the principal will be running and the president of the board of education who will eventually vote on the candidate. He felt that it would be good to have additional people in the "selection" process. Mr. Perkins said that he saw the possibility for "mischief". Dr. Jakubowski said he has had a problem with this idea from day one. He said he did not mind a teacher being on the interview committee and if the board wanted to get involved, than they should go back to what they did when the superintendent would give the board three names, the board interviewed all three and it was set up in a way that it was almost obvious what the final outcome would be. Dr. Jakubowski said that when he became superintendent, he changed the process. He felt that the board member being on the interview committee only becomes a problem because, depending on that board member, the board member would call the other board members and that might cause a problem. Mr. Perkins also questioned the presence of a teacher at the interviews. He stated that when he was interviewed as a partner in a law firm, there was not an associate of the firm present because that person would be working for him. Mr. Perkins thought that if the board looked at professional development research, the board would find, nowhere, where an entity who will be a subordinate interview his/her potential boss. Mrs. Gaglione wondered if polling the teachers in the school that needs the principal to say what qualifications would they expect of the new principal. Mr. Helmstetter asked the board members to comment on how they felt about having a teacher and/or a board member on the interview committee. Mrs. Axelrod said that she was not keen on having a board member or a teacher on the committee but she liked Mrs. Gaglione's idea. She said that someone who is hired as a principal should have the ability to move from one school to another if

PERSONNEL

## Interviewing Procedures

that is required and the personality of a specific school "does not hold water". Mr. Helmstetter asked the board with a show of hands, how many of them would like to see a teacher on the interviewing committee. Four board members raised their hands. He then asked how many would like to see a board member on the committee. There was only one raised hand. Mr. Helmstetter thought that this issue should be discussed further. Mrs. Gaglione thought that teachers could be polled and their opinions could be given to the individuals doing the interviewing so that they can know what questions to ask the candidate. Dr. Jakubowski said that as a compromise he could meet with the building representative from the UTEA along with the UTEA president rather than a senior teacher.

MR. MANOCHIO AND MR. ABRAHAM LEFT THE MEETING AT 12:30 P.M.

TECHNOLOGY

## Update - Phone System, Security, etc.

Mr. Tatum said that after hearing all of the discussions this morning, he felt that technology was a force that feeds in greatly from around the district and all entities seem to have a part in technology. He said that he has taken a clear look at the structure and organization of the technology department as it currently stands and he is also looking carefully at what things the district might be able to do to make the technology department more efficient and more accountable to all of these different entities. Mr. Tatum said that one of the things he has taken a look at is the need to review the technology plan that is presently in place in the district. He said that the technology plan is due to expire in 2007 which means that much of the technology plan has been implemented, the district will have to review and really access carefully what the district's needs will be in the future. Mr. Tatum said that this ties in with the structure and organization of the district as it stands right now. He said that the district is limited in terms of the number of staff members that are presently in the technology department and it will be necessary for the district to take a closer look at how some additional support from the individual school buildings. Mr. Tatum said that one of the recommendations that he has made to Dr. Jakubowski is possibly having a contact person at every building to maximize the

TECHNOLOGY

Update - Phone System, Security, etc.

use of the staff that the district currently have available to make major repairs, etc. He said that he is also looking at a schedule where he would be meeting with the technology department at minimum once a month, but possibly twice a month. Mr. Tatum said that he already has a set schedule which is in writing and it has been distributed to the members of the technology department. He said that he has also asked Mr. Magliacano to sit in on these meetings so that both departments can work together. Mr. Tatum said that he would also be giving a copy of the meeting schedule to Mrs. Lombardi, Ms. Dunn and Ms. French so that they also available to join in the meeting if they have a question or concern, so that as the technology department plans, it can be more structurally organized. He said that the technology department is also looking at the actual inventory of the district to make sure that each building has what it needs. Mr. Tatum said that he has asked the technology department, in the absence of Ms. Restivo, to function together as a team, as far as maintenance and upgrades go, so that the district can be ready for the opening of school. He said that the technology department would also be instrumental in helping to get special services back into their office at Burnet. Mr. Tatum said that he would also like to review how effective the actual maintenance scheduled for the summertime is. He said that the technology department is trying to get the schools ready at the same time the custodial staff is trying to get the schools ready and what has happened is sometimes there is a bit of a conflict. Mr. Tatum said he has asked the technicians to take a closer look at what items they can complete prior to the end of the school year so that it will not conflict with the other maintenance that is going on the school buildings during the summer. He said this is the reason that he has asked Mr. Magliacano to sit in on technology department meetings, so that the technology department can become a little more efficient in those areas.

