

TO ALL BOARD OF EDUCATION MEMBERS

A planning session/regular meeting of the Board of Education of the Township of Union will be held on Friday, August 17, 2007 at 9:00 a.m. at the James Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey.

A planning session/regular meeting of the Board of Education of the Township was held at the James Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey on Friday, August 17, 2007 at 9:00 a.m. pursuant to notice sent to each board member.

PRESENT AT ROLL CALL: Mr. Manuel Figueiredo, Mrs. Linda Gaglione, Mr. Steven Helmstetter, Mr. Anthony Manochio, Mrs. Versie McNeil, Mr. Francis Perkins, Mrs. Judy Salazar and Mr. Gary Abraham, President.

ABSENT AT ROLL CALL: Mr. Steve Ruhl

Mrs. Lombardi 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:

REQUEST FOR UNPAID FAMILY LEAVE – SHAW

Joy M. Shaw, special education teacher at Union High School, submitted a letter dated July 10, 2007, requesting unpaid family leave for the period September 1, 2007 through November 1, 2007.

REQUEST FOR USE AND WAIVER OF RENTAL FEES – HILLSIDE CHAMBER OF COMMERCE

Irene Goldie-Petras, Executive Director of the Hillside Chamber of Commerce submitted a letter dated July 14, 2007 requesting use and waiver of rental fees of Union High School main gymnasium on Wednesday, November 7, 2007 from 3:30 to 9:00 p.m. for the 11<sup>th</sup> Annual Business After House Expo.

THANK YOU NOTE – MOLEEN

A thank you note was received from Richard Moleen and Family for sympathy basket.

COMMUNICATIONS

LETTER OF RESIGNATION – SCHMITT

Angela T. Schmitt, first grade teacher at Livingston School, submitted a letter of resignation dated July 24, 2007 effective immediately.

LETTER OF RESIGNATION – SMITH

Jennifer R. Smith, third grade teacher at Washington School, submitted a letter of resignation dated July 27, 2007 effective immediately.

LETTER OF RESIGNATION – DISANO

Christine Disano, special education teacher at Burnet Middle School, submitted a letter of resignation dated August 15, 2007, effective immediately.

LETTER OF RESIGNATION – FELLMETH

Jessica Fellmeth, science teacher at Union High School, submitted a letter of resignation, effective immediately.

REQUEST FOR UNPAID EXTENDED FAMILY LEAVE

Janine Pascucci, special education teacher at Union High School, submitted a letter dated August 14, 2007 requesting unpaid extended family leave for the period September 1<sup>st</sup> through December 1<sup>st</sup>, 2007.

COMMENTS FROM THE PUBLIC ON RESOLUTIONS ON THE AGENDA

Ms. Buggy said that the district’s website did not indicate that there was a science teacher position available; she said when she looked on the website, it indicated that there were no positions available. Dr. Jakubowski said that the resignation letter was received this past week and the website was not updated. Ms. Buggy asked if the masonry work being done at Kawameeh was on the newer part of the building. Mr. Magliacano stated that work would be done on the entire building.

Ms. Loessel questioned the individual who was hired to replace Ms. Oliveto an LDTC as he was listed as a school psychologist. Dr. Jakubowski said that there is a shortage of Learning Consultants around the state and since the district is in need of individuals to be put on child study teams. He stated that he believed there were only four Learning Consultants left in the district and Ms. French would be revising the schedule to reflect this. Dr. Jakubowski said that none of the present Learning Consultants employed by the district would be case managers and Ms. French to the best of her ability will try to coordinate the schedule. He said that there are several teachers in the district who are certified as Learning Consultants but if an individual works at the high school or in one of the middle schools and they teach a sixth period get an additional stipend and to

COMMENTS FROM THE PUBLIC ON RESOLUTIONS ON THE AGENDA

be transferred to become a Learning Consultant they would be losing money and they do not apply for these positions. Dr. Jakubowski stated that somewhere along the line the district will have to make an adjustment, if it can, during negotiations to get certified personnel to leave one position to go to another but right now individuals are not ready to do that. He said this is the reason that he hired a school psychologist and the social workers and the psychologists will become the case managers. Dr. Jakubowski said that there are more social workers than anyone else. Ms. Ciampi asked if the social workers would pick up the slack. Dr. Jakubowski said that he believed social workers would be involved more but Ms. French will be able to explain it better.

APPROVAL OF MINUTES

Moved by Mr. Manochio, seconded by Mrs. McNeil that the minutes of the Executive Session Meeting of June 12, 2007 be approved:

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

Moved by Mr. Manochio, seconded by Mrs. McNeil that the minutes of the Regular Meeting of June 19, 2007 be approved:

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

Moved by Mr. Manochio, seconded by Mrs. McNeil that the minutes of the Regular Meeting of July 17, 2007 and the Executive Session of July 17, 2007 be approved:

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

APPROVAL OF MINUTES

Moved by Mr. Manochio, seconded by Mrs. McNeil that the minutes of the Special Meeting of July 25, 2007 and the Executive Session of July 25, 2007 be approved:

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

EDUCATION/STUDENT DISCIPLINE COMMITTEE

Moved by Mrs. McNeil, seconded by Mr. Helmstetter that the following resolutions be adopted:

E-1. APPROVE 2007-2008 OUT OF DISTRICT ATYPICAL STUDENT PLACEMENT LIST

That the board approve the 2007-2008 Out-of-District Atypical Student Placement List and out-of-district tuitions in accordance with the information appended to the non public portion of these minutes.

E-2. APPROVE PARENT/PUPIL TRANSPORTATION CONTRACT FOR 2007-2008 SCHOOL YEAR

That the board approve parent/pupil transportation contract for the 2007-2008 school year to transport T.F., a student, to and from C.P. Jardine Academy in Cranford, New Jersey from July 1, 2007 through June 30, 2008 at a rate of \$50 per day.

E-3. APPROVE AGREEMENT FOR PURCHASE OF HEAD START SERVICES FOR PERIOD AUGUST 1, 2007 THROUGH JULY 31, 2007

That the board approve Agreement for Purchase of Head Start Services for the period August 1, 2007 through July 31, 2008 in accordance with the information appended to these minutes.

E-4. APPROVE MEMBERSHIP FOR 2007-2008 SCHOOL YEAR – NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION (NJSIAA)

That the board approve membership in New Jersey State Interscholastic Athletic Association (NJSIAA) for the 2007-2008 school in accordance with the information appended to these minutes.



FISCAL AND PLANNING COMMITTEE

Pursuant to N.J.A.C. 6A:23-2.2(h), we certify that as of July 31, 2007 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 copy appended to these minutes.

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

The committee recommends and I so move 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
08/14/07	07/17/07	28	900,000	UCNB	UCNB Café	5.31%	3,717.00
08/14/07	07/17/07	28	1,600,000	UCNB	UCNB CAP RES	5.31%	6,608.00
08/14/07	07/17/07	28	2,700,000	UCNB	UCNB JAN 03 BOND	5.31%	11,151.00
08/14/07	07/17/07	28	13,000,000	UCNB	UCNB OP AC	5.31%	53,690.00
08/14/07	07/17/07	28	1,100,000	UCNB	Unity BankSUI	5.31%	4,543.00

F-7. ACCEPT NONPUBLIC NURSING AID FOR 2007-2008

That the Board accept Nonpublic Nursing Aid for the 2007-2008 school year in the total amount of \$42,537, in accordance with the information appended to these minutes.

F-8. ACCEPT NONPUBLIC TEXTBOOK AID FOR 2007-2008

That the Board accept Nonpublic Textbook Aid for the 2007-2008 school year in the total amount of \$30,796, in accordance with the information appended to these minutes.

## FISCAL AND PLANNING COMMITTEE

## F-9. ACCEPT NONPUBLIC TECHNOLOGY AID FOR 2007-2008

The committee recommends and I so move that the Board accept Nonpublic Technology Aid for the 2007-2008 school year in the total amount of \$22,040, in accordance with the information appended to these minutes.

## F-10. ACCEPT ALLOCATION FOR INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT OF 2004 – PART B – FY 2008

That the Board accept allocation for Individuals with Disabilities Education Improvement Act of 2004 – Part B FY 2008 (I.D.E.I.A.) as follows and in accordance with the information appended to these minutes: (a) Basic - \$1,739,819 and (b) Preschool - \$48,791.

## F-11. ACCEPT FY 2006 UNEXPENDED FUNDS ALLOCATION – INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT OF 2004 – PART B

That the Board accept the FY 2006 unexpended funds allocation of \$243,511 Individuals with Disabilities Education Improvement Act of 2004-Part B (I.D.E.I.A.). The unexpended funds of \$243,511 will be applied to the FY2007 Individuals with Disabilities Education Improvement Act of 2004-PartB (I.D.E.I.A.) to increase the Basic Allocation to \$1,913,754.

F-12. APPROVE DISTRICTWIDE TRAVEL AND RELATED EXPENSES PURSUANT TO THE REQUIREMENTS OF *N.J.S.A. 18A:11-12*, *N.J.A.C. 6A:23B* and Board Policy File Codes 4133, 4440 and 9250

That the Board approve districtwide travel and related expenses pursuant to the requirements of *N.J.S.A. 18A:11-12*, *N.J.A.C. 6A:23B* and Board Policy File Codes 4133, 4440 and 9250 and in accordance with the information appended to these minutes.

## DISCUSSION

Mr. Manochio asked who assesses the amounts that are listed in resolutions F-7, F-8 and F-9 and were they based upon population. Ms. Dunn said that the amounts were based on student population. She said that these funds flow though the district to the Union County Educational Services Commission and they act as the district's coordinator. Mr. Manochio asked if these funds were from the state. Ms. Dunn said that all these funds are from the state.

FISCAL AND PLANNING COMMITTEE

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

MOTION WAS CARRIED

OPERATIONS COMMITTEE

Moved by Mr. Helmstetter, seconded by Mr. Figueiredo that the following resolutions be adopted

O-1. REPORT RECEIPT OF BIDS

Report receipt of bids received on July 24, 2007 for Vocational Drafting Supplies for the 2007-2008 school year and for Technical Occupations Supplies for the 2007-2008 school year and bids received on July 31, 2007 for HVAC Supplies for the 2007-2008 school year.

