

UNION TOWNSHIP BOARD OF EDUCATION
Worksession – October 10, 2006

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

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

ABSENT AT ROLL CALL: NONE

ADMINISTRATORS PRESENT: Dr. Theodore A. Jakubowski, Ms. Karen M. Dunn, Mr. James J. Damato, Mr. Gregory Tatum, Mrs. Barbara Lombardi and Mr. Anthony Magliacano

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

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

Mr. Helmstetter asked each board member to review the minutes of the Worksession of September 12, 2006; the Regular Meeting of September 19, 2006 and the Executive Session of September 19, 2006 for action at next week's meeting.

COMMUNICATIONS:

Mr. Helmstetter asked if the communication items were reviewed and referred to the appropriated committees. Mr. Damato replied yes and said that all of the Communications items are listed under the Personnel section of the agenda.

EDUCATION/STUDENT DISCIPLINE COMMITTEE

Mrs. Axelrod stated that during the committee's meeting this evening there was a presentation given by Mrs. Michelle Warren, the principal of Battle Hill Elementary School regarding a new initiative that she has undertaken this year which involves individual learning centers within the classrooms, grades K through 4. Mrs. Axelrod stated that Mrs. Warren brought in some pictures to show how the new program was being implemented and indicated that the students and teachers seem to be adjusting and everyone seems to be enjoying it. She said that this new program deals with literacy and it allows small groups of children to be together and handle various activities at the same time, possibly once a week or several times per

EDUCATION/STUDENT DISCIPLINE COMMITTEE

week, depending on the grade level. Mrs. Axelrod said that this new program gives students a real "hands on" approach to literacy. She said that one of the learning centers in each classroom is a "listening" center which allows students to listen to a "professional" reading of a particular book so that they can start to learn how it should sound to read aloud. Mrs. Axelrod thought that this was a very "neat" concept. She stated that Mrs. Lombardi has commented that this concept has been in existence for a while under a different title. Mrs. Lombardi said that the previous program also had stations in the classrooms and this new program was not so different. She said that Mrs. Warren's presentation stressed that this program was more just organizing what the school already had and bringing out more opportunities for students to have "hands on" experiences instead of always having the lesson be "teacher led". Mrs. Lombardi said that this program gives students the opportunity to work independently or in small groups and apply what they are learning in literacy development. Mrs. McNeil thought that this new program was an excellent idea because it addressed all students' needs and all levels of learners. She said that Mrs. Warren also addressed the issue of assessment and Mrs. McNeil asked Mrs. Lombardi to explain assessment. Mrs. Lombardi said that Mrs. Warren had started doing "running records" with her staff when she first came into the district. She said that a running record is a passage of usually about 100 words that should be grade level appropriate for independent reading. Mrs. Lombardi said that if a child can read that with 90% accuracy, that is a good independent level for the individual student. She said that Mrs. Warren has encouraged and taught her teachers how to do "running records" and Mrs. Warren has been very active over the past two years and actually did "running records" with the entire first or second grade last school year. Mrs. Lombardi said that there will be another set done at the end of the first marking period in February and then again in May so that there will be a total pre/post from last year to this year plus using the "running records" to help place students in leveled readers. Mr. Helmstetter stated that this program was similar to "tracking". Mrs. Axelrod said that it was similar but this involves the tracking of an individual student rather than a group of students. Mrs. Gaglione asked Mrs. Lombardi if this program turned out to be a "positive" thing could the district implement this program in other schools in the district. Mrs. Lombardi said that some of the other schools already have a similar program.

Mrs. Axelrod presented the Education/Student Discipline Committee resolutions; many of which are standard resolutions.

Mrs. Axelrod stated that the district would be designating the week of October 16th through October 20th as School Violence Awareness Week (Resolution E-6). She asked Mr. Tatum to give the board a brief report of what would be going on in the district during this week. Mr. Tatum stated that he had met with all the elementary principal and sent a memo to the middle school principals regarding activities that are currently in place in their schools and/or planned to be implemented during

EDUCATION/STUDENT DISCIPLINE COMMITTEE

School Violence Awareness Week. He said that each of the principals has responded by sending him something in writing that indicates what their plans are. Mr. Tatum said that some of the projects that the principals are incorporating are those that have been in place in prior years and a few of the schools have new plans that they are putting in place, but they are all tied to the prevention of violence in schools. He said that the schools are using outside sources as well the local police department and agencies as required by the State of New Jersey.

