

UNION BOARD OF EDUCATION
Worksession – December 12, 2006

Meeting held at James M. Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey 07083.

PRESENT AT ROLL CALL: Mr. Gary Abraham, Mrs. Judith Axelrod, Mr. Steven Helmstetter (President), Mr. Anthony Manochio, Mrs. Versie McNeil, Mr. Francis Perkins, Mr. Steve Ruhl and Mrs. Judy Salazar

ABSENT AT ROLL CALL: Mrs. Linda Gaglione

ADMINISTRATORS PRESENT: Dr. Theodore Jakubowski, Mrs. Barbara Lombardi, Mr. Gregory Tatum, Mr. James Damato, and Mr. Anthony Magliacano

The meeting was called to order by Mr. Helmstetter at 7:00 p.m. Mr. Ruhl led the Board members and audience in the Pledge of Allegiance.

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

Mr. Helmstetter asked each board member to review the minutes of the Worksession and Executive Session of November 14, 2006 and the minutes of the regular meeting of November 21, 2006 for action at next week's meeting.

COMMUNICATIONS:

Mr. Helmstetter asked if the communications items were reviewed and referred to the appropriate committees. Mr. Damato replied yes, and said that all of the communication items are listed under the personnel section of the agenda.

EDUCATION/STUDENT DISCIPLINE:

Mrs. Axelrod stated the Education/Student Discipline committee met earlier this evening. She said they discussed each resolution. Mrs. Axelrod said that the committee recommends that Mr. Damato attend the National School Board's Association 67th Annual Conference from April 11th through April 15th, 2007. Mrs. Axelrod asked how the cost of \$2400 was determined for the trip. Mr. Damato stated that Ms. Ditri put the package together, which includes the airfare, hotel, and conference registration. Ms.

Lombardi said that Ms. Dunn would advise the board of the maximum cost allowed by the state. Mrs. Axelrod said that the board would have to approve the cost for reimbursement of the trip. Mr. Damato noted that this is not a reimbursement; the board submits a purchase order for the trip.

Mrs. Axelrod said that with regard to resolution E-2, twenty-three (23) students were removed from the rolls; twelve students (12) from elementary schools, two (2) students from Central Five, two (2) students from the middle schools, and seven (7) students from the high school.

Mrs. Axelrod asked Dr. Jakubowski to explain the Uniform State Memorandum of Agreement between the Township of Union Board of Education and Law Enforcement Officials as referred to in resolution #E-3. Dr. Jakubowski said that the agreement was established a number of years ago. Every year the memorandum is reviewed at the county superintendent's round table meeting, with the chief of police, and is signed in the prosecutor's office. The memorandum is a co-operative document between the board of education and the Union police department. Dr. Jakubowski said that when the agreement was first developed, a number of years ago, 95 percent of the things in the agreement were already in place with the police department and the board of education. Dr. Jakubowski said anytime an incident occurs involving a student, which perceives a weapon; this would be in the memorandum and would be a police matter.

Dr. Jakubowski said that with regard to resolution #E-3, the FBLA has been a tremendous club for our students, adding that Carole Stegemann does an excellent job with the students. Dr. Jakubowski stated that there have been a number of students that have been national leaders, and have come back to speak to the district.

DISCUSSION ITEM:

1. Waiver of rental fees to Union Summer Music School – Dr. Jakubowski said that this year the board adopted a policy, which states that although the fee would be waived for certain individuals, a surcharge fee for utilities will be charged. Dr. Jakubowski said that an analysis was done on the anticipated surcharge fee. He said a fee of \$2,500 would be reasonable to charge the Union Summer Music School for use of the school facilities.

FISCAL AND PLANNING:

Mr. Ruhl presented the Fiscal and Planning agenda.

Mr. Perkins stated that he and Mr. Manochio have a series of questions regarding the CAP program and that he will address these concerns at next week's public meeting.

