

NOTICE OF MEETING

TO ALL BOARD OF EDUCATION MEMBERS:

A special meeting of the Board of Education of the Township of Union will be held on Tuesday, March 4, 2008 at 8:30 a.m. at the James Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey 07083

A special 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, March 4, 2008 at 8:30 a.m., pursuant to notice sent to each member.

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

ABSENT AT ROLL CALL: Mr. Manuel Figueiredo and Mrs. Versie McNeil

Mr. Helmstetter led the board and audience members in the Pledge of Allegiance.

The secretary read the statement required under the "Open Public Meeting Act", a copy of which is on file in the office of the secretary.

FISCAL AND PLANNING COMMITTEE

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

That the proposed tentative 2008-2009 school budget be adopted and sent to the County Superintendent for approval in accordance with the copy appended to these minutes, and the following:

F-1. AMOUNT TO BE RAISED FOR GENERAL FUND

That there should be raised for General Funds \$72,223,280 for the ensuing school year 2008-2009 and that this amount appear on the ballot to be voted upon at the Annual District School Election to be held on April 15, 2008.

FISCAL AND PLANNING COMMITTEE

F-2. APPROVAL FOR SUBMITTAL TO COUNTY SUPERINTENDENT

That the board approve for submittal to the County Superintendent of Schools, Appendix E (Required Documentation to Support Estimated Fund Balance) along with the January 31, 2008 Secretary's Report as required documentation to support the estimated fund balance as of June 30, 2007 pursuant to Exhibit C-1 (Recapitulation of Balances) as contained in the proposed 2008-2009 school budget, in accordance with the information appended to these minutes.

F-3. APPROVE ADVERTISED CAPITAL OUTLAY PROJECTS

That the board approve advertised capital outlay projects in the amount of \$1,700,000 in accordance with the information appended to these minutes.

F-4. APPROVE CAPITAL RESERVE WITHDRAWAL

That the board approve capital reserve withdrawal – other capital projects – in the amount of \$3,200,000 in accordance with the information appended to these minutes.

F-5. APPROVE STATEMENT OF CAPITAL RESERVE DEPOSIT

That the board approve Statement of Capital Reserve Deposit (Budgeted Increase Capital Reserve, Line 122) in the amount of \$750,000 in accordance with the appended to these minutes.

F-6. APPROVE STATEMENT OF CAPITAL RESERVE DEPOSIT

That the board approve Statement of Capital Reserve Deposit (Budgeted Increase Capital Reserve, Transfer From Other Funds, Line 140) in the amount of \$17,000,000 in accordance with the information appended to these minutes.

F-7. APPROVE TRAVEL EXPENDITURE MAXIMUM

That the board approve Travel Expenditure Maximum in the sum of \$135,000 in accordance with the information appended to these minutes.

FISCAL AND PLANNING COMMITTEE

F-8. AMEND 2007 QAAR APPENDIX D – ESTIMATED LONG RANGE FACILITY PROJECT COST, ESTIMATED STATE AND LOCAL SHARE CALCULATION WORKSHEET

That the board amend the 2007 QAAR, Appendix D – Estimated Long Range Facility Project Cost, Estimated State and Estimated Local Share Calculation Worksheet – to reflect additional projects submitted for inclusion in the 2005 Long Range Facility Plan.

MR. FIGUEIREDO ENTERED THE MEETING AT 8:40 A.M.

DISCUSSION:

Mr. Manochio asked Ms. Dunn to explain resolution F-4 to him. Ms. Dunn said that this resolution is for projects that will be funded from monies presently in the capital reserve account. She said that the projects are not included in the general fund capital outlay. Ms. Dunn said that this is separate money that is outside of the regular funds. She stated that in order for the district to take money out of the capital reserve account, there must be voter approval. Ms. Dunn asked if this answered Mr. Manochio's question. Mr. Manochio said that the resolution states that the money will be withdrawn from the account. Ms. Dunn said that the money would be withdrawn to pay for the specific projects. She said that if the projects are not done, the money stays in the account and if the projects come in under budget, the remainder is returned to capital reserve, but capital reserve funds cannot be used without having voter approval. Mr. Manochio asked when the funds are withdrawn, where do they go. Ms. Dunn said that the money is not being withdrawn until the project is actually bid, awarded and approved and at that point, the money will be transferred from the budget line. Mr. Manochio asked about the amount listed in resolution F-7 and he wanted to know if this maximum amount covered the entire district. Ms. Dunn stated that the \$135,000 covered the entire district. Mr. Manochio asked if this included student field trips. Ms. Dunn stated that field trips are exempt and this amount covers staff professional development and travel costs. Mr. Manochio asked if the expenses for board members to attend the state convention are included in this maximum amount. Ms. Dunn said it was. Mr. Manochio said he was under the impression that all school officials could no longer have their room and board paid for by their district. Ms. Dunn said that the board must annually approve a maximum travel expenditure for all district staff and the "cap" represents all of the different types of travel. She said that right now there is conflict between the State's latest OMB circular and the Code that says that there cannot be overnight travel within the State of New Jersey and what that means that the district is not to pay for room and board, but the