Mr. Tatum said that one of the pending projects that is taking place in the technology department is the telephone system. He said that he knew the board was aware that the district had a month-to-month contract with Verizon and in doing some research and having Mr. Endrzejewski present to him the information that he previously presented to the board prior to his becoming the Assistant Superintendent, it was determined that it will be necessary for bids to be advertised due to the particular companies that will be needed to consider. Mr. Tatum said that he has discussed this with Mr. Damato and Ms. Dunn as well.

TECHNOLOGY

Update - Phone System, Security, etc.

Mr. Tatum said that another pending project was the overall update of security throughout the district as well as the installation of security cameras. He said that there have been cameras installed at the rear of Kawameeh Middle School and Mr. Magliacano and he have gone through all the buildings. Mr. Tatum said that he is reviewing how well the cameras that are already installed operate and the possibility of seeing about the installation of several more cameras.

Mr. Helmstetter asked when Mr. Tatum anticipated a new phone system being installed. Mr. Damato stated that it was necessary for bid specifications to be written. Mr. Tatum said that the present contract with Verizon will expire in January. Dr. Jakubowski said that the district has received quotes from several companies and the board did previously discuss them. He said that there was an issue that arose about what work could be done on a state contract and which companies had state contracts. Ms. Dunn said that as of this time, no money for this project has been incorporated into this year's budget. Mr. Damato said that the only way this project can be done with this year's budget would be to do as a lease and the lease would have to be bid. He said that based on the preliminary numbers and the interest rates in effect at the time, it would be a wash of what the district is paying right now versus what the district would be paying for a new phone system under the lease. Mr. Helmstetter stated that the district would have a much better system. Mr. Damato agreed.

Mrs. Gaglione stated that in her opinion the technology department, if anyone in the district needed information such as statistics and did not know how to go about getting that information or how to get a graph or chart prepared after certain information has been inputted, it should be the technology department that is able to assist that individual. Mr. Tatum stated that he has spoken to Mr. Endrzejewski about putting together a "help desk" so that there would be immediate assistance available and he said that if he can get the school operations running more efficiently, than there would be more time available for those individuals who need a tech to work on a project. He said especially in the area of instruction, he meant the idea of being able to make the staff understand what the technology that the district does have, can do. Mr. Tatum said that when he was a principal he certainly had some limitations in terms of knowing the whole operation of the system and how it could have made his job more efficient. Mrs. Gaglione thought that it would be very helpful

TECHNOLOGY

Update - Phone System, Security, etc.

to get staff to know exactly what the district's system can do and how to do it. Mr. Tatum said that when he looks at the technology department and his analyzing what goes on versus what should go on, he sees two entities; one which is the instructional piece or getting individuals to know how to use the system and the second is the infrastructure or seeing that the pieces actually operate. Mr. Perkins said he viewed the technology department as being more hardware based rather than software based. He said the applications are the things that are specific to a particular individuals expertise and he felt that there was adequate online help for many applications that individuals can show a little initiative and find on the net and do some self training.

MISCELLANEOUS

Negotiations

Dr. Jakubowski said that the district still has to negotiate with its custodial/maintenance department and they will be starting work in September under their old contract. He said that they have requested not meeting until the fall. Dr. Jakubowski said that this group also included the full-time bus drivers. He said that the district also has to negotiate with the part-time bus drivers and Ms. Dunn and Mr. Damato are setting up a date to meet with that group. Dr. Jakubowski said that these two groups are the only groups that the district will be negotiating with this year and an amount has been budgeted into this year's budget. Dr. Jakubowski stated that with regard to the custodial/maintenance, he wanted to look at titles which are given to individuals in that department. He said that what makes it hard in negotiations is that because the salaries are based on a rate across the board, they look to move from one level to another but there is no guide.

