

UNION TOWNSHIP BOARD OF EDUCATION
WORKSESSION AGENDA
JUNE 9, 2008

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

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

ABSENT AT ROLL CALL: Mr. Gary Abraham

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

Mrs. McNeil 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

APPROVAL OF MINUTES:

Mrs. Gaglione asked each board member to review the minutes of the
Worksession and Executive Session of May 13, 2008 and the Regular Meeting
of May 20, 2008 to be approved at the regular meeting next week.

COMMUNICATIONS

Mr. Damato stated that all communications have been referred to the
appropriate committee for action.

EDUCATION/STUDENT DISCIPLINE COMMITTEE

Mr. Figueiredo presented the Education/Student Discipline committee.
He asked Mr. Damato if the Student Accident Insurance referred to in
resolution E-3 covers only student athletics or was it a blanket for all students
in the schools and at athletic events. Mr. Damato said that this policy only
covers students participating in interscholastic sports. He said that parents
are given the opportunity to purchase insurance coverage from Bollinger

EDUCATION/STUDENT DISCIPLINE COMMITTEE

Insurance for school or around the clock coverage. Mr. Manochio stated that the premium increase was substantial. Mr. Damato said that the increase this year was large as compared to prior years that the increases were very small but he felt that it was reflective of the industry as a whole. Dr. Jakubowski said that this issue was discussed at NJSIAA and what is happening (not based on our district's experience) but Bollinger is the only company that offers this type of insurance and they are seeing more and more accidents. He said that they are trying to attribute this to the fact that students are involved in so many activities and play on numerous teams and leagues and the students are suffering so many more "nuisance" injuries that they did not suffer years ago. Mr. Manochio said that Bollinger is not the primary carrier and if a student is hurt, his/her parents must first submit the claim to their medical insurance carrier and Bollinger pays on what is not covered.

Moved by Mr. Figueiredo, seconded by Mr. Helmstetter that resolution E-8 be adopted:

E-8. APPROVE MENTOR/NEW TEACHER INDUCTION PLAN FOR 2008-2011

That the Board approve Mentor/New Teacher Induction Plan for 2008-2011 School Years in accordance with the information appended to these minutes.

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

DISCUSSION ITEMS

1. Army JROTC Leadership Training Exercise at Stony Acres, PA from October 3rd to 5th, 2008 - Dr. Jakubowski said that this is an activity that the JROTC does annually and he did not have a problem with approving it. He said that it is a budgeted trip. Dr. Jakubowski said that the group is very hard working. Mr. Perkins asked who is Stony Acres. Dr. Jakubowski said that it was the facility where the group went for training. Mr. Perkins asked if it was an investor-owned recreational training facility. Dr. Jakubowski said he did not know. Mrs. Gaglione asked if it was

EDUCATION/STUDENT DISCIPLINE COMMITTEE DISCUSSION ITEMS

an official JROTC training site. Mr. Perkins said it was not an army site. Mrs. Gaglione asked Dr. Jakubowski if he could get more information and report to the board next week. Mr. Perkins also wanted to know what the liability exposure was of the group going to this facility.

Ms. Dunn stated that there will be a resolution added to the board agendas which will list every field trip that is to be taken during the next school year. She said that this will be done because of the new regulations which requires all field trips, no matter what the destination, to be board approved. Ms. Dunn said that according to the new regulations the board must determine if the trip is educational and there must be a dollar maximum amount established. She said that she attended a meeting last Friday and it was very surprising to her that the majority of districts have been getting board approval for field trips. Ms. Dunn said that she will be developing something similar to the spread sheet that is presently being done for travel which will be the backup for the resolution and she will also be revising the form which is used for transportation. Mr. Manochio asked why the person who is organizing the trip does not determine whether it is educational. Ms. Dunn said that all field trip requests must be presented to the building administrators and all of the building administrators will have a form on which they will indicate the destination of the trip, the rationale for going on the trip, etc. She said that this is something that is already being done. Ms. Dunn said that the formality is that all trips must now be board approved. She said that on a fiscal side the district is already having a major shortage in the vehicle fuel account. Dr. Jakubowski said that he has already spoken to the building administrators and informed them not to anticipate as many field trips using district vehicles. Ms. Dunn said that she has already put the building principals on notice as to the timelines to get a trip approved and they will have to follow the board schedule. She said that trips are usually planned well in advance. Dr. Jakubowski said that the problem will be for example if a basketball team wins a semi-final game in the State Tournament and the team is now going down to stay overnight for a game in Atlantic City, which in theory is a field trip and the State is putting restrictions on all districts because some districts took advantage of things that became out of hand. He said that the amount of paperwork that the State is now requiring is just crazy. Mr. Manochio said that the district is paying for the abuses of other districts. Dr. Jakubowski said that most districts are paying for the abuses of a handful of people.