O-2. APPROVE CONTRACT FOR NATURAL GAS – UNION COUNTY CO-OP

That the board approve 24-month contract with Pepco Energy Services for natural gas through the Union County Co-Op in accordance with the information appended to these minutes.

O-3. APPROVE USE AND RENTAL FEE WAIVER – HILLSIDE CHAMBER OF COMMERCE

That the board approve use and rental fee waiver to Hillside Chamber of Commerce for use of the Lou Rettino Gym at Union High School on Wednesday, November 7, 2007 from 3:30 to 9:00 p.m. for the 11<sup>th</sup> Annual Business After Hours Expo.

O-4. APPROVE RENEWAL OF CONTRACT – FLAGSHIP HEALTH SYSTEMS, INC.

That the board approve renewal of contract with Flagship Health Systems, Inc., for dental benefits in accordance with the information appended to these minutes.

O-5. AWARD BIDS FOR SUPPLIES – 2007-2008 SCHOOL YEAR

That the board award the following bids for supplies for the 2007-2008 school year: Technical Occupations – Lumber – rebid: Bayway Lumber - \$2,201.90; Tulnoy Lumber - \$11,632.80 – total bid - \$13,834.70; CAD/Drafting Supplies: Mid-Atlantic Training, Inc. - \$37,250.00; HVAC Supplies: Johnstone Supply - \$23,388.44; Associated Control-\$1,141.56 – total bid - \$23,530.00

OPERATIONS COMMITTEE

O-6. ACCEPT DONATION OF INDUSTRIAL SUPPLIES – GOLDIE INDUSTRIAL SUPPLY CO

That the board accept donation of industrial supplies to the Department of Operations and Maintenance from Goldie Industrial Supply Co., 685 Liberty Avenue, Union, New Jersey in the total amount of \$7,562.66 in accordance with the information appended to these minutes.

O-7. APPROVE PROPOSAL FOR MASONRY RESTORATION AT KAWAMEEH MIDDLE SCHOOL – POTTER ARCHITECTS

That the board approve proposal (Proposal # P2007089) from Potter Architects, 410 Colonial Avenue, Union, New Jersey for Masonry Restoration at Kawameeh Middle School in an amount not to exceed \$34,900 in accordance with the information appended to these minutes.

O-8. APPROVE CONTRACT FOR INTERNET SERVICES – COMCAST ETHERNET NETWORK SERVICES

That the board approve contract for internet services with Comcast Ethernet Network Services for a thirty-six (36) month period at a rate of \$12,775 per month in accordance with the information in the hands of each board member. Subject to review by the board attorney as to form and content.

DISCUSSION

Mr. Damato stated that he just received a copy of the Comcast contract and did not have time to review same. He requested that the board approve the resolution "subject to attorney review as to form". Mr. Manochio asked if the masonry work which is the subject of resolution O-7 would be finalized during the fall season. Mr. Magliacano said that this project is a regrouting of the mortar joints with cracks on the exterior walls and it will not interfere with the students in the building.

AYE: Mr. Figueiredo, Mrs. Gaglione, Mr. Helmstetter, Mr. Manochio, Mrs. McNeil, Mr. Perkins, Mrs. Salazar and Mr. Abraham

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

PERSONNEL COMMITTEE

Moved by Mr. Manochio, seconded by Mrs. Salazar 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. APPROVE PAYMENT TO STAFF FOR REVIEW OF SPORT PHYSICALS

That the Board approve payment to the following staff for review of sport physicals at a rate of \$30 per hour: (a) Gale Sumner – not to exceed 60 hours or \$1,800 and (b) Rosemary Pinto – not to exceed 40 hours or \$1,200.

P-3. AMEND SUBSTITUTE LISTS

That the Board amend substitute lists in accordance with the information appended to these minutes.

P-4. APPROVE RENEWAL OF EMERGENCY CERTIFICATES

That the board approve renewal of Emergency Certificates for the following staff: (a) Virginia Chi and (b) Erica Ende

P-5. APPROVE PAYMENT TO STAFF FOR SUMMER 2007 SECURITY

That the board approve payment to staff for summer 2007 security and miscellaneous tasks assigned by the Principal at Union High School as follows: (a) Johnny Derosiers at a rate of \$22.94 not to exceed 7 hours per day and (b) Joe Florio at a rate of \$31.30 per hour not to exceed 7 hours per day.

P-6. APPROVE PAYMENT TO STAFF FOR SCHOOL ACTIVITIES – HANNAH CALDWELL SCHOOL

That the board approve payment to staff for the following activities at Hannah Caldwell Elementary School in the amount of \$100 per person: (a) Lauren Slotnick – 1<sup>st</sup> grade orientation – September, 2007 and (b) Laura Gillespie – 4<sup>th</sup> grade orientation – September 20, 2007.

PERSONNEL COMMITTEE

P-7. APPROVE CERTIFIED THERAPISTS AND EVALUATORS TO SERVICE DISTRICT STUDENTS FOR THE 2007-2008 SCHOOL YEAR

That the board approve the following list of New Jersey certified therapists and evaluators to service district students as recommended by the IEP teams for the period September 1, 2007 through June 30, 2008: (a) Barbara Lecompte – Speech Therapy- in an amount not to exceed \$20,000; (b) Helene Sarnell – Speech Therapy – in an amount not to exceed \$55,000; (c) Cross County Clinical and Educational Services – Bi-Lingual Evaluations – in an amount not to exceed \$6,000; (d) Roberta Wilson Stephens – Speech Language Evaluation – in an amount not to exceed \$4,000.

P-8. APPROVE APPLIED BEHAVIORAL ANALYSIS (ABA) AT HOME FOR DISTRICT STUDENTS

That the board approve Patricia Gray and Melanie Eisenhauser to provide applied behavioral analysis (ABA) at home for students at a rate of \$50 per hour for up to eight (8) hours per week for the 2007-2008 school year, not to exceed \$16,000 per individual.

P-9. APPROVE APPLIED BEHAVIORAL ANALYSIS AT HOME FOR DISTRICT STUDENT - DECKER

That the board approve Dawn Decker to provide applied behavioral analysis (ABA) at home for a student at a rate of \$50 per hour for up to 18 hours for the period October 1, 2007 through December 21, 2007, not to exceed \$900.

P-10. APPROVE CERTIFIED SPECIAL EDUCATION TEACHER AS SUBSTITUTE TEACHER FOR ESY (EXTENDED SCHOOL YEAR) PROGRAM – KRYGOWSKI

That the board approve Patricia Krygowski, certified special education teacher to be used as a substitute teacher for the ESY (Extended School Year) Program from July 2, 2007 through August 13, 2007 at a rate of 33.75 per hour as needed.

P-11. ACCEPT LETTERS OF RESIGNATION

That the board accept letters of resignation from the following staff: (a) Angela T. Schmitt, first grade teacher at Livingston School, effective immediately; and (b) Jennifer R. Smith, third grade teacher at Washington School, effective immediately.

P-12. APPROVE UNPAID FAMILY LEAVE – SHAW

That the board approve unpaid family leave for Joy M. Shaw, special education teacher at Union High School for the period September 1, 2007 through November 1, 2007.

## PERSONNEL COMMITTEE

## P-13. APPROVE PAYMENT FOR PRESENTING CLASSROOM MANAGEMENT/NOVICE TEACHER TRAINING SESSION TO NEW STAFF MEMBERS – MANGARELLA

That the board approve payment to Sandra Mangarella for presenting a seven (7) hour classroom management/novice teacher training session to new staff members on Wednesday, August 29, 2007 at a rate of \$0 per hour, not to exceed \$280.

## P-14. APPROVE PAYMENT TO STAFF FOR PREPARATION/FACILITATING AT SEPTEMBER 5, 2007 PROFESSIONAL DEVELOPMENT DAY

That the board approve payment to staff members for preparation/facilitating at the September 5, 2007 Professional Development Day at a rate of \$40 per hour in accordance with the information appended to these minutes.

## P-15. APPROVE CERTIFIED THERAPISTS AND EVALUATORS – PEDIATRIC WORKSHOP

That the board approve certified therapists and evaluators from Pediatric Workshop, P.O. Box 4194, Warren, NJ 07059 to service district students for the period September 1, 2007 through June 30, 2008, in an amount not to exceed \$40,000.

## P-16. APPROVE READING SUPPORT SERVICES – CANNON EDUCATIONAL SERVICES

That the board approve Cannon Educational Services, 215 Hillside Road, Elizabeth, NJ 07208 to provide reading support services for district special education teachers for the period September 1, 2007 through June 30, 2008 in an amount not to exceed \$45,000.

## DISCUSSION

Mr. Manochio asked what resolution P-16 referred to. Dr. Jakubowski said that through the district's special education program and it will provide additional services to assist district teachers working with students. Mrs. McNeil was concerned with the science teacher vacancy at the high school. Dr. Jakubowski said that the position was advertised in last Sunday's Star Ledger. He said that Mrs. Guilfoyle has reached out to the individuals who she had interviewed when she hired Ms. Fellmuth in January but all of those individuals have permanent positions. Dr. Jakubowski said that Mrs. Guilfoyle had interviewed two candidates during the past week and the position will once again be advertising the position next weekend. He said he was concerned about filling this position because it was difficult to find science teachers. Dr. Jakubowski hoped to have an individual in this position in September but if no one has been hired, he would

PERSONNEL COMMITTEE  
DISCUSSION

sit with Mr. Gibbons and Mrs. Guilfoyle and discuss the possibility of paying existing faculty members an additional 1/7<sup>th</sup> and putting them into the schedule. Dr. Jakubowski stated that the individual who was being hired for a business education position today was hired for someone who was hired earlier in the summer and that person decided they would not accept the position. Mr. Abraham asked about the individual who was hired at Battle Hill and what grade level that person was hired for. Dr. Jakubowski said that the changes he made at Battle Hill, after looking at the enrollment at that school, was to add a first grade class and remove a fourth grade class. He said that the person who was hired is not an additional position but it is to replace Mrs. Galante who will be moving on to be a specialist.

