

TO ALL BOARD OF EDUCATION MEMBERS:

The Regular Meeting of the Board of Education of the Township of Union will be held on Tuesday, February 10, 2009 at 7:00 p.m. at the James Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey.

The regular meeting of the Board of Education of the Township of Union was held at the James Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey on Tuesday, January 20, 2009 at 7:00 p.m., pursuant to notice sent to each board member.

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

ABSENT AT ROLL CALL: None

Mrs. Gaglione called the meeting to order at 7:00 p.m. Mrs. Salazar 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.

APPROVAL OF MINUTES:

Moved by Mr. Helmstetter, seconded by Mrs. McNeil that the minutes of the Worksession of January 13, 2009 and the Regular Meeting of January 20, 2009 be approved.

DISCUSSION:

Mrs. Gaglione questioned whether or not there would be a presentation regarding the paperless agenda at the Planning Session. Mr. Perkins stated that no one would be coming to make a presentation that the presentation would be done by computer. Mrs. Gaglione said that the worksession meeting minutes were not clear as to whether this demonstration had definitely been set up. She was not sure if the agenda for

the planning was too extensive and there would not be enough time for such a presentation. Mr. Perkins said that the demonstration would not take that much time and he thought that it could be set up for the planning session if the board wanted to go ahead with it. Dr. Jakubowski said that since the Central-Five project was being moved back one year, a speaker that he had planned to make a presentation would be rescheduled until the August planning meeting. He said that this would free up some time at the February meeting if the board wished to have the paperless agenda presentation. Mr. Perkins said that he would go ahead and see if this presentation could be done on the Planning Session date.

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

COMMUNICATION

LETTER OF RESIGNATION (RETIREMENT) – KRETCHMER

Carol Kretchmer, foods teacher at Kawameeh Middle School, submitted a letter of resignation for the purpose of retirement, effective May 1, 2009.

REQUEST FOR MATERNITY AND UNPAID FAMILY LEAVE – TALMADGE

Denise Talmadge, Science teacher at Union High School, submitted a letter dated January 16, 2009, requesting maternity and unpaid family leave for the period March 2, 2009 through the end of the 2008-2009 school year.

REQUEST FOR MATERNITY LEAVE – PIANO

Kelly Piano, teacher at Hannah Caldwell Elementary School, submitted a letter requesting maternity leave for the period March 23, 2009 through June 12, 2009.

LETTER OF RESIGNATION (RETIREMENT) – GERBER

Dianne Gerber, Spanish teacher at Union High School, submitted a letter of resignation for the purpose of retirement, effective April 1, 2009.

COMMUNICATION

REQUEST FOR UNPAID FAMILY LEAVE – GINSBERG

Ivra Ginsberg, part-time bus assistant, submitted a letter dated February 2, 2009 requesting unpaid family leave for the period February 11 through May 11, 2009.

LETTER OF RESIGNATION (RETIREMENT) – BROWN

Walter Brown, full time bus driver, submitted a letter of resignation for the purpose of retirement dated February 3, 2009, effective March 1, 2009.

SUPERINTENDENT'S REPORT

Dr. Jakubowski gave his Superintendent's Report, a copy of which is appended to these minutes.

COMMENTS FROM THE PUBLIC ON RESOLUTIONS ON THE AGENDA

Mrs. Abraham questioned why Easter Monday was not one of days that school would be closed next school year. Dr. Jakubowski said that because Easter was early next year, he felt that it would be too early to have a break the week after Easter which would include Easter Monday. He choose the second week of April for the spring recess because the following week would be the budget election. Dr. Jakubowski commented that since Easter Monday is not a religious holiday he was inclined not put in on the calendar. He said that he had no objection to changing the dates if the board wanted to change them. It was the consensus of the board to keep the calendar as is.

