

**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 12, 2008 at 7 p.m. at 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 James Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey on Tuesday, February 12, 2008 at 7:00 p.m. pursuant to notice sent to each board member.

PRESENT AT ROLL CALL: Mr. Manuel Figueiredo, Mrs. Linda Gaglione, Mr. Steven Helmstetter, Mr. Francis Perkins, Mr. Steve Ruhl and Mr. Gary Abraham, President

ABSENT AT ROLL CALL: Mr. Anthony, Manochio, Mrs. Versie McNeil and Mrs. Judy Salazar

Dr. Jakubowski 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. Gaglione that the minutes of the worksession of January 8, 2008 be adopted:

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

Moved by Mr. Helmstetter, seconded by Mrs. Gaglione that the minutes of the regular meeting and the executive session of January 15, 2008 be adopted:

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

COMMUNICATIONS

LETTER OF RESIGNATION – GARTHWAITE

Joan Garthwaite, library/media specialist at Kawameeh Middle School, submitted a letter of resignation for the purpose of retirement dated January 14, 2008, effective July 1, 2008.

LETTER OF RESIGNATION – FORNAROTTO

Rose Ann Fornarotto, teacher at Connecticut Farms School, submitted a letter of resignation for the purpose of retirement dated January 18, 2008, effective July 1, 2008.

LETTER OF RESIGNATION – ARMINIO

David A. Arminio, English teacher at Kawameeh Middle School, submitted a letter of resignation for the purpose of retirement dated January 21, 2008, effective July 1, 2008.

LETTER OF RESIGNATION – MAKIMASKI

Joyce Makimaski, corner assistant, submitted a letter of resignation, effective December 22, 2007.

REQUEST FOR FEE WAIVER – ST MICHAEL'S/HOLY SPIRIT CYO YOUTH MINISTRY

Philip Matrale, Youth Ministry Director from St. Michael's/Holy spirit CYO Youth Ministry, submitted a letter requesting rental fee waiver for use of small gym at Union High School on Tuesday, April 8, 2008 from 6:30 to 9:30 p.m. to run a fundraiser.

SPONSORSHIP REQUEST – UNION TOWNSHIP CHAMBER OF COMMERCE

Union Township Chamber of Commerce submitted a sponsorship request for 53<sup>rd</sup> Annual Dinner Dance and Installation of Officers scheduled on March 14, 2008.

LETTER OF RESIGNATION – CANARELLI

Joseph Canarelli, Gifted and Talented teacher at Burnet/Kawameeh Middle Schools, submitted a letter of resignation for the purpose of retirement, effective July 1, 2008.

LETTER OF RESIGNATION – KRUEGER

Marie H. Krueger, English teacher at Kawameeh Middle School, submitted a letter of resignation for the purpose of retirement, effective July 1, 2008.

LETTER OF RESIGNATION – IZBICKI

Katherine R. Izbicki, classroom assistant at Hannah Caldwell School, submitted a letter of resignation, effective February 7, 2008.

LETTER OF RESIGNATION – KAPLAN

Doris E. Kaplan, Social worker, submitted a letter of resignation for the purpose of retirement dated January 28, 2008, effective July 1, 2008.

LETTER OF RESIGNATION – E. WIECZEZAK

Edward Wiecezak, social studies teacher at Union High School, submitted a letter of resignation for the purpose of retirement dated January 18, 2008, effective July 1, 2008.

LETTER OF RESIGNATION – D. WIECZEZAK

Deborah T. Wiecezak, English teacher at Kawameeh Middle School, submitted a letter of resignation for the purpose of retirement dated January 18, 2008, effective July 1, 2008.

LETTER OF RESIGNATION – PFARR

Regina Pfarr, secretary at Union High School, submitted a letter of resignation for the purpose of retirement dated February 4, 2008, effective July 1, 2008.

LETTER OF RESIGNATION – NATURALE

Robert Naturale, special education teacher at Union High School, submitted a letter of resignation from Robert Naturale, effective February 15, 2008.

REQUEST FOR MATERNITY LEAVE – HRDINA-BROWN

Felecia Hrdina-Brown, teacher at Livingston School, submitted a request for maternity leave dated February 5, 2008, for the period April 28, 2008 through May 27, 2008.

REQUEST FOR MATERNITY LEAVE – MANDERICCHIO

Stephanie Manderichio, teacher at Central-5/Jefferson School, submitted a request for maternity leave dated February 8, 2008, for the period April 28, 2008 through June 6, 2008.

REQUEST TO CHANGE DATE TO START MATERNITY LEAVE – PIOTROWSKI

Kimberly Piotrowski, teacher at Connecticut Farms School, submitted a request to change date to start maternity leave from February 14, 2008 to February 22, 2008.

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

None

EDUCATION/STUDENT DISCIPLINE COMMITTEE

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

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

That the 2007-2008 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 non-public portion of these minutes.