- AYE: Mr. Figueiredo, Mrs. Gaglione, Mr. Helmstetter, Mr. Manochio, Mrs. McNeil, Mr. Perkins, Mrs. Salazar and Mr. Abraham
  - NAY: None
  - ABSTAIN: None
- MOTION WAS CARRIED

POLICY COMMITTEE

Moved by Mr. Perkins, seconded by Mr. Figueiredo that the following resolution be adopted:

POL-1. ADOPT FILE CODE 5131 – POLICY PROHIBITING HAZING AND/OR HARASSMENT, INTIMIDATION OR BULLYING

That the board adopt File Code 5131 – Policy Prohibiting Hazing and/or Harassment, Intimidation or Bullying in accordance with the information appended to these minutes.

DISCUSSION

Mr. Perkins said that there was ample discussion on the policy at the last two board meetings and this policy was ready to be adopted.

- AYE: Mr. Figueiredo, Mrs. Gaglione, Mr. Helmstetter, Mr. Manochio, Mrs. McNeil, Mr. Perkins, Mrs. Salazar and Mr. Abraham
  - NAY: None
  - ABSTAIN: None
- MOTION WAS CARRIED

**APPROVAL OF BILLS**

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

- AYE: Mr. Figueiredo, Mrs. Gaglione, Mr. Helmstetter, Mr. Manochio, Mrs. McNeil, Mr. Perkins, Mrs. Salazar and Mr. Abraham
- NAY: None
- ABSTAIN: None

**PLANNING SESSION**

**EDUCATION - SCHOOL IN NEED OF IMPROVEMENT (SINI) PROCESS**

Dr. Jakubowski said that although Franklin School passed 41 out of 41 indicators last year, this year Franklin School passed 40 out of 41 indicators and Franklin School is now a "School In Need of Improvement" because the same sub-group, two years ago, was below the cut off but a sub-group must go consecutive years of making "proficiency". He said that a letter would be going to all parents in the Franklin School area and he will be meeting with the parents on Wednesday, August 29<sup>th</sup>, at 7 p.m. Dr. Jakubowski stated that Mr. Lowery will also be present.

Mrs. Lombardi said that the district is in what is considered year two and the accountability for that becomes school choice, school in need of improvement. She said that three years ago Franklin School only met 37 of 41 indicators and the following year Franklin School met 41 of 41 indicators. Mrs. Lombardi said that there has been considerable growth at Franklin but this past year one of the 41 indicators was not met and that is why Franklin School is a School In Need of Improvement. She said that one of the first things that had to be done is to notify parents that there is a transfer option for them; this letter will be sent home today. Mrs. Lombardi said that the district has other responsibilities to Franklin School and one is from a district level to provide the technical support necessary to help Franklin get through the year as a "School In Need of Improvement". She said that immediately 20% of the district's Title I allocation has been set aside for transportation, should parents take the transfer option. Mrs. Lombardi said that in October the district will be receiving additional funds from the federal government through the state because Franklin School is a School In Need of Improvement. She said that a priority way to handle the requests for transfers will be developed because it is based upon capacity throughout the rest of the district. Mrs. Lombardi said that all the other elementary schools in the district did meet 41 of 41 indicators which was very

## EDUCATION - SCHOOL IN NEED OF IMPROVEMENT (SINI) PROCESS

positive. She said that development of a school level improvement plan and providing professional development are the main components that she would be working on. Mrs. Lombardi stated that the first thing Mr. Lowery would have to do is a complete needs assessment of the building; she said that Mrs. Moutis has already met with Mr. Lowery to give him all of the background data and this process has been started. She said that a big part of the needs assessment is analyzing data, not just from the current year, but going back two years to determine what the test assessments, attendance, etc., are really showing you. Mrs. Lombardi said that test data is not the only thing that is looked at. She said that the needs assessment would have to be done before an improvement plan can be developed. Mrs. Lombardi said that there would be a reading coach who is devoted to Franklin School only; she said that the reading coach is a teacher who has been highly successful in reading instruction from within the district and she will work with the neediest emergent readers to provide intervention and stop the reading gap that is already showing up in the first and second grade. Mrs. Lombardi said that the reading coach will also assist the teachers with teaching strategies in the classroom. She said that basing programs that are scientifically based, both of the programs that are currently being utilized in the district have been approved by the U.S. Department of Education as "scientifically based" programs. Mrs. Lombardi said that professional development also has to be a component and the last part, is parental involvement. She stated that within three months of being identified as a school in need of improvement; the district was notified on July 20<sup>th</sup>; and an improvement plan must be submitted to the New Jersey Department of Education by October 20<sup>th</sup>. Mrs. Lombardi said that Mr. Lowery will begin the process of the needs assessment and he will convene a "school improvement" group for his building which will be made up of parents, staff members, community members and someone from Central Office. She said that the components of what the improvement plan will address are the CORE academic subjects and the strategies used to teach them and since the issue is language arts at this school, the district will make sure that phonemic awareness, phonics, vocabulary development, fluency and reading comprehension, which are the five scientifically based areas of reading, will be the focus of what the district does. Mrs. Lombardi said that professional development must be sustained and ongoing. She said that it will be the reading coach's job to work with teachers everyday to build their repertoire of reading strategies and do more guided reading differentiated instruction. Mrs. Lombardi said that parental involvement has two levels; the first level being letting the parents know that Franklin is a School In Need of Improvement and the second level will be to come up with strategies that will hopefully increase parental involvement in the building. She said that Mr. Lowery will have to speak to members of the community and the parents to see how that can work for him. Mrs. Lombardi said that the last thing

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that the district needs to do it to offer technical assistance by helping with data analysis and focusing on specific strategies and, of course, finding a way to make everything possible with the resources that the district has and that is the process that the district is looking at right now. Dr. Jakubowski distributed a copy of the letter which was being sent to the Franklin parents. He said that the letter is positive but does include all of the information that must be included in the letter based upon the state guidelines. Dr. Jakubowski asked the board to review the letter. He said that there has been money put aside in the budget in case the district has to provide transportation from AAP money. Dr. Jakubowski said that there will also be an additional AAP person at Franklin School and he believed that Mrs. Arminio, the new reading coach will be able to provide for the students and help the teachers. Mr. Perkins said that the most influential educator in a child's life is his parents. He wanted to know what the district was going to do to educate parents not just in telling them what is happening but helping them to learn to do things with their children which will enhance their ability in the classroom. Mr. Perkins said that there are parents who simply don't care; they turn their children over to the school district and say it is the district's job to educate them and if the district does not do their job, the parents complain. He said that he thought there were a large group of parents who probably want to help their students but may not really know how. Mrs. Lombardi said that she thought the district has made some considerable strides in the past few years. She said Mrs. Moutis, who has taken over Title I, has had very successful parent meetings six or seven times per year for Title I parents which does exactly that, helps parents help their students. Mrs. Lombardi said that Mrs. Moutis' meetings have shown parents what to do with a book by having a presenter come in, having some children participate and simply modeling the behavior that is needed. She said that the district must concentrate on parental involvement at Franklin School. Mrs. Lombardi said that she believed the Franklin faculty were a fantastic group of teachers and she would not want people to have any doubts about that because it is a School In Need of Improvement. She said that there are so many things under NCLB that do not reflect what is happening in a school building. Mrs. Lombardi said that she supervises the specialists and at every meeting when this group discusses what is going on the school that is consistently raved about as far as the teachers willingness to implement new strategies and try new things, are the Franklin teachers. She said that the idea of the School In Need of Improvement could have a negative impact and she wanted the board to hear the positives about Franklin School. Dr. Jakubowski said that if the scores in each of the schools were compared on the basis of ethnic group, Franklin's scores are as good if not

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better than the other schools. He said that the largest group of students in that school is the group that scores the lowest. Dr. Jakubowski said that he has already met with the PTA President to get her support. He said that the district needs to get parents more involved. Dr. Jakubowski said that there was very poor attendance at the summer program at Franklin school this year and he felt that perhaps for next year a full-day program could be developed to allow for those parents who need full day child care. Mrs. Lombardi stated that the district must design a program that meets the needs of the parents so that the parents will bring their children to the program to meet their needs. Mr. Manochio said that the present society is very difficult and parental involvement has always been a problem. Mrs. Lombardi said that she and Mr. Gibbons have had a discussion about this issue. She said that she thought the district should acknowledge the problem and decide what it will do with the time it has. Mrs. Lombardi said that the district must encourage parental involvement and give the parents as much support as possible but between the time that the children are in school, what is the district going to do to make a change. Mr. Manochio asked if the new principal at Franklin could attend the September worksession so that the board meet him and acknowledge where he is going with his needs assessment of Franklin; what programs he will be implementing and in what direction he is taking to overcome the issues at Franklin. Mr. Abraham said that he did have the opportunity to meet Mr. Lowery and he seems like a very upbeat, lively and motivated individual. Mrs. Gaglione said that she did not think the education system should just blame the parents for every problem. She said that in her experience if a child scores below the cut-off they do get the help they need but if they go slightly above that level, the students lose the help. Mrs. Gaglione said that the students are removed from a program, their grades fall again the following year, a whole year of progress is lost and the students are back in the program. She said she would like the district to review this practice and allow a student to continue to be helped even the year after his scores improve. Mrs. Gaglione said that she is involved with her son's football team and she has had the opportunity to recently call other parents to ask for donations for a barbeque that is being held for the football team. She said that many of the parents are timid because they do not understand English, but once she was able to communicate with them, she found that they were willing to help. Mrs. Gaglione said it is important for the board to understand that there are parents who want to help but they don't know how or they are not capable of doing some things. Mrs. Lombardi said that she agreed with Mrs. Gaglione regarding students who score out of a program based upon a test. She said that this was one of her concerns at the elementary level and last year Mrs. Moutis made sure that there was a follow up on every student and they were involved in