EDUCATION/STUDENT DISCIPLINE COMMITTEE

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

E-1. AMEND 2008-2009 OUT OF DISTRICT ATYPICAL STUDENT PLACEMENT LISTS

That the 2008-2009 Out-of-District Atypical Student Placement List, students exited from Out-of-District Placement and Out-of-District Tuition Lists be amended in accordance with the information appended to the nonpublic portion of these minutes.

EDUCATION/STUDENT DISCIPLINE COMMITTEE

E-2. AMEND LIST OF STUDENTS REMOVED FROM THE ROLLS

That approval be given to amend the list of students removed from the rolls [seven (7) students exited during the period January 14, 2009 through January 31, 2009; a total of thirty-seven(37) students have been exited for the 2008-2009 school year] who are not domiciled in this school district and two (2) students who will be allowed to complete the 2008-2009 school year in accordance with the information appended to the nonpublic portion of these minutes.

E-3. APPROVE CALENDARS FOR 2009-2010 SCHOOL YEAR

That the board approve school calendar; twelve month employee calendar and the maintenance department calendar for the 2009-2010 school year copies of which are appended to these minutes.

DISCUSSION:

None

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

NAY: None

ABSTAIN: Mr. Ruhl

MOTION WAS CARRIED

FISCAL AND PLANNING COMMITTEE

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

F-1. ACCEPT TREASURER'S REPORT

That the Treasurer's Report dated January 31st, 2009 be accepted.

F-2. ACCEPT SECRETARY'S REPORT

That the Secretary's Report dated January 31st, 2009 be accepted.

FISCAL AND PLANNING COMMITTEE

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

Pursuant to N.J.A.C. 6A:23-2.11(a), I certify that as of January 31st, 2009 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8 and 18:22-8.1.

James J. Damato, Board Secretary

Dated

Pursuant to N.J.A.C. 6A:23-2.2(h), we certify that as of January 31st, 2009 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. CONCUR WITH INVESTMENTS

That the Board concur with the investments made by the Business Administrator:

Mature Date	Purchase Date	Number of Days	Amount	Invest. Held by	Home A/C Account	Interest Rate	Estimated Income
02/10/09	01/20/09	21	800,000	Sovereign	UCNB EBS CAST	2.00%	933.33
02/10/09	01/20/09	21	1,100,000	Sovereign	UCNB CAFE	2.00%	1,283.33
02/10/09	01/20/09	21	17,500,000	Sovereign	UCNB CAP RES	2.00%	20,416.67
02/10/09	01/20/09	21	18,000,000	Sovereign	UCNB OP AC	2.00%	21,000.00
02/10/09	01/20/09	21	2,300,000	Sovereign	UCNB JAN 03 BOND	2.00%	2,683.33
02/10/09	01/20/09	21	1,000,000	Sovereign	UNITY BANK SUI	2.00%	1,166.67

F-6. APPROVE ATTACHED LIST OF CONTRACTS AND/OR PURCHASES PURSUANT TO THE REQUIREMENTS OF *N.J.S.A. 18A:18A-5(21)*

That the board approve attached list of contracts and/or purchases pursuant to the requirements of *N.J.S.A. 18A:18A-5(21)* in accordance with the information appended to these minutes: (a) U.C.I.A.C. - \$6,000 - Union County Wrestling Tournament (tickets) – Union High School Athletic Association; (b) David Garaban - \$1,728 – Boys’ Basketball Team long sleeved shirts – Union High School Athletic Association; (c) HersheyPark - \$2,982 – Band/Orchestra Festival – Burnet Middle School; (d) Music in the Parks - \$1,150 – Musical Production – Kawameeh Middle School; (e) N.J.I.S.S.A. - \$16,000 – estimated ticket sales – State Wrestling (Regions) competition – Union High School Athletic Association.

F-7. APPROVE ATTACHED LIST OF CONTRACTS AND/OR PURCHASE ORDERS PURSUANT TO THE REQUIREMENTS OF *N.J.S.A. 18A:18A-5* and *18A:18A-10(a)*

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

F-8. 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 district wide 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

F-9. PREAPPROVE DISTRICTWIDE STUDENT FIELD TRIP DESTINATIONS AND PURPOSES PURSUANT TO *N.J.A.C. 6A:23A-5.8*

That the Board pre-approve districtwide student field trip destinations and purposes pursuant to *N.J.A.C. 6A:23A-5.8* in accordance with the information appended to these minutes.