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

That approval be given to amend the list of students removed from the rolls [nine (9) students exited during the period January 1, 2008 through January 31, 2008; a total of forty-five (45) students have been exited for the 2007-2008 school year] who are not domiciled in this school district in accordance with the information appended to the non-public portion of these minutes.

E-3. APPROVE CALENDARS FOR THE 2008-2009 SCHOOL YEAR

That the board approve school calendar; twelve month employee calendar and the maintenance department calendar for the 2008-2009 school year.

E-4. APPROVE STUDENTS TO ATTEND DECA INTERNATIONAL CAREER DEVELOPMENT CONFERENCE IN ATLANTA, GEORGIA – UNION HIGH SCHOOL

That the board approve eight (8) students and one (1) chaperone from Union High School to attend the DECA International Career Development Conference in Atlanta, Georgia from April 26<sup>th</sup> through May 2<sup>nd</sup>, 2008 at an approximate cost of \$682 per person. (This is a budgeted item)

## EDUCATION/STUDENT DISCIPLINE COMMITTEE

## E-5. APPROVE STUDENTS TO ATTEND FBLA STATE LEADERSHIP CONFERENCE – UNION HIGH SCHOOL

That the board approve ten (10) students and one (1) chaperone from Union High School to attend the FBLA State Leadership Conference from March 12 to March 14, 2008 at an approximate cost of \$240 per person (This is a budgeted item)

## DISCUSSION

None

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

## DISCUSSION ITEMS:

Marching Band Spring Trip – Dr. Jakubowski said that typically there are no discussion items at regular meetings. He said that unfortunately with Mrs. Rago being out for several months, there was no information given to him regarding the band trip to California. Dr. Jakubowski said that he has received a memo from Mrs. Rago after the last board meeting. He said that prior to the board approving this trip, information has already been sent home to parents and the students have begun doing fundraisers, etc. Dr. Jakubowski said that he had met with Mrs. Rago to inform her that even if the trip was approved by the board, she would not be going on the trip. He said that Mrs. Rago was very disappointed. Dr. Jakubowski said that Mrs. Rago is now an administrator in the district. He said that Mrs. Rago had reminded him that he had told her she could continue to do swing choir. Dr. Jakubowski agreed that he had told Mrs. Rago that she could do swing choir after school just as some of the other administrators have coaching positions and as long as it would not impact on her job. He said that the problem he had was that Mrs. Rago had missed a considerable amount of time when she was sick at the beginning of the year; the information regarding the trip was received late and he did not believe that Mrs. Rago should be going on the trip this year. Dr. Jakubowski said that he did not have a problem supporting the trip, if the board has a desire to allow the students to go. He said that Mrs.

## DISCUSSION ITEMS:

Marching Band Spring Trip

Williams is another chaperone that goes on this trip each year. Dr. Jakubowski stated that Mrs. Williams is the SAC coordinator who has already shared with many people that she does not have enough time to do her SAC work. He said that if an individual could not meet the needs of the students all of the time, going away from April 30<sup>th</sup> through May 4<sup>th</sup> which he believed was not a weekend, he was not so sure that Mrs. Williams should be allowed to go on the trip either. Dr. Jakubowski said that if the trip was approved, he would like to stipulate which chaperones would be allowed to go and Mrs. Rago will definitely not be allowed to attend this year. Mrs. Gaglione asked if there would be a stipulation as to who could and who could not attend. Dr. Jakubowski said that he would review the list of chaperones and he would meet with Mr. Rago regarding each individual who is chosen as a chaperone. Mr. Abraham asked if any other board members had any comments regarding this matter. Mr. Figueiredo noted that the procedure for this trip was improper but he did not want to penalize the students that have been looking forward to this trip. He thought that these trips were wonderful experiences for the students who don't normally get into the limelight. Mr. Figueiredo said that the students have been looking forward to the trip as a reward for all of the hours of hard work during the year. Dr. Jakubowski said that he had spoken to some other districts to see how they handle these trips. He said the district he was most impressed with was New Providence. Dr. Jakubowski said that New Providence every other year goes on a trip where the students take a plane, normally to Florida, and the off years the band takes a quick weekend trip to a place like Virginia, where they can travel by bus. He said that he thought he would like to suggest something like this to Mr. Rago as the new procedure. Dr. Jakubowski said that this would give students at least two opportunities to go on an extended trip. He said that he did not have a problem approving the trip for this year but he wanted the board members to know that Mrs. Rago would not be going on the trip. Mr. Figueiredo was in favor of the alternate year trip because it would be less of an expense for parents, who may have more than one child in the band at one time. Mr. Abraham said that the cost of the trip is \$978 per student, but this cost is paid by each student who attends. Dr. Jakubowski said that the students pay their own way but the magic was that the band looked for a place to go where there was a band competition. Mr. Figueiredo said that the band gets to perform

## DISCUSSION ITEMS:

Marching Band Spring Trip

the cost of the chaperones is a budgeted item. Mr. Perkins wanted to know what the magic of a plane trip was. Dr. Jakubowski said that in a place like Universal Studios and this year he thought they would be performing at Disneyland. Mr. Abraham asked if a resolution should be voted on tonight with regard to this trip. Mr. Damato said that if the specifics of the trip were available, the board could vote on this resolution tonight. Mr. Abraham said that the matter would be tabled for the time being and would be voted on at the end of the meeting.