OPERATIONS:

Mr. Abraham stated that the operations committee met earlier this evening to discuss the operations resolutions #0-1 through #0-4.

Mr. Helmstetter said that Ms. Lipstein would give a presentation at next week's board meeting.

PERSONNEL:

Mr. Manochio stated that the personnel committee met with the Superintendent this evening and discussed resolutions #P-1 through P-9. He said that additional resolutions would be added to next week's agenda.

Mr. Manochio said that with regard to resolution #P-9, articles that were published from the local newspaper have been a total plus to the school district.

Mr. Ruhl asked Dr. Jakubowski to explain the job of a master technician, as referred to in resolution #P-4. Dr. Jakubowski explained that master technicians run the equipment for the shows. He said the master technicians are rotated so that the same person is not used all the time.

APPROVAL OF BILLS:

Mr. Helmstetter stated that the bills would be approved at the regular meeting.

UNFINISHED BUSINESS:

Dr. Jakubowski said that at the last board meeting, Mr. Ruhl asked how parents were notified about the GPA staying the way it was, as listed in the handbook. Dr. Jakubowski said that the December guidance newsletter was mailed home; it discussed how the GPA went back to the way it was. Dr. Jakubowski said that any change regarding the GPA would be with the current eighth grade class.

Dr. Jakubowski said that a new administrative team has been put together at Union high school. He said there are now four (4) Deans of Students, two (2) Vice Principals and two (2) Principals. Dr. Jakubowski said as of January 1st there would only be one (1) Principal at the high school.

Dr. Jakubowski said that there might be several additional resolutions next week. He said that Mrs. Lombardi is interviewing for a librarian to take the place of Mrs. Kleinstein at Union High School. Dr. Jakubowski said that the high school library will open from 7:00 a.m. to 4:00 p.m. Adding that there will be off-set hours for the secretaries and librarians, so that the library could remain opened during these hours. Dr. Jakubowski said that many students are walking around during this time and now there will be a place for them to go.

Dr. Jakubowski said that interviewing for replacing Mr. Cohan is completed. He said that he believes that the candidate for this position is decided.

Dr. Jakubowski said that a teacher in the district would replace Gayle Fortunato for the remainder of the school year. He said that she would continue to teach her honor classes at the high school and work as a supervisor of English/Language Arts, on the interim basis. Dr. Jakubowski said that he is looking for other strategies for middle schools because this person will not be able to supervise language arts at the middle schools.

Dr. Jakubowski said that he has posted for a part-time accountant to help Mr. Vieira. He said that originally, he was thinking about hiring another secretary, but it was the recommendation of Mr. Vieira and Ms. Dunn to hire a part-time accountant. Dr.

Jakubowski said the Mr. Vieira spends a considerable amount of time helping Ms. Izzi to coordinate the "System 3000" which is the personnel system, and to make it one system with the payroll system. Dr. Jakubowski said that a part-time accountant would work better than a secretary.

NEW BUSINESS:

Mr. Helmstetter thanked Tino and Gemma Donnarumma for their Christmas card.

Mrs. Axelrod said that she is very happy that the library will be open for the students before school and after school. She said there are a number of students who do not have other sources at home and this is a positive thing. Dr. Jakubowski said that part of the reason the library will remain open is because of the relationship we have developed with the president of the UTEA. He said also, the Uniserve representatives have become much more flexible and are receptive to listening to different strategies. Dr. Jakubowski said it was the recommendation of Mr. Shanahan, the President of the UTEA, and the Association to have the library open at 7:00 a.m.

Dr. Jakubowski said that Mr. Crisafi has submitted his letter of resignation and that he would like to post for the position of a high school football coach. Mrs. Axelrod questioned why Mr. Crisafi was leaving the position. Dr. Jakubowski said that Mr. Crisafi said that his own children were getting older and played sports and coaching football does not allow him the opportunity to see his children play. He also said that Mr. Crisafi would like to do administrative interim work at the high school, and coaching football is a full-time job and does not allow him to do that.