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both the morning and the after school program for maintenance. Mrs. Lombardi said that the parents of these students were also included in all of the meetings this past year, even though the children were not in the program. She said that as the data analysis is done, she said it would be interesting to see if this has any impact. Dr. Jakubowski said that the district has increased the number of AAP teachers in all elementary schools and at the middle schools, students who need extra help are in a "regular" math and language arts classes, five days per week and they also take a GEPA prep courses, one half year in math and one half year in language arts and the most at risk students are still being pulled out and they go one or two days out of their gym or elective class for additional help. He said that there has been some improvement in the test results but it could always be better. Dr. Jakubowski said that students at the middle school level are the most challenging. Mrs. McNeil asked what the class size at Franklin was. Dr. Jakubowski said that in most levels, the class size is under twenty. Mr. Figueiredo asked what sub-group failed and was it the same sub-group as two years prior. Mrs. Lombardi said that it is always the same sub-group; it is the African-American sub-group. Mr. Figueiredo asked if there was a particular group within that group such as a special needs group. Mrs. Lombardi said that special needs students are in every subgroup. Mr. Abraham asked if, for some reason, after the meeting with the parents at Franklin there is an inordinate amount of people who request that they want their children transferred out of Franklin and the district did not have the ability to move the "numbers" around at the other schools, what will happen. Mrs. Lombardi said that the federal government says that a district cannot use "capacity" as an issue. She said that she had lunch the other day with the Curriculum Director from Roselle Schools and Roselle had this same issue several years ago. Mrs. Lombardi said that many parents in Roselle opted to transfer students to schools that were not in need of improvement; those schools became overcrowded and the district's scores went down the next year. Mrs. Lombardi said that the lowest performing and the economically neediest will be transferred first in order to create a criteria. Dr. Jakubowski said it was his opinion that even if students transfer out of Franklin, he did not believe that the scores would change. He said that over the past five years the teachers at Franklin have developed so many strategies that were necessary and if teachers were transferred from Franklin and teachers from other schools were put in Franklin, he believed that the scores in the other schools would go up and the scores in Franklin would go down because it would

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take teachers three or four years to develop the same strategies that the Franklin staff has already developed. Dr. Jakubowski said that he really believed that it is what goes on at home at the early ages that has a very big impact on the child and it really doesn't matter who the superintendent or the teacher is. Mr. Manochio said that when he first came on the board there was a large adult education program in the evening for second language families. He said that he once taught ESL to adults and what was taught to them was a "survival" language which they carried home with them. Mr. Manochio stated that not only in this district, but statewide, have diminished. Dr. Jakubowski went over the enrollment in each elementary school. He said that he has not reduced staff even there has been a "status quo" with enrollment. Mr. Figueiredo said that another strategy that the district should consider would be "parenting" classes either held at night or during the school day. He said that this is something that is being done in the district where he works. Mr. Figueiredo said that he thought the federal government provides some of the information which is distributed to the parents.

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Dr. Jakubowski said that in June the board passed a resolution naming Ed Gibbons as the principal of Union High School. He said that Mr. Gibbons was in the position since January as interim principal. Dr. Jakubowski said that he and Mr. Gibbons have had a number of conversations regarding some strategies and plans that Mr. Gibbons would like to implement at the high school. Mr. Gibbons thanked the board for having confidence in him to handle the responsibilities of running the high school. He said that there are many opportunities at the high school and he wanted to share with the board his vision for the future and some of the challenges that he faces at the high school. Mr. Gibbons said that there are more boys playing football this year than in the past 10 or 15 years and it says a lot for the new coaching staff and it says a lot for the culture of the high school, that students are interested in getting involved in extracurricular activities. Dr. Jakubowski said that he had an opportunity to speak to some of the students on the football team and they were very optimistic about what was going on with the program and the new coaching staff. He said that the students felt the atmosphere at the practices was so positive. Mr. Gibbons said that he was in the high school this morning and he was pleased to report that the custodians have done a great job preparing the school. He said that there is a new computer lab which will be used to differentiate instruction to deal with

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some of the NCLB challenges. Mr. Gibbons said that last year the high school invested in more laptop computers with LCD projectors, and now teachers can use this technology into the classroom and connect with the internet without having to take the students to a computer lab. He said that he was very excited about the new teachers that have been hired. Mr. Gibbons said that Mrs. Guilfoyle has received about six applications for the science teacher position. He said that the high school is a "School In Need of Improvement" and there will be many challenges with that. Mr. Gibbons said that he was going to worry about what the high school staff and he could do from 7:30 a.m. to 2:35 p.m. to help students. He said he believed that the district had to move from lessons that were "teacher" centered, where a teacher is lecturing or the teacher is showing a video, toward to having students actively engaged, teaching one another, cooperative learning groups and project-based teaching. Mr. Gibbons said that in terms of special education, it was his goal to have regular education teachers working with in-class support teachers more. He said that this was one of the areas that would be focused on at the Professional Day on September 6<sup>th</sup>. Mr. Gibbons said that GEPA and Terranova testing are used to identify students who need additional help and these students will be assigned to a grade level subject class and in lieu of an elective, these students would have an additional math or language arts class. He said that it was good to talk to people from other districts to see what strategies they are using and how they are working. Mr. Gibbons said that Union High School is a great place to go to school. He said that 93% of Union High students, in four years, get five or less misconduct reports and most of the misconduct reports are for failure to go to a teacher detention and usually students get teacher detention because they are late to class. Mr. Gibbons said that the high school is a big building, every forty minutes 2600 students are in the halls and sometimes they are late to class. He said that 15% of Union High School students never get any misconduct reports. Mr. Gibbons said that when he looked at some of the students who are sent to the office a lot, many of the misconduct reports come from teachers in the elective classes and sometimes, students are taking electives that they don't want to take and human nature being what it is, those students have a tendency not to focus and follow the rules and regulations of the class. He said that there may be a curriculum solution to this and the curriculum counsel this year will be looking at offering a half year class in criminal justice which will be designed for any student to be successful. Mr. Gibbons said that he was also looking into possibly offering a half year class in Sports History, which will bring in economics, sociology and other issues. He said that there is a very small percentage of

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students at the high school that regardless of the traditionally based discipline program and the consequences that the high school has now, that he has not been successful in changing their behavior. Mr. Gibbons said that the district had to look at ways to change the behavior that is different than what is being done now but he just can't say that things are not working because there is such a large percentage of students that do not have disciplinary problems. He said for a very small percentage of students there needs to be other options. Mr. Gibbons said that he and Dr. Jakubowski have already spoken about lengthening in school suspension. He said that right now the students leave at 1 p.m. so that they do not need to have lunch and these students could be isolated in one area of the school, but he thought that this could be worked out and the students could be kept in school for the entire day. Mr. Gibbons spoke about Saturday detention. He said that some of the students are given Saturday detention for being late to school because their parents may be working and getting home in the morning and the students must remain home because they are watching a younger sibling until the parent returns home. Mr. Gibbons said that many of these students are good kids and a Saturday detention is a hardship because their parents also work on Saturday. He thought maybe a solution would be to have a detention after school on Friday from 3:00 to 6:00 p.m. to serve a Saturday detention. Mr. Gibbons said that another thing that is not incorporated with discipline program is a "counseling" component. He said that Mrs. Rago is developing a counseling aspect to discipline where students will have to have group counseling after school in order to identify why they are behaving as they are and maybe enable these students to make some better judgments. Mr. Gibbons said that he has been on a mission his whole life to get people to stop smoking and it bothers him that there are students that smoke in the high school. He said right now if a student is caught smoking, they are suspended but he suggested that the first time a student is caught smoking, they would have a conference with their parents in the building, no suspension or detention, but the next time a student is caught smoking, a summons would be issued and the student would have to go to the municipal court and pay a fine. Mr. Gibbons thought that paying a fine would be a deterrent to smoking and there would be no lost time from school. He asked the board to back him up on this new procedure because he felt that it would be successful. Mr. Gibbons said that he would like to professionalize the security staff at the high school by requesting that they be required to wear khaki pants and their security shirts. He said that this would make them stand out more than they do now. Mr. Gibbons said that the Sundown program was eliminated after his first year at Union High School

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but he did have an option to isolate students who did not want to cooperate and his suggestion is that they be required to come to school during the regular day; from period two to period seven; and they would be in one classroom; get lunch brought to them so that they would not interact with other students in the cafeteria; their last period of the day would be physical education and they would be dismissed after seventh period. Mr. Gibbons said that this program would be the same philosophy as Sundown was but it may be a little more affordable. He said that during each period, there would be a special education teacher also in the classroom in addition to the subject area teacher. Mr. Gibbons said that the students will not be given a choice and if they don't like being in this program then they would have to meet the guidelines to get back into the mainstream. He said that he was excited about the new school year. Dr. Jakubowski thought Mr. Gibbons' idea about the daytime "sundown" program was a good one and he felt that it could be successful. He said that he spoke to Mr. Damato about the smoking issue and he felt that the issue should be reviewed. Dr. Jakubowski said that there are rules and regulations about everyone who smokes in the building and even though right now there is a designated area where individuals can smoke, he was not so sure this should be done for teachers and they should have to walk across the street from the school. He said regarding the "uniforms" for the security staff, he did check with the Association, he didn't think there would be a problem; he believed that they should have to wear what the district wants them to wear and he did like the idea of the security staff being dressed in a particular way. Dr. Jakubowski said that he has already changed the way that the security monitors are paid. He said that in the past they were paid based upon a timesheet. Dr. Jakubowski said that he met with Ms. Dunn and since the district has a new payroll system, she wanted the time to be more exact. He said that the security monitors are now paid based upon their hourly rate times so many hours and the monitors receive this rate every payday and for any overtime that the security monitors they will be paid on the "supplemental" payroll. Dr. Jakubowski said that he would like to put a female security monitor in Burnet and he would like to transfer one of the female security monitors from the high school to Burnet and at the same time he would like to hire a former teacher to be a security monitor at the high school. He said that he was also going to work a little more with the "receptionist" at the front desk at the high school for more security in that area. Dr. Jakubowski said that Mr. Gibbons has brought a very positive perspective to what is happening at the high school. Mrs. McNeil asked what the difference between the Sundown program and in-school suspension. Mr. Gibbons said that in-school suspension is a short term thing, maybe only two or three days. He