MRS. MCNEIL AND MRS. SALAZAR ENTERED THE MEETING AT 7:15 P.M.

FBLA National Leadership Conference - Dr. Jakubowski said that this was a budgeted item and was a trip that was taken every year. This resolution would be voted on in March.

## FISCAL AND PLANNING COMMITTEE

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

## F-1. ACCEPT TREASURER'S REPORT

That the Treasurer's Report dated January 31<sup>st</sup>, 2008 be accepted.

## F-2. ACCEPT SECRETARY'S REPORT

That the Secretary's Report dated January 31<sup>st</sup>, 2008 be accepted.

## 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 31<sup>st</sup>, 2008 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.

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James J. Damato, Board Secretary

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Dated

## FISCAL AND PLANNING COMMITTEE

Pursuant to N.J.A.C. 6A:23-2.2(h), we certify that as of January 31st, 2008 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
02/12/08	01/15/08	28	900,000	Investors	UCNB Café	4.13%	2,891.00
02/12/08	01/15/08	28	1,200,000	Investors	Unity Bank SUI	4.13%	3,854.67
02/12/08	01/15/08	28	900,000	Investors	UCNB CAP Reserv	4.13%	2,891.00
02/12/08	01/15/08	28	17,000,000	Investors	UCNB OP AC	4.13%	54,607.78
02/12/08	01/15/08	28	2,500,000	Investors	UCNB Jan03 Bond	4.13%	8,030.56

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 in the hands of each board member: (a) Jostens - \$4,000 – Yearbook – Kawameeh Middle School; (b) U.C.I.A.C. - \$3,885 – Wrestling Tournament Ticket Sales- Union High School Athletic Assn.; (c) N.J.S.I.A.A. - \$12,000 – estimated ticket sales for Wrestling Regions State Tournament – Union High School Athletic Assn.; (d) N.J.S.I.A.A. - \$2,000 – estimated ticket sales for Girls' Basketball State Tournament

F-7. 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-8. ACCEPT DONATIONS

That the Board accept donations to various schools in accordance with the information appended to these minutes.

F-9. AMEND SCHOOL ACTIVITY FUND ACCOUNTS

That the Board amend School Activity Fund Accounts as follows: (a) Burnet Middle School - Union Center National Bank; Checking Account # 1 02 393 – Raymond Salvatore, Barbara Marcianti and Theresa Cucciniello (added as an additional co-signer). and (b) Connecticut Farms School – Union Center National Bank; Checking Account # 1 03 616 – Annie L. Moses, Augusta Collucci and Julia Ponce (co-signers) (This change is being made because Virginia Frain the previous co-signer, was transferred to Union High School.

F-10. ACCEPT FY08 NCLA CONSOLIDATED GRANT FUNDS

That the Board accept FY08 NCLB consolidated grant funds as follows:

Title I	\$ 390,019
Title II A	217,723
Title IID	2,626
Title III	46,173
Title IV	23,125
Title V	<u>9,437</u>
TOTAL	\$ 689,103

F-11. APPROVE ATTACHED LIST OF CONTRACTS AND/OR PURCHASE ORDERS PURSUANT TO THE REQUIREMENTS OF *N.J.S.A. 18A:18A-5* and *8A: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 *8A:18A-10(a)* in accordance with the information appended to these minutes.

DISCUSSION:

None

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

OPERATIONS COMMITTEE

Moved by Mr. Ruhl, seconded by Mr. Perkins that resolutions O-1 through O-4 be adopted:

O-1. AUTHORIZE POLL HOURS FOR ANNUAL BOARD OF EDUCATION/BUDGET 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 15, 2008.

O-2. APPROVE ADVERTISEMENT FOR DISPOSAL OF EQUIPMENT WHICH IS DEEMED NO LONGER SERVICEABLE:

That the board approve advertisement for disposal of the following equipment which is deemed no longer serviceable: (a) Espirit II by Hazeltine Computer and keyboard, Unit ID# TD155520-12 (Administration Building); (b) Simplex Date/Time Stamp Machine Model HA2G; ID#1601-9101 (Business Office); (c) Delta 24" scroll saw Serial #11199 (woodworking shop Union High School); (d) Sharp Plain Paper Fax Machine, Model #UX- P115 (Business Office)

O-3. APPROVE INCREASE OF BID FOR AUTOMOTIVE SUPPLIES – SNAP ON TOOLS

That the board approve increase of bid for automotive supply bid 8-24 (P.O.# 08-01687) to Snap On Tools from \$1,452.41 to \$1,495.03 in accordance with the information appended to these minutes.