FISCAL AND PLANNING COMMITTEE

Mr. Helmstetter stated that the committee met and discussed the items on the agenda. He presented the Fiscal and Planning Committee agenda.

Ms. Dunn said that effective a few years ago, the State established an account which is called "Maintenance Reserve Account". She said that this is an account for funds to be put aside for required maintenance. Ms. Dunn said that up to June 2008, a district could only add to the Maintenance Reserve Account at budget time, which is really not good because at budget time, the district does not know what the cash flow is. She said recently the State enacted an account called "Emergency Reserve Account" which can be used for emergent expenditures for education. Ms. Dunn said that she wanted to get the board's approval to establish a Maintenance Reserve Account and an Emergency Reserve Account. She said that she and Mr. Vieira did look at the district's books and it was determined that \$250,000 could be put into each account to start up. Ms. Dunn said that these accounts are not to be used until other sources have been looked at and they do not require the Executive County Superintendent's approval to withdraw funds from these accounts during the year. She said that it is her recommendation that resolutions be added to the regular meeting next week to establish these accounts. Ms. Dunn said that the district also has a capital reserve account which currently has a balance of \$17 million and the district will have three reserve accounts in case of emergencies. She said that given today's economy it was a good thing to have these funds in reserve. Dr. Jakubowski asked if the reserve accounts were outside the budget. Ms. Dunn said they were. Dr. Jakubowski asked if \$250,000 was the most that could be deposited at this time and is that the amount that she was comfortable with. Ms. Dunn said that as of today \$250,000 was the amount she was comfortable with simply because the district is significantly down on interest income. Mrs. Gaglione asked if the \$250,000 could stay in the account. Ms. Dunn said that there are certain rules that are associated with these accounts. Dr. Jakubowski asked if the district can add to these accounts. Ms. Dunn said that money can be deposited in June or at budget time and it does not impact on the overall budget. Mr. Ruhl asked what happens if the money is spent. Ms. Dunn said that the account is still there and money can always be deposited into the account to replenish the balance. Dr. Jakubowski said that the district has a better idea in June how much it has in surplus. He said that any amount over 2% that the district has in surplus must be used

FISCAL AND PLANNING COMMITTEE

for tax relief. Ms. Dunn said that there are maximums for the establishment of these reserve accounts; for the emergency reserve it is either \$250,000 or max up to 1% of the general fund, which would be approximately \$1.4 million and the max on the maintenance reserve account is 4% of the district's replacement value which at this time would be \$7 million. Mrs. Gaglione asked if there would be one or two resolutions on the agenda for next week. Ms. Dunn stated that there would be two separate resolutions.

OPERATIONS

Mr. Ruhl stated that the Operations Committee met earlier in the evening. He presented the operations agenda. Mr. Ruhl asked about the bid award for reconditioning of athletic uniforms and equipment in the amount of \$45,000 and this also certifies that the athletic equipment, such as the football helmets, are safe for students to use; that is why the amount is so high. Mr. Manochio asked how often the football team purchases new helmets. Mr. Magliacano stated that new helmets are only purchased if helmets fail the certification test or if a student cannot be fitted properly with the stock of equipment that the district has, a helmet will be purchased. Mr. Ruhl asked how many years a helmet can be used. Mr. Magliacano thought that a helmet could be used for four or five years before it fails the certification test. He said that Ms. Ionta would know that information better than he. Dr. Jakubowski said that Ms. Ionta does a nice job handling the equipment and is very conservative with the handling of this account. He said that the athletic department tries to get new uniforms every few years and the old varsity uniforms are recycled to the junior varsity. Mr. Manochio said he was surprised that the football helmets are so expensive.

DISCUSSION ITEM

Long Range Facility Plan – Mr. Ruhl said that the following approved projects were received as accepted by the State: (1) Staff Parking Lot Repaving at Union High School; (2) Field Turf and (3) Metal roof replacement at Hannah Caldwell. He said that the district was still waiting for approval for the Home Bleacher Renovation project.