FISCAL AND PLANNING COMMITTEE

DISCUSSION:

district can pay for the conference and registration fees. Mr. Manochio said, therefore, if any board members want to attend the state conference in Atlantic City, they would have to pay for their own room and board. Ms. Dunn said that is the way it is at this time, however, she wanted to clarify that she was told last Wednesday that there is a paper that is coming out to clarify what particular groups would be exempt from the conflict. She said that there is a petition that New Jersey School Boards, the Association of School Administrators, the Principal's Association and her association because of the magnitude and the need for these State Conferences, they feel that it warrants that these groups be exempt. Ms. Dunn said that at this time the new ruling does not say an individual cannot attend, it says that the district cannot pay for the individual's hotel room. Mr. Manochio asked if a board member wanted to go to a National Convention if the district could pay those expenses. Ms. Dunn said that the district could pay for travel, room and board for a National Convention. Dr. Jakubowski said that the Governor and the Commissioner of Education are going to clear up the confusion on Friday at the NJASA Executive Assembly. Mr. Damato said that he had a conversation with Mr. Perkins and a few other members of the board; he said that the way the school law group is viewing the law (A-5) now as it relates to an OMB circular, which is a Federal OMB circular which amounts to a directive to federal employees, on how to seek reimbursement for certain expenses. It says that you cannot get paid for in-state overnight accommodations but it also says in the circular that if there is an inconsistent state law that the state law will take precedence over the OMB circular. Mr. Damato said that this means to him that the district is able to pay for in-state accommodations. He said that Commissioner of Education may come out with some rule or code in the next few weeks or months which changes that and this is what he was waiting to see. Ms. Dunn said that she has copies of the position paper of her group, which reiterates exactly what Mr. Damato just said but when it was received by the Commissioner of Education, the Commissioner disagreed. The problem Ms. Dunn is having is at this juncture is that there is a penalty in A-5 currently and the penalty is that if she signs a purchase order for someone to attend a conference, she is liable for three times the amount of the cost and the individual who is attending the conference is liable for three times the cost. She said that the penalty factor is severe. Ms. Dunn said that she agreed with Mr. Damato that the law supersedes, but she is waiting for something official from the State.

AYE: Mr. Figueiredo, Mrs. Gaglione, Mr. Helmstetter, Mr. Manochio, Mr. Perkins, 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 the following resolution be adopted

O-1. AUTHORIZE AMENDMENT TO 2005 LONG RANGE FACILITIES PLAN

That the board authorize an amendment to the 2005 Long Range Facilities Plan to include the following projects:

(a)	Districtwide Paving of Playgrounds	\$ 400,000
(b)	Union High School Home Bleachers	600,000
(c)	Playground Resurfacing	300,000
(d)	Union High School Cul-de-sac Paving	400,000
(e)	Artificial Turf Union High School Athletic Field	1,000,000
(f)	Hannah Caldwell School Roof	450,000
(g)	Addition to Administration Building	1,750,000
(i)	Acquisition of property for bus parking	2,000,000
(j)	Renovation Central-5 School	<u>15,000,000</u>
		\$21,900,000

DISCUSSION:

Mr. Manochio asked how old the Hannah Caldwell roof was. Dr. Jakubowski said that it is a metal roof and there have been problems with the roof on and off. He said that the roof is more than ten years old as Hannah Caldwell School was opened in September of 1995. Ms. Dunn said that there are parts of the roof that the district did do repairs to but the entire roof was never done. Mrs. Gaglione said that she had gone into Hannah Caldwell School last Tuesday for a meeting and in the entrance way, there were three or four ceiling panels open with buckets below because the roof was leaking. Dr. Jakubowski said that this is why the project must be done.

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

Dr. Jakubowski said that he would be starting to speak to all of the faculty groups this week about next year's budget. He stated that it is a zero budget. Dr. Jakubowski said that according to yesterday's Star Ledger, the County's budget will be increased by \$91 and he did not know what the Township's budget increase would be. He said that it was the board's duty to make the public understand that there will be no increase due to the Board of Education's 2008-2009 budget.

Ms. Dunn wanted to remind the board that now that the budget has been approved by the board, it will be sent to the County Superintendent for her approval today. She said that a date for the public hearing on the budget needed to be set and after the public hearing and adoption of the budget as well as using paper copies of the budget for members of the public, the district must also post particular items on its website and in May, the budget information will be transmitted to the State Department of Education and it will be posted on a new website with all of the districts' budgets with user friendly information and will be kept and updated each year. Ms. Dunn said that this has been mandated by one of the State's new laws. Mr. Abraham asked if a tentative date could be established at this time that could be changed if needed. Ms. Dunn suggested that it be discussed at the worksession next week and a date can be set then.

MOTION FOR EXECUTIVE SESSION

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

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

PUBLIC SESSION RESUMED AT 9:20 A.M.

Mr. Manochio asked if Mr. Potter was working on the plans and specifications for the foods lab. Mr. Damato responded that he was in preliminary discussions with Mr. Potter and the project is moving forward. Mr. Manochio also asked about the high school bathroom issue with threats. Dr. Jakubowski explained that the school administrators and security at the high school provided very good coverage the following day to insure that there were no problems.

Mr. Manochio then complimented the building committee for its swift action last week with regard to the administration building and complimented the committee also on its selection of the most cost effective option for the board.

Dr. Jakubowski mentioned the OSHA inspection of the copy room at Union High School which said that there were no adverse findings; two potential violations were, however, identified. The employees using that copy room are now back to work and the copier that was leaking toner has been put out of service and the company has been asked to replace it, since it was supposed to be fixed on several occasions and was not. Mr. Perkins mentioned that there was a problem with the failure to have required documentation and that this must be corrected.

MOTION TO ADJOURN

There being no further business before the board, it was moved by Mr. Helmstetter, seconded by Mr. Ruhl that the meeting be adjourned at 9:30 a.m. All present voting yes.

Respectfully submitted

JAMES J. DAMATO
BOARD SECRETARY