OPERATIONS COMMITTEE

O-4. APPROVE INCREASE OF BID FOR HARDWARE/LUMBER SUPPLIES – BAYWAY LUMBER

That the board approve increase of bid for hardware/lumber supplies bid 8-14 (P.O. 08-00612) to Bayway Lumber from \$7,882.94 to \$8,296.78 in accordance with the information appended to these minutes.

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

NAY: None

ABSTAIN: None MOTION WAS CARRIED

Moved by Mr. Ruhl, seconded by Mr. Perkins that resolution O-5 be adopted:

O-5. APPROVE NETWORK SERVICES AGREEMENT – COMCAST BUSINESS COMMUNICATIONS, LLC

That the board approve Network Services Agreement with Comcast Business Communications, LLC, 1500 Market Street, Philadelphia, PA, nunc pro tunc, in accordance with the information appended to these minutes.

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

NAY: None

ABSTAIN: Mr. Ruhl MOTION WAS CARRIED

Moved by Mr. Ruhl, seconded by Mr. Perkins that resolutions O-6 through O-10 be adopted:

O-6. APPROVE INCREASE IN BID FOR BOILER/BURNER ANNUAL CLEANING AND RELATED SERVICES/REPAIRS – MANHATTAN WELDING CO., INC.

That the board approve increase in bid for 2007-2008 Boiler/Burner Annual Cleaning and Related Services/Repairs to Manhattan Welding Co., Inc., 1434 Chestnut Avenue, Hillside, NJ from \$100,000 to \$146,000 in accordance with the information appended to these minutes.

## OPERATIONS COMMITTEE

## O-7. APPROVE INCREASE OF PURCHASE ORDER – OXFORD CONSULTING SERVICES, INC.

That the board approve increase of P.O. # 08-01904 to Oxford Consulting Service, Inc. from \$35,000 to \$125,000 due to increased speech language services and occupational therapy for our district students for the period February 12, 2008 through June 30, 2008 in accordance with the information appended to these minutes.

## O-8. ACCEPT PROPOSAL (No. P2007060) FOR NEW DISTRICT BUSINESS CENTER FEASIBILITY STUDY – POTTER ARCHITECTS

That the board accept proposal (Proposal #P2007060) from Potter Architects, 410 Colonial Avenue, Union, New Jersey 07083 for New District Business Center Feasibility Study at Union Township Board of Education in an amount not to exceed \$1,495, in accordance with the information appended to these minutes

## O-9. APPROVE WAIVER OF FEES – ST MICHAEL'S/HOLY SPIRIT CYO/YOUTH MINISTRY

That the board approve waiver of fees to St. Michael's/Holy Spirit CYO/Youth Ministry for use of small gym at Union High School on Tuesday, April 8, 2008 from 6:30 to 9:30 p.m. to run a fundraiser.

## O-10. APPROVE PROPOSAL (#081204) FOR DEVELOPMENT OF SITE SPECIFIC INDOOR AIR QUALITY MANAGEMENT PLANS FOR MULTIPLE UNION TOWNSHIP BOARD OF EDUCATION FACILITIES – PMK GROUP

That the board approve proposal for development of site specific indoor air quality management plans for multiple Union Township Board of Education facilities (proposal # 081204) from PMK Group Consulting & Environmental Engineers, 65 Jackson Drive, Cranford, New Jersey in an amount not to exceed \$11,900 in accordance with the information appended to these minutes.

## DISCUSSION:

Mrs. Gaglione questioned the waiving of rental fees which is referred to in resolution O-9 and asked if the CYO would pay any fees at all. Mr. Damato said that this would be a complete waiver. Mrs. Gaglione said she wanted everyone to understand that if someone comes into one of our buildings and they make a mess, the custodians have to clean up the mess after hours. She said that she is at the high school practically every night and she can see what

OPERATIONS COMMITTEE  
DISCUSSION:

the custodial staff must do every evening to keep the school clean. Mrs. Gaglione said it was her concern that the students who participate in the activities do not care and they throw everything all over the place. She thought that the board needed to think hard when it allowed people to use the facilities and the board is waiving fees for everything. Mrs. McNeil asked if the group that was renting the facility was responsible to clean up after the activity is over. Mr. Magliacano said that the custodians are responsible for the clean up. Mrs. Salazar said that the CYO group does clean up very well after an activity and she knew that Mr. Matrale was very conscientious when it came to being organized. Mr. Helmstetter said that he was sure if he asked Mr. Matrale to be sure to have the students clean up after the fundraiser, they will do it. Mr. Gaglione said that the individuals who are using our facilities need to be reminded that if the board is giving something out for free, than they need to take care of the facilities.