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said that the Sundown program will be a longer term assignment for a student. Mr. Gibbons said that there would be organized instruction in the Sundown program but in the in-school suspension class, teachers send assignments to the students and the students work on those assignments in that class. Mrs. McNeil asked what the criteria would be one versus the other. Mr. Gibbons said that students who would be in the sundown program would have at least twenty plus misconduct reports and had been suspended multiple times. Dr. Jakubowski said that an in-school suspension would be a student who is regularly late for school and is given an in-school suspension instead of being suspended at home. He said that sundown students would be those who based upon their behavior, the student does not deserve to be part of the regular program. Dr. Jakubowski said that the sundown students would be in the program for at least six weeks. He said that the former sundown program was held from 3:00 to 7:00 p.m. Mrs. McNeil said she remembered a negative connotation with students who were in the sundown program. Dr. Jakubowski said that he was trying to make this program a part of the school day rather than isolating the students. Mr. Tatum said that he ran a similar program in Hillside and this program was an opportunity for students who had consistently failed over the course of years to get caught up but the in-school suspension is for daily infractions and the students are returned to the mainstream after their suspension is over. Dr. Jakubowski said that in-school suspension will be implemented in September and Mr. Gibbons will be addressing the alternative program at his orientations at the beginning of the school year. He said that this new program may be staffed with people already working at the high school and he thought this was a program that should be considered. Mr. Manochio asked if the board could be updated periodically about this program. He felt that identifying security guards was very important. Mr. Abraham also thought that having the security guards dress in a specific manner was a good idea and he did not have a problem with it. Dr. Jakubowski said that he would reach out to Mr. Shanahan regarding the security monitors dressing in a specific manner. Mr. Manochio said that once Mr. Gibbons identifies smoking issues with the students he must also do the same with the teachers because the teachers should be models for the students and no smoking in school buildings is a state law. He asked what time the students arrived at the high school in the morning. Mr. Gibbons said that students arrive at different times, some as early as 6:45 a.m. but most students begin to arrive about 7:15 a.m. Mr. Manochio asked if all students entered the building through one door. Mr. Gibbons said that by 6:30 a.m. all the doors are open and the students enter from all doors. Mr. Manochio asked if there was security in the building early in the morning. Mr. Gibbons said that he was arranging for one of

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the security guards to be in the building at 6:30 a.m. Dr. Jakubowski said that he has spoken to Mr. Gibbons about offsetting the schedules of the security monitors. He said that he felt that security stays in the building much too late at night because of past practice. Dr. Jakubowski said that because there is no longer a sundown program and an adult school and he felt that the security monitor schedule could be modified and be on a rotating basis. He did not feel that there has to be a security monitor in the building past 7:00 p.m. and the schedule would be modified when events warrant it. Dr. Jakubowski said that he would also speak to Mr. Gibbons about limiting the number of doors where students can enter the building, but he did not feel that requiring all students to enter one door was practical. Mr. Manochio asked if there was a plan for getting the freshman acclimated at the beginning of the school year. Mr. Gibbons stated that the freshman would have an orientation assembly. He said that he wanted to build on this orientation to help freshman who struggle at first because they do not know how to seek help because they are either afraid or they do not know where to go. Mr. Abraham said that Mr. Shaw had approached him about possibly having the freshman come in to the high school the day before school between the hours of 1:00 and 3:00 p.m. to get their schedules and familiarize themselves with the school so that they don't get lost the first day. He felt this was a reasonable idea. Mr. Gibbons said that this type of thing would have to be planned and executed well and he did not feel it could be implemented this year. Dr. Jakubowski said that the district now meets with eighth grade parents at the beginning of the school year and by then, many parents have made a decision to put their students in private high schools. He said that he has spoken to Mr. Gibbons about possibly having a seventh grade parent orientation at the high school in the spring. Dr. Jakubowski asked Mr. Gibbons to comment on the four new Assistant Principals that have been hired and the concept of the four Assistants with the two Vice Principals. Mr. Gibbons said that he had expressed this in a memo to Dr. Jakubowski. He said that that this group is very diverse in the skills that each individual has. Mr. Gibbons said that each individual has a set of talents they bring to the group. He said that they are all appreciative to have the opportunity and they are excited for the new school year. Mr. Gibbons said that he has had meetings throughout the summer with these individuals on an informal basis. He said that Mr. Benequista who has a strong background in special education will be in the classroom observing teachers and he would also be doing teacher observations. Dr. Jakubowski said that Mrs. Buttel was very excited about having the dual role of supervisor of guidance and being a vice principal. Mr. Gibbons said that guidance was a huge responsibility and he stated that the guidance department did many things that maybe the board was

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not aware of in terms of financial aid programs for parents, the college application process and arranging "college fairs" during the school day. He said that he liked each individual, but more than that, collectively as the team that they are forming is really what he was excited about. Mr. Perkins wanted endorse Mr. Gibbons' approach on the smoking policy; he said it is the law and no teacher can smoke on school property and there cannot be designated places on school property for them to smoke. He thought that the concept of the principal issuing summonses was outstanding and he felt it was legally doable. Mr. Perkins said that he first met Mr. Gibbons when he was vice principal in connection with health, fitness and nutrition issues and he also had an opportunity to speak with him about the parking policy this past year. He said that he was very excited that Mr. Gibbons had an e-mail address and he responds to his e-mails. Mr. Perkins thought this was going to be an exciting, new start at the high school. He thought Mr. Gibbons should be commended for initiating some new programs. Mrs. Salazar said that she liked Mr. Gibbons' idea about the alternative program and felt that it was good to have an ongoing learning process but she wanted to know how a subject would be taught where there was a cross section of grade levels in the same room. Mr. Gibbons said that will be a challenge but it is happening in the elementary schools right now where there is a variety of learning styles among students and skill levels. He thought that an investment in technology in the room where there would be computer-driven instruction and project based learning where there would be either group or individual projects and each students would be given a different task more relative to the curriculum on their grade level. Dr. Jakubowski said that he thought during the first month of school Mr. Gibbons could monitor the students who he believed might be candidates for the alternative program and then have a pilot program with either freshman and sophomores or juniors and seniors. Mrs. McNeil said that she thought the football program was excellent but as a parent, she felt that practice extends too long during the school year. She wanted to know if Mr. Gibbons had considered a tutoring program for the time period right after school so that the players could work on their homework. Mr. Gibbons said he knew that the basketball coaches did it last winter. He said that he would speak to Mr. Sheridan. Mr. Gibbons thought that most high school coaches do practice too long and he thought that some of the time could be cut if the practices are more organized. Mr. Perkins said that Mrs. McNeil raises a good issue about how a coach runs practices. He said that the NCAA does limit time that college students can spend on a practice football field. Mr. Perkins wanted to know if there was a similar restrict in the State of New Jersey. Dr. Jakubowski said he did not think there was one in the state. He said that the only restriction is the date when practice can start. Mr. Perkins said that

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it seemed to him that if the team has a coaching staff that is working together, the practices can be efficiently organized. Mr. Gibbons said that he would speak to Mr. Sheridan and let him know that the time factor was something that he and the board were concerned about. He said that Mr. Sheridan may already be doing exactly what the board wants him to do. Mr. Gibbons said he did not know how long practices were. Mrs. Gaglione said that she thought Mr. Sheridan was a very good coach and for someone to speak to him right now may give Mr. Sheridan the wrong idea. She said that Mr. Sheridan was very aware of what the students do and how they are doing academically and he has cut some individuals from the team because they have not done what they should do. Mrs. Gaglione said that she often speaks to her son's friends when she drives them home from football practice about how they are doing in class. She said that Mr. Sheridan has also advised the students that if they do not do well in school, they cannot play football. Mr. Manochio thought that some of the best teams in the state probably do not practice past 5:30 p.m. Mr. Magliacano said that Mr. Sheridan has very planned practices and would be able to tell you at any time what the team is working on. Mr. Figueiredo said that he was very happy to hear that the district is cleaning up, looking to change things that were not working out and making improvements. He felt that everything that Mr. Gibbons spoke about this morning were positive things and were welcome and refreshing ideas coming into the high school. Mr. Figueiredo said that he was very happy that Mr. Gibbons was appointed as principal. Mr. Abraham asked Mr. Gibbons if it would possible to use Mr. Jones with his digital camera to create student ID cards so that when students are walking the hallways they have an identification tag on them so that it can be easily seen that an individual belongs in the building. He said that he knew Mr. Gibbons has done a very good job during his time as principal so far to keep the hallways free and clear while classes are in session. Mr. Gibbons said that he has had this conversation with Dr. Jakubowski but he did not know if this process would be done internally. Mr. Abraham thanked Mr. Gibbons for attending the meeting and giving his overview of the high school. He said that Mr. Gibbons certainly had the board's backing and support and the board was looking forward to the coming school year. Mr. Abraham hoped that it would be a rewarding year for Mr. Gibbons and he said that board looked forward to hearing updates throughout the year.

## THE BOARD TOOK A FIVE MINUTE RECESS

## OPERATIONS – DISTRICT SAFETY COORDINATOR/COMMITTEE

Dr. Jakubowski said that every year the district looks to renew its insurance coverage. He said that the district does have a safety committee that meets through the athletic department but he said that this year he wanted to

establish is more of a safety committee that Mr. Damato along with the athletic director will co-chair and will have three or four meeting per year. Dr. Jakubowski said that there would be a representative from each building included at these meetings to talk about safety issues in the buildings to help to prevent some of the long term lost time from work which result with some workers' compensation claims. He said that Mr. Damato has a very good relationship with the insurance carrier. Mr. Damato stated that the insurance premiums were reduced by approximately \$1,000 for the upcoming school year. Dr. Jakubowski said he wanted to make sure the district was doing everything it could possibly do so that the district's experience rating remains good.