Mr. Abraham said that when they attended the conference in Atlantic City, there were several vendors with information about the phone system. He said these vendors have reached out to Mr. Tatum with information and have extended an invitation for us to come and observe how the system operates. Mr. Perkins noted that the current agreement expires on January 19, 2007. Mr. Perkins said that the board has discussed this issue since he started on the Board, and because of the cost it was prohibited.

PUBLIC COMMENTS:

Ms. Loessel asked Dr. Jakubowski to explain the job duties of the Deans of Students. Dr. Jakubowski said that the Deans of Students are involved with the students; discipline is a big part of their job. Other duties include: attending IEP meetings, suspending students and reinstating them. Dr. Jakubowski said over the years, vice-principals have been disciplining students and do not have time for much more. He said the vice principals can now do more things that are educationally oriented and he would like to see vice principals observe teachers in classrooms. Dr. Jakubowski said that Mr. Fortunato and Mr. Gibbons selected the four (4) people for Deans of Students. He said that the people selected were based on working as interns. Ms. Loessel asked if the two vice-principals positions would be replaced. Dr. Jakubowski replied no. He said there would only be two (2) vice principals at the high school. Ms. Loessel asked if there was a salary increase for the Deans of Students. Dr. Jakubowski said that all four

Deans were receiving a stipend for teaching six periods and he would not take that stipend away from them. He said that he is freezing their salaries right now, and their salary will be negotiated depending on whether they go into the administrators or teachers unit.

Dr. Jakubowski announced that Mark Hoyt is going to be the new Principal at Washington School.

Ms. Ciampi asked for an explanation on HITN as referred to in resolution #0-3. Mr. Damato said the district is selling the network because it is no longer being used for educational purposes.

Ms. Ciampi asked what the cost would be for FBLA members to attend the National Leadership Conference in Chicago, Illinois, as referred to in resolution #E-4. Dr. Jakubowski said he did not know, but the cost for the trip is in the budget every year. He said he would ask Ms. Dunn to add the dollar amount to the resolution.

Ms. Ciampi asked if Mr. Cohan received a stipend for his position. Dr. Jakubowski replied no, adding that the replacement for Mr. Cohan will not receive a stipend either. Ms. Ciampi said that Mr. Cohan was supposed to handle grants for the district. Dr. Jakubowski said that part of the job did not pan out. He said we have to take a hard look at what will be done in that area. Dr. Jakubowski said that some administrators and supervisors have applied for grants and received some, but this area needs to be improved.

Ms. Ciampi asked if the Public Relations Consultant is on the Union board of education payroll. Dr. Jakubowski said she is on the payroll of the town and the town also pays for health benefits. He said that the board of education entered into an agreement in which the board of education pays \$35,000 as part of her salary. Dr. Jakubowski said that it is well worth the investment; there has been more positive publicity in the newspaper, she attends meetings, and talks to the administrators and supervisors, and is always on call. Ms. Ciampi asked if she only works for the district and for the town. She said that she heard that she also has another job. Dr. Jakubowski said that he did not know.

Mr. Donnarumma asked when the new football coach would be put in place. Dr. Jakubowski said he would like to appoint a coach by March 2007.

MOTION FOR EXECUTIVE SESSION:

At 7:45 p.m. it was moved by Mr. Abraham, seconded by Mr. Perkins that the Board go into Executive Session to discuss anticipated litigation and collective negotiations, 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 interest of the board of education and provide that such disclosure does not violate federal, state or local statutes and does not fall within the attorney/client privilege. All present voting yes.

THE BOARD RETURNED TO PUBLIC SESSION.

MOTION TO ADJOURN

There being no further business before the board, it was moved by Mr. Abraham, seconded by Mr. Ruhl that the meeting be adjourned. All present voting yes

Respectfully submitted,

JAMES J. DAMATO
BOARD SECRETARY