Trespassing Policy

Dr. Jakubowski said that he has made several calls to Sgt. Speckhart. He would like to get from him exactly how the police department wants him to phrase the trespassing policy of the district. Dr. Jakubowski stated that the policy as it is written right now does not give the police the clout they are looking for. Mr. Magliacano stated that the police department wants to know how the district wants signs to read. Dr. Jakubowski stated that the police department wants the district to put up signs at each school location. Mr. Damato said he thought Dr. Jakubowski and he needed to meet with Sgt. Speckhart before any signs are prepared.

MISCELLANEOUS

## Shared Services

Dr. Jakubowski stated that there are several things that the district does for shared services but he thought that there were other things that could possibly be shared with the Township. He said that he had met with Mr. Manzella and Mr. Bradley from the Township to talk about certain services that can be shared. Dr. Jakubowski stated that the district and the Township are presently sharing the purchase of certain items such as paper. He said that last winter the Township did plow several of the district's parking lots during large snowstorms. Dr. Jakubowski said that the district also has shared services with the Morris Union Jointure. He wonder if it would be possible to share other services. Dr. Jakubowski said that he would like to speak to the Township about possibly sharing mechanic services. He felt that it would greatly help the district if a vehicle maintenance service could be arranged. Dr. Jakubowski said that the district sends out many vehicles that cannot be taken care of by our in-house mechanics due to lack of service area. He said that he had also spoken to Mr. Coleman about shared services for bus maintenance when the district hoped it could possibly purchase the Jaeger property but now he is located in Berkeley Heights and this would not be feasible at this time and he did not think any rate that would be given to us by Morris Union Jointure would be any lower than what the district is now paying for outside mechanical work. Mr. Perkins said that the board could discuss the issue of shared services and he felt that the district was going in the right direction. He mentioned that the Township had looked into providing continuous streaming on the internet of their board meetings. Mr. Perkins stated that he has spoken to Mr. Endrzejewski about the district doing the same. He said that the Township actually spoke to a vendor who would be able to do video streaming on the internet and the Township rejected it because they felt it was a little more expensive than what they wanted to do. Mr. Perkins thought that if the board and the Township got together, it probably would not be double the cost and this is something that he would like to see implemented. He felt that this was something that should be further discussed by the board. Mr. Helmstetter asked if Dr. Jakubowski could arrange a meeting with Mr. Manzella and Mr. Bradley and report back to the board by the October meeting as to what other services might be shared between the district and the Township. Dr. Jakubowski said that he would do that.

## Public Relations

Dr. Jakubowski stated that several months ago he had mentioned that he met with Mr. Manzella and Mr. Bradley about the possibility of the district and the Township sharing public relations services. He said that the board has been