#### OPERATIONS – BACK OF HANNAH CALDWELL

Dr. Jakubowski said that the plans for renovation of the back of Hannah Caldwell are ongoing. He said that due to the fact that a new piece of equipment must be put in the IT department to update the telephone system it will be necessary to relocate Mrs. Pax. Mr. Abraham asked Mr. Damato if the report that Avaya was being bought out by another company would have any effect on the telephone system. Mr. Tatum did not think it would. Mr. Damato said that the first he heard of it was this morning and as it unfolds the district will learn more about the situation. Mr. Abraham said that it was his recollection a few months ago after the board discussed the renovation of the back of Hannah Caldwell, it would be determined how much the State still owed the district for completed projects. Ms. Dunn said that she had reported to the board about two months ago how much the district had received. Mr. Abraham asked if the district received what was anticipated. Ms. Dunn stated that the amount was less than anticipated. She said that at this time there is \$2.3 million in the account but if the new telephone system incurs any additional cost, that amount will be decreased. Mr. Perkins asked what the anticipated additional costs were for the telephone system. Ms. Dunn said that she just received an estimate of approximately \$1,000 additional cost. Dr. Jakubowski said that the district does have initial plans which have been prepared by Potter Architects which are in the process of being reviewed. He said that as the IT department gets larger, they are in need of more space. Dr. Jakubowski said that the noise in the IT room is overwhelming and it really needs to be expanded. He said that he has looked at the plans from Potter Architects and he is debating whether or not he wants to have all supervisors housed in this space or just districtwide supervisors. Dr. Jakubowski said that if the district eventually has two K-8 supervisors; one language arts/social studies and one math/science; which is his goal then they should be housed at Hannah Caldwell and the supervisors who handle the high school, can remain at the high school. He said that if all of the plans can be finalized, it is possible that this project can be completed over the winter months and the administration offices could be moved into the space by next summer. Mr. Damato said he thought it would be a winter project. He said

that he was looking at some basic floor plans at this time; it is being reviewed and once it is finalized, it will be presented to the board and move forward with the actual construction drawings which will probably take about six weeks. Mr. Damato said he could see the project going out to bid in November to be construction beginning during the winter months. He said that the shell of the building is done and may require some additional windows and doors, but it is basically an interior renovation. Mr. Abraham asked if Potter Architects has given any indication as to approximately what cost figure the district might be looking at. Mr. Damato said that they have not. Dr. Jakubowski said that this move is more of a necessity now than ever. He said that technology is just one example of what needs to be expanded. Dr. Jakubowski said that other areas in the administration building are very cramped and more space is necessary. He said that the tentative plans are that the technology and maintenance departments will remain at this location. Mr. Perkins asked how much space was available in the back of Hannah Caldwell. Mr. Magliacano said that it was approximately 11,500 square feet which is double the space of the existing administration building. Dr. Jakubowski said that this renovation will allow the board to hold its board meetings at that site with permanent cameras installed as are installed at the town hall. He said that there will also be five conference rooms in the space and Ms. French's office will also move to that space. Mr. Abraham asked the board if they agreed that it go forward on this project. The board concurred. Mr. Abraham told Mr. Damato to go forward and do whatever had to be done. Dr. Jakubowski said that he hoped to have plans completed for the board to see in September. Mr. Abraham asked that this matter be put on the September agenda.

#### OPERATIONS – DISTRICTWIDE UPDATE

Mr. Magliacano said that as of today, the roof at Kawameeh was approximately 80% complete and it should be completed within the next two weeks. He said that the masonry project which is on the agenda today, should be completed sometime in the fall; this project will be nondisruptive to instruction at that building. Mr. Magliacano said that the Central-Five and Administration Building roofs will be completed by the end of the month. He said that Hannah Caldwell is having a compactor and a pad added, and that will be done in the fall. Mr. Magliacano said that the repair of the lintels at Burnet will also be started in the fall. He said that there will repaving of sidewalks at Battle Hill will be completed by August 31<sup>st</sup>. Mr. Magliacano said that the landscaping and the doors near the "rock" entrance will also be completed by August 31<sup>st</sup>. He said that the bleachers on the visitors side of the football field will take three weeks and the football team will be home four of the first six weeks of the school

## OPERATIONS – DISTRICTWIDE UPDATE

year. Mr. Magliacano thought that the project could be done toward the end of October. He said that the library windows and railings on the front of the school at Franklin was a project which was part of the repair to the cupola which was part of the bond and it has been decided that just the windows and railings will be repaired because they really take away from the front of the building. Dr. Jakubowski said that he was very embarrassed with the front of Franklin School the way it looks now and he felt that this renovation must be done. Mr. Magliacano said that this project will probably come in under the bid threshold and it will only be necessary to obtain two quotes for the repairs and go from there. Mr. Helmstetter asked if the façade at the entrance to the bank at the high school could be painted as it looked terrible. Mr. Magliacano said he was aware of the situation and he was going to contract out the project. Mrs. Gaglione asked what the district was doing about the playgrounds at the schools. Mr. Tatum said that he and Mr. Damato had gone around to all of the schools to look at the tot lots and they have been remulched. He said that there was some equipment that needed to be repaired and some pieces of equipment needed to be removed because they were unsafe. Mrs. Gaglione asked if there was a deadline to get the equipment fixed. Mr. Magliacano said that in October, the state will be issuing a new set of regulations governing playgrounds and safety and the board must make a decision to either abide by the new state regulations or eliminate the playgrounds. He said that this may turn into a very expensive proposition because mulch will have to be added each year; every time a piece of equipment is broken, it must be fixed immediately and all equipment must be maintained and non-injurious to children. Mr. Magliacano stated that the district would really have to think about what direction it wants to go in this area. Dr. Jakubowski said that mulch has been added to playgrounds over the summer. He said that he has directed that the Connecticut Farms tot lot be dismantled and after the new rules and regulations are received from the state, they would have to be reviewed to see what the district has to do as far as insurance coverage, etc and then the district would have to make a determination as to what will be done with all playground areas. Dr. Jakubowski said that most neighborhoods have a playground that is maintained by the Recreation Department. He said that the Recreation Department used to maintain the Board of Education playgrounds over the summer and each playground had a park director in attendance during the summer. Mr. Tatum stated that there were three playgrounds that he was sure had additional mulch put on them. Mr. Perkins said that the board should see what the playground usage presently is. Dr. Jakubowski said that the summer playground program is not what it used to be years ago. He said that Union had the finest park program in Union County or even in the state. Mr. Perkins said that there was a different societal need in years gone by. Mrs. Gaglione said she did not even know if the parents in town

## OPERATIONS – DISTRICTWIDE UPDATE

know are aware that there is a park recreation program in the summer. Mr. Manochio stated that attendance at the Knights of Columbus and Elks pool clubs are also down; participation is down. He said that in years gone by those places would be packed during the summer. Mr. Manochio said there were different needs today and people do not participate the way they used to. Mrs. McNeil said that there are some college students who run the playground program during the summer and they do receive training but there are no children who come to the playgrounds. She said that many of the parks need to be updated and parents don't want to send their children there. Dr. Jakubowski said that the school buildings are being cleaned and being made ready for the new school year. He said that the only building that may be delayed is Connecticut Farms because there is filming going on there. Dr. Jakubowski said that Mr. Magliacano and Mr. Damato did meet with representatives from the production company. He said that the film crew has extended some of the things that they were doing but they have been advised that they must vacate the building by August 23<sup>rd</sup> so that the building can be prepared for the school year. Dr. Jakubowski said that he and Mr. Bradley had originally met with the production company and he and Mr. Bradley thought that this would be something that would be good for the town. He said that the production company is paying all overtime custodial fees. He said that this has impacted on the district more than he would have liked but the building will be ready for September. Mr. Figueiredo asked what was being filmed in the school. Dr. Jakubowski said that he believed it was a science fiction/horror movie and the production company liked the location because there is a graveyard across the street from the school. He said that the production company is having some issues with the Archdiocese of Newark because they borrowed some things from St. Michael's Church. Mr. Figueiredo asked if the district was receiving any compensation for the use of the building. Dr. Jakubowski said that they were not charged any rental fee but they are paying all of the overtime costs for custodians who are in attendance and the production has agreed to pay for all cleaning costs after filming stops.

## TECHNOLOGY – LONG RANGE PLAN

Mr. Tatum said that the technology plan was approved by the County and State. He said that the board members should have received an e-mail with a job description for being a building representative for the long range plan. Mr. Tatum said that initially he had discussed having a person in each building who would troubleshoot minor issues that arise in the building during the course of the day and they would make a determination as to whether or not someone from the technology department needed to be dispensed to go to that building. He said that the building representative was for communication and also for

## TECHNOLOGY – LONG RANGE PLAN

minor issues. Mr. Tatum said that this may become a “stipend” position and not necessarily one that would require a full salary. He said that at the last technology committee meeting the possibility of additional personnel in the technology department was discussed. Mr. Tatum said that personnel in that department is a major issue and when the last technology plan was developed one of the things that he had requested was not to just write a technology plan but that the district start to actually incorporate those things from year to year that are in the plan. Mr. Tatum stated that there would be another meeting in September and this is a step on the path to maintain the technology plan. He said that the district is making progress in updating labs, etc., throughout the district. Mr. Tatum said that the instructional staff, the budgeting department, the technology department and the maintenance department have all come together to try to infuse those areas that need to be refined in technology. He said that the new telephone system will have a major impact on the technology department and the technology needs of the district. Mr. Perkins said that one of the difficulties that he has had over the years with technology is the application of Moore’s Law, which is that every 18 months the capacity of computers doubles and it does not take too much time for a computer to become obsolete. He said that new software requires more and more capacity. Mr. Perkins said he does not know how a public entity deals with this issue and stays near the leading edge of the curve. He said that price of new computers today is miniscule compared to when computers were first introduced. Mr. Tatum said that the district has been taking a closer look at leasing computers so that every so many years, the district can upgrade and replace computers as needed. He said that the district is striving to keep up with where it should be but the problem that the district has is getting itself to the point where it should be right now. Dr. Jakubowski said that space and personnel have become an issue. He said that he still had mixed emotions about whether the computer is a better learning tool than the teacher and other cooperative learning strategies. Dr. Jakubowski said that a few years ago the County was trying to get all the districts to interface with other school districts in a long distance learning program but Union did not opt to participate in this program because the costs were very high. Mrs. Gaglione stated that she has observed that when you see children walking down the street most of them are “texting” on their cell phones. She said she thought that the district should change something and change the way that students are taught because the students have been so involved in technology that the information is being processed immediately to their brains and they cannot adapt to a different type of learning environment. Mrs.