DISCUSSION ITEM - Long Range Facility Plan

Dr. Jakubowski asked Mr. Magliacano if he had discussed the "game plan" for the field turf project. Mr. Ruhl said that Mr. Magliacano did give the committee a timeline on that project. Mr. Magliacano said that at the pre-bid meeting, it was discussed that the current irrigation system which is taken off the main field may be able to be utilized on the practice field within the scope of the budget of the project through contingency money. He said that he was going to get a "price" from the vendor who presently takes care of the sprinklers on the field and he was hoping that it would be \$200,000 or less. Mr. Magliacano said he did not foresee any contingencies coming up in the course of the project but he would not know until the bids were opened on Thursday. Dr. Jakubowski asked if it was still the strategy that the soil taken off the field would be carted away and then be brought back. Mr. Magliacano said that the soil will be taken away and imported soil will be brought in because it would be more costly to bring equipment to the site to mix the soil and the district will get a better mix from an outside source. Mr. Magliacano said that there is an August 15th substantial completion date for the football field and August 30th completion date and September 15th completion for the practice field. Mrs. Gaglione asked where the football team would be practicing. Dr. Jakubowski said they will be able to practice on the practice field until the main field is completed. Mrs. Gaglione asked if the track would be closed while work was being done on the football field. Dr. Jakubowski said that it would and he would contact Channel 34 to have a notice to that effect posted. Mr. Ruhl said that it would not be a bad idea to get some signs posted. Mr. Magliacano said that he already had signs that would be put up.

PERSONNEL COMMITTEE

Mr. Manochio said that the committee met earlier this evening. He presented the Personnel agenda. Mr. Manochio asked Dr. Jakubowski if the discussion items would be discussed in public or executive session. Dr. Jakubowski said that since they are personnel issues, he would like them to be discussed in executive session. Dr. Jakubowski said that P-30 is for payment to security monitors. He said that this resolution is not for attendance at the graduation ceremony but for pre and post security duty at the high school. Dr. Jakubowski said that these individuals will be patrolling the grounds starting the night before graduation. He said that he wants to make sure that the day before graduation the grounds are secure. Dr. Jakubowski said that the security monitors will also be at the graduation ceremony.

PERSONNEL COMMITTEE

Moved by Mr. Manochio, seconded by Mr. Ruhl that Resolutions P-1 be adopted:

P-1. APPROVE PERSONNEL ACTIONS

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

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

Moved by Mr. Manochio, seconded by Mr. Ruhl that Resolutions P-28 and P-29 be adopted:

P-28. AMEND 2007-2008 LIST OF MASTER TECHNICIANS/ASSIST TECHNICIANS - JENKINS

That the board amend 2007-2008 list of Master Technicians/Assistant Technicians to include Edward M. Jenkins as a Master Technician at a rate of \$20 per hour.

P-29. APPROVE PAYMENT FOR TEMPORARY ASSISTANT SUPERINTENDENT- LOMBARDI

That the board approve payment to Barbara Lombardi as Temporary Assistant Superintendent on an "on call basis" at a rate of \$562.39 per day for the period June 1st through August 31st, 2008.

DISCUSSION

Mr. Perkins asked if there was an agreement with Mrs. Lombardi as to how many hours a day constitutes. Dr. Jakubowski said that there is no written agreement but she has been reporting at 8 a.m. and staying until 4 p.m. Mr. Damato stated that Mrs. Lombardi has been working a normal workday. Mr. Perkins said that with all of the abuses in other districts around the State, it did seem appropriate to have an agreement with Mrs. Lombardi as to what constitutes a day. Mr. Perkins wanted to know what in resolution P-1 requires that the board vote on it tonight. Mr. Ruhl said that several of the people that are being hired and must give notice to their present employers.

PERSONNEL COMMITTEE

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

MOTION WAS CARRIED

POLICY COMMITTEE

Mr. Damato stated that he has received comments regarding the drug and alcohol policy from Ms. Hall. He said that she had very minor changes. Mr. Damato said that the group at the high school that was on the policy committee had a discussion and they submitted their changes. He said that he would send a copy to Mr. Perkins for his review.

APPROVAL OF BILLS

Mrs. Gaglione stated that the board would vote to approve the bills at the regular meeting next week

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Mr. Manochio wanted to know where the district stood with regard to the food service project at the high school. Mr. Damato said that there are so many projects going on at the same time. He said that this project is being worked on by Potter Architects and the plans are being drawn up. Mr. Damato said that Potter is working on the plans to get them down to the State for approval. Dr. Jakubowski said he did not think this project would be completed this year.

Mr. Manochio also asked about the progress on the Administration Building addition. Mr. Damato said that the hold up on the Administration Building project is because the district had to have a survey done and the survey company is scheduled to come out but they are very busy. He said that after the survey is completed, Potter Architects must come up with a site plan and decide what the best option is.