Mrs. Axelrod commented on resolution E-7 which was presented to the board as an additional resolution. Mrs. Lombardi explained that this resolution covered the Nonpublic School Technology Initiative Program Agreement with Union County Educational Services Commission and she explained that this agreement allows funds to go to the nonpublic schools that the district agrees to let the Union County Educational Services Commission handle and the backup materials distributed to the board explains how the technology funds will be used. Dr. Jakubowski said that the two schools who would receive these funds were Holy Spirit School and St. Michael's School.

DISCUSSION ITEMS:

1. Public Hearing at Regular Meeting on October 17, 2006 on 2005 Vandalism and Violence Report - Dr. Jakubowski said that this is a report which he gives every year and it is required that this report be given at a public meeting. He said that this will be a part of his Superintendent's Report at the Regular Meeting. Dr. Jakubowski said that he would give a complete review of the violence and vandalism report for the 2005-2006 school year and he will compare it with prior years. He said that he was pleased so see that there was a reduction in the number of violent acts in the district; he said that basically the violent acts in the district are fighting. Dr. Jakubowski said that at the elementary level there may be one or two incidents of a student biting another student. He said that the district reports all violent acts; all incidents are reported to the Department of Education and a report is received at the end of year.

FISCAL AND PLANNING COMMITTEE

Mrs. Gaglione said that the committee did meet this evening and she advised the board members that the remainder of back up materials not included in their packets last Friday will be provided in next Friday's packet. She said that the reason for the delay was that Ms. Dunn and Mr. Vieira were busy with the auditors.

Mrs. Gaglione presented the Fiscal and Planning Committee agenda.

FISCAL AND PLANNING COMMITTEE
DISCUSSION ITEMS

1. Bond Refinancing – Mr. Damato said that the bond refinancing was very similar to refinancing your own home when the interest rates go down. He said that the district would be refinancing that portion of the 2003 bond issue which is the “callable” portion, not the entire bond amount. Mr. Damato said that a portion of the bond was previously refinanced and this is another portion which is coming due; the amount being refinanced is approximately \$23,000,000. He said that it is projected that the rates are lower than when the bond was issued. Mr. Damato said that the district would be borrowing new money at a “cheaper” rate and paying off the amount. Mr. Helmstetter asked what the projection of the rate was. Mr. Damato stated that the projection is that over the life of the bond, the district would save approximately \$300,000 to \$500,000. He said that it does not amount to a significant amount of money per year but it is a significant amount in the lump sum. Mr. Helmstetter asked what the cost would be to refinance. Mr. Damato said that if the board takes into account the cost of issuance that is netted out of the \$300,000 to \$500,000. Dr. Jakubowski said that Mr. Damato would be meeting with Ms. Dunn, Mr. Vieira, the underwriter and bond counsel on Thursday to get more specifics on how the refinance would be structured to best benefit the district and the taxpayers.
2. Health Plan Renewal – Dr. Jakubowski said that Mr. Damato had sent an e-mail message with attachments to all board members regarding the health plan renewal. He said that after he had received this e-mail, he responded that he thought this was a “good way to go right now.” Dr. Jakubowski said that the increase seems reasonable and the board should look at some other options. He said that Mr. Damato had made a suggestion that the board meet with an association and discussing if people wanted to “buy out” of the plan. Dr. Jakubowski said that this might impact the district’s experience rating and future premium increases. He said that the district left State Health Benefits because the present plan meant a reduction in premiums and by the same token, it was done because the State Health Benefit plan did not give the district the flexibility that the present plan does. Dr. Jakubowski said he believed this is the way the district should go at the present time but he thought that the negotiating team and the fiscal committee should start looking into other options and maybe the board should not wait until the next round of negotiations and it should open up something with the Association and see if there is something that the district can provide. He said that with the new contract, any new employees must go into Direct Access and they cannot choose the traditional plan. Dr. Jakubowski said that if the district went back to the State Health Benefits right now, the district could not stop any employees from going back into the traditional plan, if they want to. He felt that implementing this renewal for another year seems to be the most reasonable way. Mr. Manochio asked if the district was still in the plan that it decided to go with last year. Dr. Jakubowski said it was. He said that Mr. Damato