## TECHNOLOGY – LONG RANGE PLAN

Gaglione thought that technology had to be intermingled with the teaching process. Dr. Jakubowski said children today have constant communication with their friends because of the cell phone technology. Mrs. Gaglione thought that students are not receiving the information that they should because they are concentrating on another things. Mr. Perkins thought that Mrs. Gaglione's observation raises another issue. He said that the board is discussing PC's but that is not where technology is. Mr. Perkins said that there are districts who are preparing POD casts of their meetings, putting them out with the ability to download onto an IPOD to be listened to or viewed. Mrs. Gaglione said three or four years ago she spoke to someone who was trying to develop educational standards for technology so that everyone is following the same protocol; the same information and the same type of learning devices for the students to learn. She said that this individual must get the whole country to agree with the same type of information. Mrs. Gaglione said that this is the way of the future and she was involved in standards that she had to push nationally as well as internationally. She said that it could take five to ten years to complete this process but a district must be ready to accept the information. Mr. Manochio said that he came from a different generation and he did not totally agree with what is going on, but this is the age that the world is in. He said technology today is big business. Mr. Tatum said that the question was if the computer would ever replace the teacher in the classroom and technology was designed and brought into the classroom to supplement what the teacher was teaching. He said, unfortunately, he feels that the district may have to completely reassess how it assists children and basically, the students will have to sustain some type of performance assessment on all the new technology "toys" that they have to play with and do away the "pencil and paper" tasks altogether because students are not connected. Mr. Perkins said that once the standards are put in place in five or ten years, they will be obsolete. Dr. Jakubowski said that the bottom line is that the technology department is understaffed. Mr. Manochio asked if every computer in district being used. Mr. Tatum said that every workable computer and all the new computers that the district purchased are designed to replace a computer that was currently being used. He said one of the biggest concerns was the high school and middle school labs which have been updated so that the courses being taught that require computers as a learning tool will be able to be offered to the students. Mr. Tatum said that over the summer an inventory was completed and for the first time, the district has a handle on what it has. He said in cooperation with the operation and maintenance department this was able to be done. Dr. Jakubowski said that over the summer some of the teaching staff was employed to help with computers. He said that they got all the computers into place.

### PERSONNEL- DRESS CODE

Dr. Jakubowski said that the dress code has been an issue that the board has. He said that he has spoken to the administrators about the dress code. Dr. Jakubowski said that some of the administrators will eliminate dress down days. He said that he will also review the dress code at the townwide teachers' meeting and let the staff know what he expects. Dr. Jakubowski said that the present dress code policy is a good one but it must be enforced in each building.

### PERSONNEL - STAFFING

Dr. Jakubowski said that staffing for the new school year is in good shape. He said that there is still a science teacher needed at the high school and there are still one or two AAP teachers needed. Dr. Jakubowski said that he is still waiting to hear from someone who has been out on a leave to see if she will be returning. He said that only two schools do not have a full time interventionist right now and they are Livingston and Washington and these schools share one person. Dr. Jakubowski said that he was going to look at this situation and see if each school needs its own full-time interventionist. He said that right now Franklin School is a School In Need of Improvement but testing is something that each year impacts on the district. Dr. Jakubowski said that Burnet, Kawameeh and the high school are also a School In Need of Improvement but since they do not get any Title I funding. He said that any large school, when testing includes special education students, will eventually be put into the dilemma that the special education students will not meet the standards. Dr. Jakubowski said that the testing standards for next year will increase even more and if the test scores from last year were looked at with these new standards, there would be three more schools would be Schools In Need of Improvement because as the standards continue to be raised, that by some year NCLB expects 100% of students to pass the test, he did not know how that would ever be possible. Dr. Jakubowski said that he has spoken to Ms. Dunn and Mr. Vieira about personnel. He said that they have been very busy the past few months because the payroll system has been changed. Dr. Jakubowski said that he appreciated Ms. Dunn, Mr. Vieira and Mrs. Izzi's hard work during the transition. He said that the other position that was posted for which was a Utility Person for the maintenance department who would be able to do a variety of jobs. Dr. Jakubowski said that the maintenance department was cut a number of years ago when money was tight. He said that it was getting harder to continue to maintain with the individuals that are presently employed. Dr. Jakubowski said that Ms. French will also need to fill positions of several resignation or maternity letters that were just received. He said that his philosophy of hiring classroom assistants that have

## PERSONNEL - STAFFING

degrees and have done student teaching has worked out well as many of these individuals have been moved into the classroom after a year of serving as a classroom assistant. Dr. Jakubowski said that from an optimistic point of view he has interviewed some individuals this summer that the district sadly does not have positions for but who are great individuals who are very impressive. Mr. Vieira said that he wanted to bring to the board's attention that the teachers' three year contract ends on August 31, 2008 which is one year from now. He hoped that the negotiation process would begin early in the year to help with budget planning. Dr. Jakubowski said that the sooner the negotiations get started the easier it will be to plan a budget. He asked Ms. Dunn to discuss transportation at this time. Ms. Dunn said that the district was not in a good place regarding transportation for the upcoming year. She said that the district has a new GPS system in place which has created major route changes this year and it is saying that stops that have been in place for many years are now not eligible stops. Ms. Dunn said that the district has a tremendous influx of students with disabilities who need transportation in district and unfortunately the district has not been able to accommodate those needs. She said that there are approximately twenty (20) students that are attending a district school but they will not be transported by in-house buses. Ms. Dunn said that she did not know yet, because Ms. French has approximately thirty (30) more who entered the district over the summer. She said that because of the route changes and the special education students, the district's buses are overloaded at this time and she would not be entertaining subscription busing at this time because the district cannot accommodate all of the students who are eligible for transportation. Ms. Dunn said that central registration has been very slow this summer and she still does not know if there will be students registering that will need to be transported. She said that if a parent does not receive transportation for their student, suddenly their child is asthmatic and requires transportation. Dr. Jakubowski said that medical transportation has become another issue. He said that he and Mr. Damato will be meeting with Dr. Mullick, our Medical Inspector regarding medical transportation. Dr. Jakubowski stated that a new procedure will have to be developed to determine whether a student needs transportation because of a medical condition. Ms. Dunn said that she would put a procedure in place with regard to providing medical transportation with Ms. Ionta and the school nurses. She said that this new procedure would not provide for door-to-door transportation but they would be on the "route closest to their home." Ms. Dunn said that she and Ms. French have also discussed

## PERSONNEL - STAFFING

some of the special education students that can ride a regular bus and walk to a bus stop, they would also be put on a regular route. She said that the bus passes this year are a little different. Ms. Dunn said that they are pre-printed and contain the student's picture on the pass along with bus stop information so that passes cannot be used by another student. She said that there have been many changes over the past few months such as in-house payroll and fund accounting, personnel and payroll have all been integrated. Dr. Jakubowski told the board that they may be receiving calls from parents who have relied on subscription busing but the district does not have the ability to offer it this year. He said that he has also allowed employees in the district who live in one particular place, although they were not eligible for busing were incorporated in the subscription busing program without making them pay the subscription fee as a courtesy. Dr. Jakubowski said that he has already spoken to a number of people to advise them that they had to arrange for alternate transportation for their students. Ms. Dunn said that "William and Walker" is no longer a bus stop on the new program and the only transportation to the high school from that area will be a 16 passenger van that will be picking students up right at the Irvington/Union border. She said that she and Mr. Gibbons have preplanned in case students who used to get a bus at that stop show up there on the first day of school. Mr. Helmstetter asked if the students who were getting the bus at that stop would be notified as to the change. Ms. Dunn said that she discussed this with Mr. Gibbons and he said that there is not a bus stop there and these students will not have received a bus pass. She said that it was decided that on the first day one of the security guards from the high school will be sent over to the stop to stay with the students and later in the morning, when there is a free bus, it will pick up the students and take them to school. Dr. Jakubowski said that if there are any students waiting at the stop on the first day of school, a letter would be sent to them on the first day of school for their parents explaining the change in the bus route. Ms. Dunn said that a parent has said to her "I want transportation; you have to give it to me and if not, I will not send my student to school." Ms. Dunn asked the parent if she worked and the parent responded that she did not. Ms. Dunn asked the parent why she could not take the child to school and the parent responded "that is not my problem." Ms. Dunn asked the parent for her name and told her that if the child does not come to school the parent will be charged with truancy and she would have to go to court and pay a fine. Dr. Jakubowski said that if after all the routes are done and if for some reason there is room, the subscription busing program will be instituted again as a courtesy. He said that it has become more difficult to find

## PERSONNEL - STAFFING

bus drivers and bus assistants to handle the various bus routes. Mrs. McNeil asked if the district provides student bus passes for the students who need to take public transportation. Ms. Dunn said that the district does not provide the pass but will give students the information on how to contact New Jersey Transit to get a pass. Mrs. Gaglione asked if the students that Ms. Dunn was concerned about were only subscription busing students. Ms. Dunn stated that the district's subscription busing policy is very clear that it would only be available if there was an available seat along an established route with an existing bus stop. She said that the district would not create a route or a stop. Ms. Dunn said that she does not have a problem with subscription busing and she likes to fill up the buses but right now if a student is given a seat through the subscription busing program and another student registers that is eligible for that seat, the subscription bus student would have to be removed from the bus. Dr. Jakubowski said that the William and Walker stop became a real big one because it took the whole area of the Village that was not within the distance and the students could walk to the stop easily. Ms. Dunn said that the students that are going to Union Catholic, Roselle Catholic, Mother Seton and St. Theresa's in Kenilworth will be picked up on a bus and will not be receiving "aid in lieu of" for transportation. She said that the number of buses for Union County Vo-Tech has been increased because there are approximately 150 students attending Vo-Tech this year. Ms. Dunn said that there are over 600 students eligible for "aid in lieu of" which was raised to \$859 this year. Dr. Jakubowski said that if the administration offices are moved to the back of Hannah Caldwell, the business could use more staff in payroll and personnel but until there is more room available, hiring additional staff is impractical. Mr. Perkins asked what the distance for transportation was. Ms. Dunn said that the State regulations were Grades K-8 – 2 miles; Grades 9-12- 2.5 miles. She said that the district's elementary K-5 is 1.5 miles; grades 6-8 is 2 miles and grades 9-12 is 2.5 miles. Dr. Jakubowski said that the only students in grades K-5 is those students who live in Vauxhall and it was changed from 2 miles to 1.5 because the district did not want children walking from Vauxhall to Hamilton School which was in the 1.5 mile range. Mrs. Gaglione said that last year the board discussed the after hours buses. Ms. Dunn said that there have been major changes made in the after hour buses because it was determined that they were not necessary. She said that there have been major changes made in transportation including the hours and how the routes are assigned.