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

PERSONNEL COMMITTEE

Moved by Mr. Helmstetter, seconded by Mr. Perkins 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. 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.

## PERSONNEL COMMITTEE

## P-3. ACCEPT LETTERS OF RESIGNATION

That the board accept resignations from the following staff: (a) Joan Garthwaite, library/media specialist at Kawameeh Middle School, effective July 1, 2008 (retirement); (b) Rose Ann Fornarotto, teacher at Connecticut Farms School, effective July 1, 2008 (retirement); (c) David A. Arminio, English teacher at Kawameeh Middle School, effective July 1, 2008 (retirement); (d) Joyce Makimaski, transportation corner assistant, effective December 22, 2007; (e) Joseph Canarelli, Gifted and Talented teacher at Burnet/Kawameeh Middle Schools, effective July 1, 2008 (retirement); (f) Marie H. Krueger, English teacher at Kawameeh Middle School, effective July 1, 2008 (retirement); (g) Katherine R. Izbicki, classroom assistant at Hannah Caldwell School, effective February 7, 2008; (h) Doris E. Kaplan, Social Worker, effective July 1, 2008 (retirement); (i) Edward Wiecezak, Social Studies teacher at Union High School, effective July 1, 2008 (retirement); (j) Deborah T. Wiecezak, English teacher at Kawameeh Middle School, effective July 1, 2008 (retirement); (k) Regina Pfarr, secretary at Union High School, effective July 1, 2008 (retirement); (l) Robert Naturale, special education teacher at Union High School, effective February 15, 2008.

## P-4 APPROVE HEAD START MENTAL HEALTH CONSULTANT – HODARA

That the board approve Terri Hodara as Head Start Mental Health Consultant at a rate of \$60 per hour; 8 hours per month for 10 months or not to exceed \$5,000. (Note: The local Head Start fiscal year is from August 1, 2007 through July 31, 2008. The salaries are paid through the Head Start grant, at no cost to the local district.)

## P-5. APPROVE PAYMENT TO STAFF FOR PRESENTATION AT STAFF DEVELOPMENT DAY – FEBRUARY 15, 2008

That the board approve payment to staff for presentations on February 15, 2008 Staff Development Day in accordance with the information appended to these minutes.

## P-6. APPROVE PAYMENTS TO STAFF FOR PRESENTING AFTER SCHOOL WORKSHOPS

That the board approve payment to staff for presenting After School Workshops in accordance with the information in the hands of each board member.

PERSONNEL COMMITTEE

P-7. AMEND LIST OF AVA MASTER TECHNICIANS

That the board amend list of AVA Master Technicians to include Randy Jenkins at a rate of \$20 per hour.

P-8. ACCEPT PROPOSAL FOR APPRAISAL AND CONSULTING SERVICES – VALUE RESEARCH GROUP, LLC

That the board accept proposal for appraisal and consulting services from Value Research Group, LLC, 301 South Livingston Avenue, Livingston, New Jersey for appraisal of Hamilton School in an amount not to exceed \$5,500 in accordance with the information appended to these minutes.

P-9. APPROVE MATERNITY LEAVE

That the board approve maternity leave for the following staff: (a) Felecia Hrdina-Brown, teacher at Livingston School, for the period April 28 through May 27, 2008; (b) Stephanie Manderichio, teacher at Central-5/ Jefferson School, for the period April 28 through June 6, 2008

P-10. AMEND DATE OF START OF MATERNITY LEAVE – PIOTROWSKI

That the board amend date of start of maternity leave for Kimberly Piotrowski, teacher at Connecticut Farms School from February 14 to February 23, 2008.

DISCUSSION:

None

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

Dr. Jakubowski wanted to thank the board for adopting the resolution to hire an additional secretary to work in the administration building. He said that when Mrs. Riley retired, Mrs. Polinger was transferred from another position in the building and no one was ever hired as a replacement; when Mrs. Betzner retired from the Superintendent's Office no one was ever hired as a replacement for that position and when Mrs. Bader retired, Mrs. Hubbard was transferred from another department

to that position and no one was hired as a replacement. Dr. Jakubowski said that the new individual would be working with Mrs. Izzi. He said that right now he relies on Mrs. Izzi totally for computer input, all certifications, etc. and he believed that a second person, preparing for the day when Mrs. Izzi retires. Dr. Jakubowski said at the same time the district's insurance program with Horizon Blue Cross/Blue Shield is now handled by the payroll department and because of the increased work in payroll since the new payroll system was initiated, he believed the benefits should be a part of a human resources department. He felt that the hiring of this individual will make it better for everyone who works in the administration building. Mrs. Gaglione asked if this would affect the administrative budget. Dr. Jakubowski said that it may do that. Ms. Dunn said that it would affect the administrative budget. She said that administrative budget includes all salaries at the administrative offices including principals, vice principals, supervisors and directors as well as the technology department salaries. Ms. Dunn said that every expenditure from a pen to a salary will have an impact on the administrative budget and it is her responsibility to make sure that the district is okay.