MISCELLANEOUS

## Public Relations

discussing how positive news from the school district can be presented to the community. Dr. Jakubowski said that the Township has indicated to him that there was a public relations person that the Township wanted to employ and Mr. Manzella and Mr. Bradley gave him reasons why this would be a good shared venture. Dr. Jakubowski thought that this was something that he thought the board should seriously consider because there have been some recent articles in the newspaper which were not particularly "fair" to the school district. He said that one article in particular after the hiring of Mr. Tatum as Assistant Superintendent was not initiated by the district or by Mr. Tatum and Dr. Jakubowski thought that if there was a public relations person that the board could reach out to right after events occur in the district, this person would be able to put a positive spin on events. Dr. Jakubowski made the suggestion that the public relations person come to the new teacher orientation meeting and then get information out to the newspapers as to what our district does to prepare new teachers. He said that the Township has hired a public relations person and the Township would like the district to share in the services. Dr. Jakubowski said that he would find out what the salary of the individual was and the Township would be providing health benefits for the individual. He said that the district would offset part of the cost of hiring this individual. Dr. Jakubowski stated that he had advised the Township that the board never discussed this issue nor was a resolution adopted with regard to this matter. He suggested that the district give this a one-year trial to see if this will positively impact on the district. Dr. Jakubowski said that he has also taped a program to be broadcast on Channel 34, which was the initiative of this public relations person, which is basically a news brief of the school district. He said that this would be the cost of at least a classroom assistant with health benefits. Mr. Helmstetter asked Dr. Jakubowski to find out what the cost would be. He wanted to know if the individual has already been hired by the Township. Dr. Jakubowski stated that the individual is working for the Township and he thought that she started as of July 1<sup>st</sup> and the Township has indicated that they would pay her through December and then bill the district for her salary for January 1<sup>st</sup> through June 30<sup>th</sup>, if the board approves this arrangement. Mr. Helmstetter said that maybe the board should sit back and see how good this person does before the district decides whether it will share this service. He said that no one ever came to the board, besides Dr. Jakubowski, to ask if the district would be interested in sharing this service. Mr. Helmstetter asked if Dr. Jakubowski felt that the Township was already counting on the district to share this cost. Dr. Jakubowski stated he thought they did. Mr. Helmstetter asked if there was a timeframe that the Township wanted an answer from the board. Dr. Jakubowski said that he does meet regularly with the Township Administrators and at his next meeting

MISCELLANEOUS

## Public Relations

with them, he stated that he would inform them that the board has certainly taken no action on this matter. He said that he was intending to have this individual at the new teacher orientation and to prepare something and if the board has not taken any action, than she is not working for the board. Mr. Helmstetter stated that she is an employee of the Township and he felt that the public schools were a part of the Township. He felt that the Township would want to promote their school system. Mr. Perkins felt that the board could not have it both ways. Mrs. Gaglione stated she didn't think the district had money to begin with. Dr. Jakubowski said that the district would be able to find money to pay half of the cost come January. Mrs. Axelrod asked about the agency in Cranford who had prepared newsletters for the district last year. Dr. Jakubowski said that that the Cranford agency would only do public relations if the district hired them as an employee and provide them with benefits. Mrs. Axelrod said that those newsletters were very well received by the community and she wanted to know if the board knew of any other organizations that would be able to take over putting together a newsletter. Mr. Perkins said that the most expensive way to get information out to the community is by mail. Mrs. Axelrod said that this is a good way of reaching the entire community. Dr. Jakubowski said that he has spoken to the public relations person hired by the Township and she felt that she would be able to coordinate a newsletter. Mr. Helmstetter asked Dr. Jakubowski to find out what the district's monetary responsibility for this individual would be and report to the board. Mrs. Gaglione asked if the district was done with sending out flyers to the community. Dr. Jakubowski stated that he still wanted to send out the newsletters but the district cannot use the agency it previously used because they have gone out of business. Mrs. Lombardi said that the agency closed and moved out of its office and the agency only kept a few of its newsletter clients and the only way they would work for the board would be to become an employee of the district. Mrs. Gaglione asked if the money that would have been utilized for the purpose of newsletters, etc. could be used for the new public relations person. Dr. Jakubowski thought that could be done. Ms. Dunn stated that the board has an annual allocation for newsletters in the budget. Dr. Jakubowski said that there were already some administrative costs that were going to be lower for the next school year. He said that he would speak to the Township Administrators and get a dollar amount. Dr. Jakubowski asked if he would be able to take advantage of using the public relations person at this time so that she could attend the new teacher orientation. Mr. Perkins asked if Dr. Jakubowski had an idea of what the cost

MISCELLANEOUS

## Public Relations

would be. Dr. Jakubowski thought that the individual's salary was approximately \$70,000 and the district would be responsible for \$35,000. Mr. Perkins thought that the board should use this person to its advantage. Mr. Helmstetter asked Dr. Jakubowski to report back to the board about this expense. Dr. Jakubowski said that he would.