## POLICY – RESIDENCY EXEMPTION FOR TEACHERS

Mr. Perkins said that the board should think about the ability of employees, including technical support and other highly desirable employees that

## POLICY – RESIDENCY EXEMPTION FOR TEACHERS

the district wants to attract to the district. He said that many businesses provide day care facilities in order to attract talented people who have small children. Mr. Perkins said he was not advocating daycare but if a teacher has a child who is school aged, lives in another district and the district wants to offer that individual a position, a key element is the ability to have their child go to school in this district. He said that the incremental costs, as the board has discussed many times, are minimal. Mr. Manochio asked if it was policy now. Dr. Jakubowski said it was not. He said thought it made sense but his only concern was that teachers will bring their young children to half day preschool and full day kindergarten but then when they are in first grade, they will return to their own districts. Dr. Jakubowski stated that in general, teachers' children do very well in school and he thought this would add to the district's educational system. Mr. Perkins said that the goal is to make the district a more attractive place to work for talented teachers and employees. Mr. Figueiredo said that he knew of districts that were paying stipends to bring in science and math teachers, like a signing bonus. He said that this policy would be in lieu of something like that. Mr. Perkins said that this policy would also be extended to employees that the district already employs in order to retain employees that are positive contributors. Mrs. Gaglione said that she thought this policy should be started just for teachers. Dr. Jakubowski said maybe this policy would draw teachers into the district. He said as far as giving them a "signing bonus" most science and math teachers are not started at Step 1. Dr. Jakubowski said he would hate for this policy to become where young teachers bring their children to the district for full day kindergarten and then the children would leave or the children may stay through fourth grade and not attend middle school or high school and these were the grades that he wanted to have these children in the district. Mr. Manochio agreed that once a child is in third or fourth grade they want to socialize with children in their own community. Mrs. Lombardi suggested that a survey be taken among the young teachers in the district to see how many would be interested in this policy. Mr. Perkins thought that Mrs. Lombardi's idea was a good one so that the board can get an idea of how many teachers may be interested. Dr. Jakubowski said he would do a survey in September. Mrs. Gaglione said that the board should make sure that this would not incur a significant cost before it is implemented.

## POLICY – INTERNET PRIVACY

Mr. Perkins said that he had intended to follow up with Ms. Hall regarding this issue but he did not. He said that Ms. Hall had commented at the last meeting about internet access and internet privacy being part of a curriculum presentation. Mr. Perkins said that he wanted to discuss with the board the issue of the district's instructing students that what they do on the internet is like

doing it in front of 50,000 people in Yankee Stadium. He said there is no such thing as privacy and there can be adverse consequences to putting something on the internet as an extension of students should be instructed on "they should be careful where they go on the internet because they might get hurt." Dr. Jakubowski said that he had spoken to Mrs. Marcus and he was advised that as a part of a cycle computer class that every middle school student takes, the teacher spends a great deal of time talking about this issue. He said that nothing is discussed at the elementary level, nor at Central-5. Dr. Jakubowski said that he spoke to Mr. Petras at Central-5 and Mr. Petras indicated that he would make this issue part of the curriculum there. He said he did not know if this issue is discussed at the high school level. Mr. Manochio asked if there was anything received from the State which indicated that there were statute changes pertaining to this issue. Mr. Perkins said that the State Police, the Attorney General's Office and the Union County Prosecutor's Office all have people who would come to the district to make a presentation to the board regarding this issue. He said that he has attended these sessions and there is a lot of information available. Mr. Perkins thought that the board should continue to discuss this policy. Dr. Jakubowski said that he has discussed this issue with Mr. Endrzejewski and the district presently has safety walls in place at this time. He said that there should be no computer in the district that allow students to visit "MySpace". Dr. Jakubowski has taken steps to prevent students from using district computers to access certain sites. Mr. Figueiredo suggested that perhaps there be staff development offered to administrators or those individuals who have direct contact with students rather than the board.

#### PERSONNEL - TRAVEL

Ms. Dunn said that all individuals in the district who travel for professional days must submit a report to the district. Mr. Perkins stated that the district's policy already requires that a report be filed upon return from a trip. Dr. Jakubowski said that he believed that board members in their second year of a three year term should be allowed to attend the National School Board Conference. Mr. Manochio said he thought it was worthwhile that several members of the board attend the National Conference. Ms. Dunn said that Chapter 53 which was enacted this past April added many mandated things that must now be done to approve travel by individuals from the district. She said that even though travel policies for board members and staff were required to be adopted several years ago, she said that regular conference travel has been included. Ms. Dunn said this means that if she goes to New Jersey Association of Business Officials monthly meetings these meetings must be approved and it is considered regular travel. She said that she and Mr. Vieira go to round table meetings and Dr. Jakubowski goes to Superintendent round table meetings. Dr. Jakubowski asked why these meetings must be included since there is no

## PERSONNEL – TRAVEL

reimbursement received. Ms. Dunn said that the reason that these meetings are included is because the dues that are paid for these associations includes the meetings and any refreshments that are provided. She said that all conference travel must be pre-approved by the board and there are penalties if a staff member or a board member goes on a conference, that is not approved and asks to be reimbursed. Ms. Dunn said that New Jersey School Boards has incorporated all file codes for travel and incorporated it into one policy which will be discussed with Mr. Damato and it may be necessary for the board to adopt a change in the travel policies. She said that a post travel report is now required to be submitted by the individual and she and Mrs. Lombardi have discussed how it will be implemented with the staff. Ms. Dunn said that a problem with conferences being pre-approved is that many teachers do not know when a conference is coming up until after a board meeting has taken place and this will not allow the board to approve the conference. She said this means that the individual can still go but without with the district's approval and they cannot be reimbursed. Ms. Dunn said that she was still trying to work out the wrinkles. She said that NJSBA also wants the district to include in its policy that all travel is directly related to an individual's PIP, support or definite instructional goals. Ms. Dunn said she wanted to let the board know about the changes. She said that the intent of the new mandates was to try to stop some of the abuses that have been found over the years. Dr. Jakubowski said that he wanted it to be put into the record that neither the central office nor the board have ever abused any travel privileges nor do the central office administrators receive mileage reimbursement. Mr. Perkins said to sum up, Mr. Damato and Ms. Dunn would develop a draft of the new policy and the policy committee will review it and recommend that the board adopt it because it is mandatory since our existing policy does not cover it now.

## MISCELLANEOUS – BOARD CONTINUING EDUCATION

Mr. Abraham asked Mr. Damato to give the board a brief overview of exactly what the requirements are for the board now. Mr. Damato said that the law says that anyone elected or re-elected after March of 2007 must go through the initial training of a new board member and go through additional training if a board member has been re-elected. He said that anyone elected in April for the first time must go for the initial new board member training and anyone that was re-elected needs to go for a "refresher" course. Mr. Damato said that he sent an e-mail to all board members outlining what the requirements were and if anyone

### MISCELLANEOUS – BOARD CONTINUING EDUCATION

had any questions or wants to register for a particular course, please let him know. He said that he did not have information on the School Boards workshop training. Mr. Damato said that in the past the orientation training was usually given the Monday of the workshop week and the workshop usually begins on Tuesday. He said that when he gets more information, he would let the board know. Ms. Dunn said that all board members have been approved to attend the October State Convention in Atlantic City. Mr. Abraham asked the board members if they were planning to go to the School Boards Convention in October to let Ms. Dunn know at the September worksession. Ms. Dunn said that would be perfect so that any adjustments can be made in the reservations.

### MISCELLANEOUS – RED DEVIL

Mr. Abraham said that he had mentioned this item to Dr. Jakubowski. He said that the discussion has come up about the possible renovation of Central-5 and as he was driving up and down Vauxhall Road, he said the idea came to him that the Red Devil property has been sitting vacant and he thought that it would be a perfect building, since it is only one floor, to create a new Central-5. Mr. Abraham said that the facilities such as the electrical, plumbing were in tact in the building and the property is large enough for a playground, an area for student drop off by buses. He wanted to know what the board might think about this idea and looking in to the availability of the property. Mr. Perkins said he thought the reason no development was going on there was due to EPA problems. Mr. Helmstetter said that there had been discussion about reverting Central-5 back to a neighborhood elementary school and changing all elementary schools back to K-6. He said that busing was also discussed and how much the district would save if this was done. Dr. Jakubowski said that the district has gotten some initial plans from Potter Architects regarding the renovation of Central-5. Mr. Manochio asked if Dr. Jakubowski spoke to the parents in Vauxhall to see how they felt about this. Dr. Jakubowski said that he did and the parents were really not in favor of returning to a neighborhood elementary school.

Mr. Abraham asked if anyone had any other miscellaneous; old business or new business to discuss. There was none.

**MOTION FOR EXECUTIVE SESSION**

Moved by Mrs. Gaglione, seconded by Mr. Manochio, that the Board go into Executive Session to discuss personnel matters without the presence of the public in accordance with the provisions of *N.J.S.A. 10:4- 2b*. The Board will disclose the discussion conducted during the executive session, with notice to the public, when the disclosure will not result in unwarranted invasion of individual privacy or prejudice to the best interests of the Board of Education and provided that such disclosure does not violate federal, state or local statutes and does not fall within the attorney/client privilege.

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

MOTION WAS CARRIED

BOARD RETURNED TO PUBLIC SESSION AT 1:25 P.M.

**MOTION TO ADJOURN**

There being no further business before the board in public session, it was moved by Mr. Perkins, seconded Mrs. Gaglione that the meeting be adjourned. All present voting yes.

Respectfully submitted

JAMES J. DAMATO  
BOARD SECRETARY