#### APPROVAL OF BILLS

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

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

#### UNFINISHED BUSINESS

Dr. Jakubowski said that earlier in the year he had spoken about a pilot program that the County Freeholders are sponsoring called "Second Floor" and it is a youth helpline. He said that when the freeholders first approached him about piloting this program, he has a few concerns about just one district in the county piloting the program because he didn't want people to get the wrong perception that if there was a youth helpline that the district was telling the middle school and high school students about, that the public wouldn't think, "Union must have been picked for the program for some negative reason and they must have a lot of kids in need of help." Dr. Jakubowski said that he had spoken to the County

Superintendent about forming a consortium and after a meeting last week, Clark, Cranford, Union and Rahway, which is a fine blend from the county will implement this pilot program. He said that he would be meeting with his building principals on Thursday regarding this program. Dr. Jakubowski said that this program will be sponsored by the Freeholders.

Dr. Jakubowski said that the State Report Card would be coming out. He said that he has looked over the test scores. Dr. Jakubowski said that he believed the district was in the same place in Union County where it was fourteen and maybe even twenty years ago. He said that there are six districts that Union regularly scores better than; there are two other districts in Union County that score very similarly to Union and there are other districts that score better. Dr. Jakubowski said it would be nice to catch the districts that score better but his number one goal is to make sure that the districts that have been below Union don't catch us. He said that the middle school scores are becoming a challenge. Dr. Jakubowski said that the area where he is most concerned about was the elementary level. He said that he met with the elementary principals on Friday. Dr. Jakubowski said that Mr. Tatum visited the schools today and apparently what he spoke about with the elementary principals must be working. He said that there has been a program added at the elementary schools called "Successmaker". Dr. Jakubowski said that the board has supported the idea of getting more computers in place, especially in the Title I schools, so that more students can utilize the program at one time. He said that the use of this program at Hannah Caldwell School reflected an increase in scores last year. Dr. Jakubowski said that he told the elementary principals that over the next seventeen days, the use of this program becomes their priority. He said that computer classes in the third and fourth grade will not be the normal curriculum; it will be putting the students on Successmaker. Dr. Jakubowski said that Ms. Moutis has been working with all of the AAP teachers and all special education teachers will be putting students on to work on this program. He said that the district is making an all out push as statistics show that if a child meets their target point, 85% to 88% of those students will pass the state test. Mr. Perkins asked what the "target point" was. Dr. Jakubowski said that the target point is a grade equivalent on the Successmaker program and the program is so sophisticated that it will tell you that "if you can give Johnny Jones and extra fifteen minutes every day on the program, it is predicted that Johnny will make his target." Mrs. Gaglione said that she has seen the program work and it is really a good program. She said that it was her

## UNFINISHED BUSINESS

understanding that SCORE in Union Center also uses the same program. Dr. Jakubowski said that the Title I schools, not only do they have the program in the computer room, but they also have this program in each classroom. He said that the three non-Title I schools do not have as many computers with this program but he said that he has been working to put this in place.

Dr. Jakubowski said that he is also supporting a new program which was sent to him by Linda Lewis, a former board member, which is being implemented in the Vauxhall community. He said that there will be free classes for any students that are preparing for PSATs or SATs being run by a church in Vauxhall and although the district does not normally solicit for people, he wanted to let parents and students know that it was available.

Dr. Jakubowski said that the district will be monitored in special education in the spring. Mr. Tatum said he went to a conference with Ms. French and one of the things that was discussed was the I&RS process; the process of the number of students that are being referred out of district and so forth for special services. He said that if the district follows the appropriate remediation that the County and State have set up, the district will have self assessment monitoring. Mr. Tatum said that the district is in pretty good shape because the district has a special education director in Ms. French, who really has spoken to the appropriate procedures and terminology and is right on target. He said that a few things have to be unified and he thought the district would be fine. Dr. Jakubowski said that there should be less than ten percent of a district's students going out of district and Union is at 14.2%. He said that Ms. French was working on that now and if she can get that number to the place where it is supposed to be or if the district can justify why the district is where it is now, the district's monitoring may be a phone monitoring. Dr. Jakubowski said that Mr. Tatum was amazed at the great amount of respect that Ms. French commands. Mr. Tatum said that when you listen to Ms. French at a meeting and then you go to a State meeting and hear what they are saying, it is like listening to Ms. French all over again. He felt that the district was going in the right direction under Ms. French's lead.