## FCC License

Mr. Damato said that the board, in a previous resolution, has authorized him to go out to bid to sell the EBS license. He said that the purchase contract has almost been completed. Mr. Damato said that the board's attorney in Washington, D.C. has been on vacation for two weeks and his associate has been working with him to put the final changes in place. He said that the notice of sale is also almost completed and Mr. Damato hoped that it could be advertised by the end of August. Mr. Damato said that this matter has been previously been discussed by the board and the minimum bid price will be the appraisal price. He said that documents such as the appraisal will be available through his office for a fee if anyone would like to view same. Mr. Damato said that the notice of sale will be posted on the website and will be mailed to individual bidders, who have expressed an interest. Mr. Perkins asked if the names of the individuals who have expressed an interest could be revealed. Mr. Damato said that the individuals who have expressed an interest are Clearwire, Nextel and Broadband Systems, a company from the Southwest that brokers EBS Spectrum. Dr. Jakubowski said that he had been approached by Ms. Dunn to find out what C.A.S.T. stood for. He stated that it is Communication Art Science Technology. Dr. Jakubowski said that he believed that Communication Art Science Technology gives the district a broad range of how the monies realized from this sale can be utilized.

## Energy Conservation

Dr. Jakubowski stated that this was a "hot" topic and he said that he was going to meet with the building principals to speak about energy and conservation, in particular, in the use of the buildings at night and what custodians do. Dr. Jakubowski said that the building principals must be very involved with this. He said that he had reached out to PMK Group because they have a department that deals with energy conservation and he asked Mr. Ferris of PMK if he could meet with him to talk about what type of energy conservation his company is involved with in other districts such as thermal heating, solar power, etc. Dr. Jakubowski said that Mr. Ferris informed him that there are many things that districts are starting to do. He said that he had spoken to Kim

Coleman from the Morris Union Jointure as they have some new energy systems in a new building which the Jointure has just built. Mr. Coleman had indicated that there was a lot of preparation that had to be done for these new energy systems during construction and Dr. Jakubowski did not know how easy it would be to convert to alternative energy systems, but he said that the district had to look at what procedures the district presently has in place. He said that even with regard to field trips, he thought that the district might want to consider having any field trips be required to use outside busing rather than using district buses. Dr. Jakubowski said that 95% of the high school field trips do presently use privatized buses. He said that he would meet with the building principals and speak to them about limiting field trips to one per grade level. Mrs. Axelrod suggested that the district have a "fuel surcharge" charged to the parents of the students going on the field trip. Ms. Dunn said that there are certain parameters that must be followed when the district is using one of its own vehicles because there is money budgeted for a particular trip and she did not know if the district could then accept money for that particular trip. Mr. Perkins asked if the district ever looked into vehicle monitoring chips. Ms. Dunn said that the district does have diagnostic chips on its vehicles. Mr. Perkins wanted to know if the chips are permanently on the bus and if the activity of vehicle could be downloaded from the time the bus is started. Ms. Dunn said that the chips are used as a diagnostic tool only by the mechanics at this time. She said that she did receive the web site from Mr. Perkins but has not yet had an opportunity to go to it, however, for the board's information the new digital cameras that the district is installing, do record the blinkers and the rate of speed that the bus is traveling, etc. Mr. Perkins said that energy savings is anytime to reduce the number of photocopies you make and send information by e-mail, negates the necessity of a vehicle delivering information to board members. He also suggested that the heating levels in the buildings be monitored. Mrs. Axelrod asked in addition to PMK, if it might make sense to have PSE&G come in and do an audit. Mr. Damato stated that the utility companies have done a lot to help in conservation of energy. Ms. Dunn suggested that Dr. Jakubowski speak to Mr. Capodice at Union County Vo-Tech, because they have just installed panels that heat the water that goes through the heating system. She said that on the website there are energy efficient grants available through the County. Ms. Dunn stated that many schools in Hudson County have been utilizing solar panels for energy which reduces energy use. She thought that it would be common sense to advise parents at the beginning of the school year that they send a sweater for their child to use because the district would be reducing the temperature in the school buildings by a few degrees. Dr. Jakubowski stated that the rental fees would also be reviewed to compensate for the energy costs.