Mr. Helmstetter asked about the Central-Five project. Dr. Jakubowski said that he believed that the current second graders will be the class that will be impacted with the renovation at Central-Five. Mrs. Gaglione said that the money that is earmarked for that project will not go anywhere. Dr. Jakubowski said it would not. Mrs. Gaglione said that she was concerned that the money will be dipped into for other projects and when it comes time to do the project the money will be gone. Mr. Perkins said that there was

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always the possibility of legislation which would require the district to give it to the State. Mrs. Gaglione asked if it was necessary to have plans drawn up and indicate that there are funds earmarked for the project. Dr. Jakubowski said that the Potter's are working on multiple projects for the district and seems that some of the projects are taking longer than usual. Mr. Damato said that as long as the board approves the concept of the project, Potter Architects can probably finish the plans and submit them over the winter for approval by the State. He said the board has to remember that the renovation of Central-Five is a more in depth than say, the renovation of the bleachers.

Ms. Dunn said that he has spoken to Tom Potter regarding the food service project and one of the constraints was that the district received \$300,000 and the estimate that the architect has for the project right now is \$500,000. She said from a budgetary standpoint, the district would have to budget the remaining balance for the 2009-2010 school year to cover the difference. Ms. Dunn said that this would have to be voter approved and the project would have to be completed within that school year it was approved. She said that Potter Architects probably have seven to eight projects that they are working on at this time. Ms. Dunn said that the district is going forward with the projects that are most needed within the district such as the playground resurfacing and the field turf project and she said that she would almost guarantee that the home economic room project will be in the 09-10 budget.

Mr. Manochio said that the logistics of the Central-Five project is what really worries him. He said that the project will take a long time and the district will have to get the parents on their side. Dr. Jakubowski said that he would like to proceed with this project in 2009-2010 because he did not know who would be on the board in 2010-2011. Mr. Helmstetter thought that the board should proceed with the project because who knows what will happen in two years. Dr. Jakubowski said he would like to have an expert come in at the August meeting to discuss projects. Mr. Damato said that he would like to ask Potter Architects to submit a concept plan or something detailed on the Central-Five project by the August Planning Session. Dr. Jakubowski said that was a good idea.

Mr. Manochio asked what was going on with the Hamilton School situation. Dr. Jakubowski said that an appraisal of the building was done and the Morris Union Jointure is also working on getting an appraisal prepared. Mr. Perkins asked what our appraisal was. Mr. Damato said it was \$5.2

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million. Dr. Jakubowski said he did not know if the district should consider selling Hamilton School and putting the money aside for other projects. Mr. Damato said that additional money will be needed for the Central-Five project. He said that he was also waiting to see what the Governor would be doing to refund school construction projects. Mr. Damato said that if this were to come through, he felt that the Central-Five project should be expedited and sent to the State for approval. Mrs. Gaglione asked if there would be something completed by the August meeting. Mr. Damato stated that he would have someone from Potter Architects come to the August meeting to make a presentation. Mrs. McNeil said that at the last meeting it was mentioned that the district might share costs with the township and have Rabkin Field renovated. Dr. Jakubowski said that if the district tried to do that at this time, it would have had to stop the whole field turf project until all of the additional information was put in the plan and approved by the State. He said that it was decided that the field turf project would go forward. Dr. Jakubowski said that he, Mr. Bradley and Mr. Manzella will be meeting in the fall to talk about renovating Rabkin Field, and what percentage each party would be responsible for. He said that even though the schools use Rabkin Field a lot, it is still owned by the township. Dr. Jakubowski said if there can be an agreement reached, then it becomes a township project and can be considered a shared service with the board of education. The Township would take the lead and the board of education will not have to worry about all the specifications, etc. Mrs. Gaglione asked where the Board would get the money from for its share of such a project. Dr. Jakubowski was not sure. He said that maybe selling Hamilton School would be a good idea. Mrs. Gaglione asked if the district did sell Hamilton School, could that money be put in a Central-Five account to add to the \$17 million that the district already has in reserve. Ms. Dunn said that the money would be put into the district's capital reserve account and the only time money can be taken out of that account is when a project is approved by the Board. She said that in the budget document there was a notation as to what the reserve money might be used for. Ms. Dunn stated that if Potter Architects can give the board a concept plan for Central-Five that would be a good thing. She wanted the board to remember that at any time the Executive County Superintendent can come in and reconfigure what the district's spending plan is. Ms. Dunn said that this district was fortunate because the board and the administration worked together. She said that in many districts this is not the case.