Mr. Abraham said that he has received a note with regard to the Aldi Supermarket from Lucille Adams that thanked the Board of Education for its input and asking for more time to have a traffic study to be performed at the

## UNFINISHED BUSINESS

Morris and Commerce Avenues intersection near where the proposed Aldi's market would go. The letter goes on to say that she is concerned because Hannah Caldwell School is also located on Commerce Avenue and when Pathmark had made application to go where the CVS is now located, she lead a group of civic-minded citizens against that proposal. Mr. Abraham stated that Mrs. Adams wanted to thank the entire board for coming forward on this issue.

## NEW BUSINESS

Dr. Jakubowski said that Mr. Gibbons had approached him with regard to a workshop that he wants to attend this summer at Harvard University, which is called "The Principal's Center". He said that he has encouraged administrators to get more involved with these types of programs. Dr. Jakubowski said the tuition for this workshop was approximately \$3,000.

Dr. Jakubowski said that he had received a letter from Bill Parsons and Linda Ionta regarding the soccer field which will be getting a new score board. He said that they feel it would appropriate if the district had a ceremony and the soccer field and scoreboard were named for Jim Jesky. Dr. Jakubowski thought this was a nice idea. He was not sure but he felt that this could very well be Mr. Jesky's last year in the district based upon a conversation which he recently had with him and he thought this might be a very nice thing to do in the spring. Dr. Jakubowski asked if there was any board member who had a problem with this idea. No board members did.

Dr. Jakubowski said that he also thought that the district should take a look at the baseball field and consider naming the baseball field after Gordon LeMatty, who retired many years ago. He said that he would put a proposal into writing and submit it to the board for its consideration. Dr. Jakubowski said he thought this was the right thing to do and he did not even know if Mr. LeMatty would be interested in this proposal.

Ms. Dunn said that the board needed to set a meeting in order to approve the 2008-2009 budget being sent to the County Superintendent for approval. She said that the budget is due in the county on March 6<sup>th</sup>. Ms. Dunn said the final adoption of the budget would be at the public hearing on the budget. Dr. Jakubowski asked if March 4<sup>th</sup> was convenient for everyone. Ms. Dunn said even a morning, telephone meeting would be

okay because she would be sending home the document the Friday before. It was agreed that the meeting would be set for Tuesday, March 4<sup>th</sup>, 2008 at 8:30 a.m. Ms. Dunn said that there should only be three resolutions on the agenda to vote on at this meeting.

Mrs. McNeil asked if the bathrooms at the high school were kept closed during the school day except for a bathroom near the cafeteria. Dr. Jakubowski said that this issue used to come up a lot when Mr. Fortunato was the principal and this is the first time he was hearing it since Mr. Gibbons became principal. Mrs. McNeil said that several students approached her and told her that all of the bathrooms are closed except for the one by the cafeteria and the students wanted to know if maintenance could come in during the day to keep it clean because it was pretty dirty. Dr. Jakubowski said that he believed during the lunch periods all bathrooms are closed except the bathroom near the cafeteria. He said he believed that during the rest of the school day, all of the bathrooms are open. Dr. Jakubowski said that if the issue is, can someone come in during the day and keep the bathroom near the cafeteria clean, he will speak to Mr. Gibbons about it. Dr. Jakubowski asked if there was a female custodian on the day shift at the high school. Mr. Magliacano said there was a female on during the day. Mr. Ruhl asked what the reason was for closing the bathrooms. Dr. Jakubowski said that it was for security reasons; this was a practice started by Mr. Fortunato and he felt that the students have adjusted to this practice.

Mr. Figueiredo said that the Connecticut Farms PTA has approached him regarding the old Tot Lot which has been cleared out and whether the Board had plans for that area. Dr. Jakubowski said he did not think there were plans for the area at the present time. Mr. Figueiredo said that the PTA would like to purchase benches and tables to make the space into an outdoor classroom. Dr. Jakubowski said that there were some insurance issues with all of the Tot Lots. He said he would not say that this is an impossibility but he said that before anything is put in the space it must be approved by the district's insurance carrier. Mr. Figueiredo asked if he could find out what type of equipment is approved so that the PTA can look into purchasing the equipment. Mr. Magliacano said that he had the name of a contractor that could do that and he would get the information for the PTA. Mr. Figueiredo asked Mr. Magliacano to e-mail the information to him so that he could pass it on to the PTA president.

**NEW BUSINESS**

Mrs. Gaglione said that she received a call from someone from Central-Five regarding the future plans for that building. She said that the board had discussed how the board needed to move forward and make people aware of the plans. Mrs. Gaglione said that she was able to put the person at ease because it was their concern what would have to the staff in the building during a renovation. She said that she told the person that there were not firm plans in place at this time but all issues would be taken into consideration. Mrs. Gaglione said that there have also been some concerns with budget items and putting new things into Central-Five and rather than putting those things in the budget and then the school will be ripped down, maybe the board should look at spending money on computers, etc. that can be taken and installed in the new building. Mr. Helmstetter said that at the last meeting it was said that the board members should speak to the public now about the planned renovations at Central-Five. Dr. Jakubowski stated that he had mentioned the renovations of Central-Five at the last PTA Presidents meeting and if and when it happens, one of the possibilities was that the entire school would be closed because of the fact of the location of the boiler room and that if this occurs some students for one year may be housed in trailers but he made it clear to them that there were no definite plans in place at this time. Mr. Helmstetter said that at the planning session it was discussed that this project would be but in the 2009-2010 budget.