## Learning Styles

Dr. Jakubowski said that Mr. Perkins had sent him an e-mail regarding learning styles. Mr. Perkins said that learning styles was a very interesting discussion but since they were short on time, he didn't think the board needed to discuss it now.

## Tuition Students

Dr. Jakubowski said that there are people who have requested there students come to our district and are willing to pay tuition. He said that to go to Union High School the tuition is over \$10,000. Dr. Jakubowski said that in the past four or five years, more people who work in the district that have asked about their children coming to school in the district. He said that when this was discussed a few years ago, whether it would be allowed at a "reduced" tuition rate or maybe, the district would not want to do this at all. Dr. Jakubowski said that the children of teachers who work in the district would probably enhance test scores, which would be a positive affect for the district. He did not want the board to make a decision today, but he thought that the board should think about this issue again. Dr. Jakubowski said that he is getting more letters from the younger teachers who are having children, want to come back to work and are relying on a two person income. Mr. Vieira said that this would be a fringe benefit for the employee. Dr. Jakubowski said that there are many districts that are allowing teachers to bring their students to the district in which they work, some at a full tuition rate, some at partial tuition rate and some as "freebies". He said that he has spoken to several Superintendents and they have said that it has enhanced test scores in the district. Mr. Perkins said that the districts largest investment as a school district is in its personnel and he felt the key to success was to have the very best people it can find. He felt that allowing teachers to bring their children to the district would be an incentive to work in Union. Mr. Perkins said that, incrementally, the cost to educate the next child is really small and it would provide a benefit to a potential, outstanding teachers that the district does not now provide and makes the district more attractive. Mr. Helmstetter agreed with the idea, but he felt that the board should look at the cost because this will be something that the taxpayers will be looking at. He asked if Dr. Jakubowski could find out what other districts do. Dr. Jakubowski stated that he would do that. He stated that he agreed with Mr. Perkins that the district did not save "\$8,000" whenever a student is exited from the rolls due to non-residence. Dr. Jakubowski stated that currently at Union High School there are approximately 2400 students and if the high school exited 200 or 300 students, you would not notice the difference and the cost to run the school would not change drastically; the cost of one teacher may be saved. He felt that

Tuition Students

if the district were to lose 200 to 300 students it would probably cost the district in the loss of state aid. Dr. Jakubowski felt it would not incrementally cost anything to bring a few students in, except the community would be paying for someone who does not live in Union to go to school. Mrs. Gaglione thought that allowing children of staff to come to school in Union because it would help to retain staff that the district already has. She said the only thing she thought there should be some stipulation that if the student and the teacher were both at the elementary level that they not be together so that the teacher is performing his/her duties as a teacher and not as a parent. Dr. Jakubowski said that he agreed with this stipulation.

Dr. Jakubowski wanted to commend Mr. Tatum. He thought he was an unbelievable addition to the Central Office. Dr. Jakubowski said that he has taken over the technology department and he has met with parents for reinstatements. He felt that Mr. Tatum was very knowledgeable on everything that was going on.

Dr. Jakubowski said that the new arrangement with the administrators that they report the first week and the last week of August, although this year it was a little offset because it was a new thing, he believed that this would work well in the years to come. Dr. Jakubowski said that it has been a very positive summer.

MOTION TO ADJOURN

There being no further business before the board it was moved by Mrs. Axelrod seconded by Mrs. Gaglione that the meeting be adjourned at 1:20 p.m.

AYE:	Mrs. Axelrod, Mrs. Gaglione, Mr. Perkins, Mr. Ruhl, Mrs. Salazar and Mr. Helmstetter	
NAY:	None	
ABSTAIN:	None	MOTION WAS CARRIED

Respectfully submitted,

JAMES J. DAMATO  
BOARD SECRETARY