F-10. ACCEPT DONATION – TOWNSHIP OF UNION EDUCATION FOUNDATION

That the Board accept donation of 2008-2009 macro-grant from Township of Union Education Foundation to Jason Mauriello, Mathematics Department, Union High School, of a 64” Smart Board with mobile floor stand and a 2300 ANSI Lumens True SVGA projector from Touchboards.com at a total value of \$2,792.15 in accordance with the information appended to these minutes.

F-11. AMEND 2009 IDEIA GRANT

That the Board amend the 2009 IDEIA Grant to expend carryover funds from the 2008 IDEIA Grant in the amount of \$101,066.

DISCUSSION:

None

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

NAY: None

ABSTAIN: Mr. Ruhl MOTION WAS CARRIED

OPERATIONS COMMITTEE

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

O-1. AUTHORIZE POLL HOURS FOR ANNUAL BOARD ELECTION

That the Board authorize polls to be open from 2:00 p.m. to 9:00 p.m. for the Annual Board of Education/Budget Election on Tuesday, April 21, 2009.

O-2. REPORT RECEIPT OF BIDS

Report receipt bids received on February 6, 2009 for Proposed Gym Roof Replacement at Central-Five/Jefferson School.

O-3. AWARD BID FOR PROPOSED GYM ROOF REPLACEMENT AT CENTRAL-FIVE/JEFFERSON SCHOOL – SAFEWAY CONTRACTING, INC.

That the Board award bid for Proposed Gym Roof Replacement at Central-Five/Jefferson School to Safeway Contracting, Inc., 1087 Prospect Avenue, Mountainside, New Jersey in the total bid amount of \$68,400.

O-4. ACCEPT PROPOSAL (P2009003) FOR ARCHITECTURAL SERVICES IN CONNECTION WITH PROPOSED GYM ROOF REPLACEMENT AT CENTRAL-FIVE/JEFFERSON SCHOOL – POTTER ARCHITECTS

That the Board accept proposal (P2009003) from Potter Architects, 410 Colonial Avenue, Union, New Jersey for architectural services in connection with proposed gym roof replacement at Central-Five/Jefferson School in an amount not to exceed \$11,800 in accordance with the information appended to these minutes.

OPERATIONS COMMITTEE

DISCUSSION:

None

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

NAY: None

ABSTAIN: Mr. Ruhl

MOTION WAS CARRIED

PERSONNEL COMMITTEE

Moved by Mr. Manochio, seconded by Mr. Abraham that resolutions P-1 through P-8 be adopted:

P-1. APPROVE PERSONNEL ACTIONS

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

P-2. AMEND SUBSTITUTE LISTS

That the February, 2008 Substitute/Home Instruction List, substitute custodians and substitute playground/ cafeteria aides, classroom assistants and secretaries be approved in accordance with the copy appended to these minutes.

P-3. ACCEPT LETTERS OF RESIGNATION

That the board accept resignations from the following staff: (a) Carol Kretchmer, Foods teacher at Kawameeh Middle School, effective May 1, 2009 (retirement); (b) Dianne Gerber, Spanish teacher at Union High School, effective April 1, 2009 (retirement); (c) Walter Brown, full time bus driver, effective March 1, 2009 (retirement)

P-4. APPROVE CURRICULAR WRITING TEAMS

That the board approve the following curriculum writing teams at a rate of \$20 per hour not to exceed 15 hours or \$300:

Algebra Concepts – Grade 9

Nina Matthew Cheryl Weiss
Jeff Anderson Ana Lytle

Elementary Spanish – Grade 5

Linda Casteneda
Joan Pikula

Foundations of Math 1, 2 & 3 – Grades 9-11

Sherry Horn Cheryl Weiss
Ana Lytle Roseanne Borges

P-5. APPROVE MATERNITY LEAVE – PIANO

That the board approve maternity leave for Kelly Piano, teacher at Hannah Caldwell School, for the period March 23, 2009 through June 12, 2009.