Dr. Jakubowski said that he had to go back to old business. He wanted to let the Board know where it was with the bicentennial celebration. Dr. Jakubowski said that so far he has committed to three floats for the Union Board of Education, Union Schools, yesterday, today and tomorrow. He said that it would be necessary for the district to come up with some innovative things to put on the tomorrow float. Mr. Abraham asked what was the date of the parade. Dr. Jakubowski said that it was on Sunday, October 12<sup>th</sup>.

Mr. Figueiredo said that he wanted to make the board aware that February 29<sup>th</sup> and March 1<sup>st</sup> were the performance dates of the musical at Burnet Middle School. He said that the school will be presenting "*Into the Woods Junior*"

**COMMENTS FROM THE PUBLIC**

None

## EDUCATION/STUDENT DISCIPLINE COMMITTEE

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

## E-6. APPROVE STUDENTS TO ATTEND HERITAGE MUSIC FESTIVAL IN LOS ANGELES, CALIFORNIA – UNION HIGH SCHOOL

That the board approve approximately 110 students and 12 chaperones from the show choir, marching band, concert band, color guard and jazz band from Union High School to attend Heritage Music Festival in Los Angeles, California from April 30<sup>th</sup> through May 4<sup>th</sup> 2008 at a cost of \$970 per student (students are responsible to pay for their expenses) and \$1045 per chaperone (this amount is a budgeted item) in accordance with the information appended to these minutes.

## DISCUSSION:

Mr. Abraham said that Dr. Jakubowski has distributed the information regarding the Marching Band spring trip to California. He asked Dr. Jakubowski to go over this issue again for the board members who entered the meeting late. Mr. Abraham said that the group would be traveling to California on two separate flights and the group will be performing at the Heritage Music Festival. He said that the information received indicates that there is a need for 12 to 14 chaperones and the district is responsible for the cost of the chaperones. Dr. Jakubowski said that this cost is in the music department budget. He said that he would speak to Mr. Gibbons regarding the chaperones and if the group is not leaving until late on Wednesday afternoon and returning on Sunday, if Mr. Gibbons feels more comfortable with Mrs. Rago going with the group, he would reconsider his earlier decision. Dr. Jakubowski said that he would decide with Mr. Gibbons who will be chosen as chaperones. Mr. Abraham said, for the edification of the board members who arrived late, that the reason this issue arose was because Mrs. Rago had been absent due to illness for a long period of time at the beginning of the school year and the information regarding the trip was sent home to parents before it was approved by the building principal and the board. He said that Mr. Gibbons has stated that absolutely Mrs. Rago was not to be a chaperone on this trip and Dr. Jakubowski was supporting Mr. Gibbons decision but if the building principal decides that it would be a wise idea for Mrs. Rago to be a chaperone, it will be allowed. Dr. Jakubowski

**EDUCATION/STUDENT DISCIPLINE COMMITTEE  
DISCUSSION**

said that he wanted the board to be aware in case someone questions them, the reasons why Mrs. Rago would not be going on the trip. Mr. Perkins said that this is an administrative decision and the board should not be involved with it.

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

MOTION WAS CARRIED

Dr. Jakubowski wanted to share with the board that today, Ms. Dunn, Mr. Damato and he had met with representatives from ARAMARK and were advised that the district would be receiving a grant in the amount of \$300,000 from ARAMARK/Vanguard for a new culinary arts center to be put at Union High School. He said that the one thing that the board needed to know is originally he thought that the money would be funneled through the Education Foundation but ARAMARK because of its relationship with the district did not want to give something directly to the Union Board of Education because ARAMARK did not want people to say that the Board renewed its contract with ARAMARK because ARAMARK was making this donation. Dr. Jakubowski said that the problem is the Education Foundation because of IRS rules and regulations could not receive the donation. Therefore, the money had to be funneled through the Township of Union. He said that he would have to reach out to the Township and once the check is received, hopefully, the monies will be transferred to the district. Dr. Jakubowski said that the \$300,000 grant will allow the district to have a new culinary arts lab which would be state of the art at the high school. Mr. Damato stated that this new facility will allow the high school to offer a third and fourth year of advanced culinary arts classes.

**MOTION TO ADJOURN**

There being no further business before the board, it was moved by Mr. Ruhl, seconded by Mr. Perkins that the meeting be adjourned at 8:10 p.m.

Respectfully submitted

JAMES J. DAMATO  
BOARD SECRETARY