Dr. Jakubowski has met with representatives of the Administrators Association and they voted on a proposal which will be added to the agenda next week. There was a discussion about the pay period for the

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Administrators which begins on September 1st and retirement procedures. Dr. Jakubowski said that he wanted to do away with the practice of paying two individuals for the same position over the summer months. He hoped in a few years all of the problems will be solved and there will be no further problems.

Mrs. Gaglione said that she had prepared letters with regard to "Proud to be an American Day" which was held at Kawameeh Middle School. She said that she was unable to attend the event but her Mom did attend. Mrs. Gaglione said that she had prepared a letters as the board president to send to Kawameeh Middle School to Mr. Bell and his staff and to Mr. Graf to acknowledge their efforts with regard to this program. She indicated that all board members would receive copies of these letters.

Mrs. Gaglione stated that she had assigned Mrs. McNeil to be on the Delegate Assembly that meets twice a year. She said that Mrs. McNeil was unable to attend the most recent meeting and she attended in Mrs. McNeil's place. Mrs. Gaglione said that the most important thing that was conveyed was if there is legislation which will affect school districts, it was very important that Boards of Education contact legislators as individuals either in writing or by telephone to voice concerns. She said that individuals who attend the Delegate Assembly are also able to vote on resolutions that are presented to the Assembly.

NEW BUSINESS

Dr. Jakubowski said that with regard to the issue of extreme heat and the schools which occurred today. He said that he knew that some of the neighboring school districts closed school early due to the high temperatures. Dr. Jakubowski said that one of the reasons that he does not close school early is because there is extensive busing in town and the part-time bus drivers work from 7 to 9 a.m. and 2 to 4 p.m. He said that many of them have other obligations during the day and for him to make a decision at 10:30 a.m. to close school early, even if every parent could be contacted, he could not guarantee that enough bus drivers could get back to get all children home and he did not believe closing school early was in the best interest of the safety of all of the children. Dr. Jakubowski said that parents can come to the building and get their children if they want. He said that some parents called and complained about the conditions at the schools. Dr. Jakubowski said that a number of schools called him today to ask if the dress code could be relaxed so that male staff members could wear shorts. He said that his answer was "no" to that. Mrs. Gaglione said

NEW BUSINESS

that there were some rooms in some of the schools where the children were having difficulty breathing. Dr. Jakubowski said that every school's auditorium is air conditioned and the students can be taken there if necessary. Ms. Dunn said that she would contact Jason at ARAMARK to make sure that all of the schools have extra water available for the students if needed.

Ms. Dunn said that she had chosen the recipient of the \$1500 scholarship which she received by being named "Business Administrator of the Year". She said that she had spoken to the student's mother. Ms. Dunn said that she would present the scholarship to the student at the regular meeting next week. She said that she did have criteria set up for who she wanted the scholarship to go to and Mrs. Buttel in the high school guidance department helped her with the selection of a student. Dr. Jakubowski said that he would make this presentation a part of his superintendent's report at the meeting.

Dr. Jakubowski said that he received an e-mail from Mr. Figueiredo regarding high school students performing at the board meeting. Mr. Figueiredo said that he wanted to allow the show choir to perform the program that they had performed in California which won first place in the competition. He said one of the reasons he would like this to be allowed is to showcase the positive things that our students do throughout the year. Dr. Jakubowski said that he would reach out to Mr. Rago tomorrow with regard to this.

Dr. Jakubowski stated that the Senior Prom was an unbelievable success. He said that approximately 800 students attended and there was not one issue. Dr. Jakubowski said that Mr. Gibbons had met with the students attending the prom ahead of time. He said that Mr. Gibbons had commented that this year's was the best prom and all the students had a great time.

Mr. Figueiredo also asked that he could mention at the board meeting about the writing workshop that Mrs. Pikula and Mrs. Hrdina ran with students at Connecticut Farms School. He said that his daughter was involved in the program and a book of the students' work was published and he wanted to show the book; highlight the program and show the benefits which the students received from the program.

COMMENTS FROM THE PUBLIC

None

MOTION FOR EXECUTIVE SESSION

Moved by Mr. Perkins, seconded by Mr. Ruhl that the Board go into Executive Session to discuss personnel matters and pending litigation 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.

BOARD RETURNED TO PUBLIC SESSION AT 10:05 P.M.

MOTION TO ADJOURN

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

Respectfully submitted

JAMES J. DAMATO
BOARD SECRETARY