P-6. APPROVE MATERNITY AND UNPAID FAMILY LEAVE – TALMADGE

That the board approve maternity and unpaid family leave for Denise Talmadge, Science teacher at Union High School, for the period March 2, 2009 to the end of the 2008-2009 school year.

P-7. AMEND LIST OF STAFF PRESENTING IN-SERVICE COURSES

That the board amend list of staff members approved to present in-service courses at a per person compensation rate of \$40 per hour in accordance with the information appended to these minutes.

P-8. AMEND LIST OF STAFF MAKING STAFF DEVELOPMENT PRESENTATIONS ON FEBRUARY 13, 2009

That the board amend list of staff approved to do staff development presentations on February 13, 2009 at a rate of \$40 per hour in accordance with the information appended to these minutes.

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

PERSONNEL COMMITTEE

Moved by Mr. Manochio, seconded by Mr. Abraham that resolution P-9 be adopted:

P-9. APPROVE CREATIVE CO-TEACHING WORKSHOPS – NEW JERSEY TEACHER TO TEACHER LLC

That the board approve New Jersey Teacher to Teacher, LLC to present Creative Co-Teaching Workshop in the spring of 2009 at a rate not to exceed \$7,200.

DISCUSSION:

Mr. Perkins questioned the fee that was being charged by New Jersey Teacher to Teacher, LLC to conduct teacher workshops. He thought that it was an exorbitant amount of money per hour for an individual to be paid. Mr. Perkins also asked if there were district staff who were qualified to conduct these types of workshops. Dr. Jakubowski said that as a result of the district's self assessment, these workshops were a requirement and since the deficiencies came out of a self assessment he was not sure if it was proper for a district staff member to conduct the workshop. He said that since there was no back up material sent with the resolution, he would speak to Ms. Conte about the particulars of these workshops and get back to the board with more details.

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

MOTION WAS CARRIED

Moved by Mr. Manochio, seconded by Mr. Abraham that resolutions P-10 and P-11 be adopted:

P-10. APPROVE UNPAID FAMILY LEAVE – GINSBERG

That the board approve unpaid family leave for Ivra Ginsberg, part time bus assistant for the period February 11 through May 11, 2009.

P-11. APPROVE STAFF TO CONDUCT HSPA TUTORIAL – UNION HIGH SCHOOL

That the board approve the following staff from Union High School to conduct HSPA Tutorial program starting on January 3, 2009 at a rate of \$36.05 per hour: (a) Irene Riolo; (b) Cheryl Weiss; (c) John Petrozzino; (d) Ines Jaramillo; (e) Jen Hajkowski and (f) Dana Bobertz.

PERSONNEL COMMITTEE

DISCUSSION:

None

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

NAY: None

ABSTAIN: None MOTION WAS CARRIED

APPROVAL OF BILLS

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

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

NAY: None

ABSTAIN: None MOTION WAS CARRIED

UNFINISHED BUSINESS

Mr. Helmstetter asked about the progress of the computer system for parents to deposit money for student lunches. Ms. Dunn said that she had spoken to the vendor and hoped that a contract would be completed and forwarded to her shortly.

NEW BUSINESS

Mr. Helmstetter stated that there had been complaints about the trays used at Union High School to serve student lunches. Ms. Simms from ARAMARK stated that because of the increase in waste at the high school, the use of Styrofoam trays has been stopped and reusable trays are now being used for most meals. Mr. Helmstetter said that students are complaining that the reusable trays are not dried adequately and food is being put on wet trays. Ms. Simms said that this problem has been reported and hopefully it will be rectified shortly.

COMMENTS FROM THE PUBLIC

Miss Abraham, a student at Union High School, spoke to the board regarding a problem with exams at Union High School. She said that she is a very good student and maintains a 4.0 average but she failed an exam because she felt that the material on the exam was not covered in the classroom and the time allotted for the exam was too short. Miss Abraham asked if it would be possible for students starting in sophomore year who maintained at least a 3.7 average in a class could be exempt from the exam. Mrs. Gaglione asked what percentage of the final grade the exam was? She said that if Miss Abraham had a 4.0 average, what would getting an F on the exam do to her final grade? Dr. Jakubowski said that the exam grade was 20% of the final grade. Mrs. Abraham, parent of a Union High School student, thought that giving students exemptions from exams could be used as both a reward and an incentive. She said that it would be a reward to those students who have worked hard for the entire semester and it may be an incentive to those students who are not doing so well and maybe they will strive to get better grades so they can be exempt from the exam.

Mr. Abraham wanted to know why there was a departmental exam instead of each teacher making up their own exam so that material covered in that class could be included. Mrs. McNeil said that where she teaches there are departmental exams so that all students take the same exam. She said that all teachers in a department must follow a course of study for the semester. Mrs. McNeil asked Miss Abraham if the teacher gave a review sheet prior to her taking the exam. Miss Abraham said that the teacher did distribute a review sheet but did not really go over the review sheet in class. Dr. Jakubowski said that he was going to investigate the matter further.

Ms. Hall thanked the board for allowing her to attend the SAC coordinator conference. She said that it was very informative and she brought back a lot of material that she will be able to use with the students. Mr. Manochio asked Ms. Hall how her "Scared Straight" assembly was. Ms. Hall said that she felt that it was a very good assembly; that the inmates that the prison sent were very good and the students really benefited from hearing the inmates stories.

MOTION TO GO INTO EXECUTIVE SESSION

Moved by Mrs. McNeil, seconded by Mr. Helmstetter that the Board go into Executive Session to discuss personnel, residency and operations 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. Abraham, Mr. Figueiredo, Mr. Helmstetter, Mr. Manochio, Mrs. McNeil, Mr. Perkins, Mr. Ruhl, Mrs. Salazar and Mrs. Gaglione
NAY: None
ABSTAIN: None MOTION WAS CARRIED

THE BOARD RETURNED TO PUBLIC SESSION AT 9:45 P.M.

PERSONNEL COMMITTEE

There was a motion by Mr. Ruhl, seconded by Mr. Perkins that the board adopt the disciplinary recommendation of Dr. Jakubowski relative to L.L. for the reasons stated in Dr. Jakubowski's decision and made a part of the nonpublic portion of these minutes.

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

RESIDENCY COMMITTEE

There was a motion by Mr. Figueiredo, seconded Mr. Manochio that approval be given to amend the list of students removed from the rolls who are not domiciled in this school district in accordance with the information appended to the nonpublic portion of these minutes.

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

MOTION TO ADJOURN

There being no further business before the board, it was moved by Mr. Perkins, seconded by Mr. Ruhl that the meeting be adjourned at 9:50 p.m.

Respectfully submitted

JAMES J. DAMATO
BOARD SECRETARY

February 2009

Students removed from rolls who are not domiciled in this school district

<u>Student</u>	<u>School</u>
D.A.	Burnet Middle School Grade 6
M.A.	Livingston School, Kindergarten
A.G.	Union High School, Grade 10
G.B.	Burnet Middle School, Grade 6
T.B.	Union High School, Grade 9
J.G.	Union High School, Grade 9
R.D.	Union High School, Grade 10

Students allowed to complete the 2008-2009 school year

Sherrce Barton – Union High School – Grade 12

Jordan Velez – Burnet Middle School – Grade 8

February, 2009

SUBSTITUTE TEACHERS, BUS DRIVERS, BUS ASSISTANTS,
CAFETERIA/PLAYGROUND AIDES, CLASSROOM ASSISTANTS
AND SECRETARIAL STAFF

Custodians

Cafeteria/Playground Aides
and Classroom Assistant
Rate: \$7.15/hour