FISCAL AND PLANNING COMMITTEE
DISCUSSION ITEMS

2. Health Plan Renewal

had given the board an analysis of what the State Health Benefits Plan has done for this year and what the new plan has done for this year. Dr. Jakubowski said that the board had to remember that there are also some subtleties between the plans. He said that on the State Health Benefits Plan the New Jersey Plus went up on a smaller percentage than the Direct Access Plan on Blue Cross/Blue Shield but with State Health Benefits the district cannot "make" new employees take the New Jersey Plus plan and they can choose the traditional plan which had an increase of approximately 30%. Dr. Jakubowski said that one of the other reasons the board chose to go with Blue Cross/Blue Shield was that the board would have the "option" to put things in place such as a deductible, which can become part of negotiations which could not be done with the State Health Benefits Plan. Mr. Damato said that the district saved over \$500,000 the first year. Mr. Helmstetter stated that as the older teachers retire, all new teachers must go into the Direct Access Plan which will save the district money. Mrs. Axelrod said that she thought it was significant that Mr. Damato had included the letters from the two other insurance companies showing that they would not even give the district a quote because their premiums were no where near competitive to those of Blue Cross/Blue Shield. Mr. Abraham said that when he did the math, the actual increase in the premium is 10.7% as opposed to 12% and he wanted the board to think about the idea of passing on a portion of the increase in premiums (perhaps 50% of the increase) to the employees. He realized that this issue could not be addressed until negotiation time but he thought that this should be seriously looked at. Dr. Jakubowski said that this proposal was made during the last negotiations but the negotiation team for the association did not believe that they would be able to "sell" it to the membership.

OPERATIONS COMMITTEE:

Mr. Abraham stated that the committee met this evening. He presented the Operations agenda. Mrs. Gaglione asked if the amendment to resolution O-5 was due to the fact that the board has never received a guaranteed return before. Mr. Abraham said that the district has received money in the past but the amount has decreased. Mrs. Gaglione asked if the decrease in return was due to increased costs. Ms. Dunn stated that she did not think the amount did go down. She said that when the board entered into an agreement with ARAMARK the guaranteed return is stipulated. Ms. Dunn said that the only reason the resolution is on for tonight is because when the district sent its reapproval to the State, the guaranteed return was omitted from the original resolution. She said that the district was very fortunate that ARAMARK does a wonderful job in our cafeterias and the district does not fall well below that amount in any given year that we have a contract with them.

OPERATIONS COMMITTEE:

Mrs. Axelrod asked if she must abstain from voting on resolution O-3 because she is on the executive board of the Union Township Education Foundation. Mr. Damato asked if the Education Foundation voted on this grant at a meeting. Mrs. Axelrod said that they did. Mr. Damato asked Mrs. Axelrod if she was at the meeting and if she voted. Mrs. Axelrod said she was not present at that particular meeting. Mr. Damato said in that event he did not think there was a conflict.

PERSONNEL COMMITTEE:

Mr. Manochio stated that the Personnel Committee met this evening with the Superintendent and all of the resolutions were discussed. He presented the Personnel Committee agenda.

Mr. Manochio stated that resolution P-10 stated a maximum of fifteen hours could be used to prepare the curriculum guides. He asked Mrs. Lombardi whether this was spread over the course of the year. Mrs. Lombardi stated that it was up to the curriculum writing team to choose how they prepared the guide.

Mr. Manochio asked how the two schools which are mentioned in resolution P-14 were picked. Dr. Jakubowski stated that last year when Mr. Tatum was principal of Central-5, he made a presentation with Dr. Goddard regarding this pilot program. He said that he would now like to take this program and move on to Burnet as a continuation of what was started at Central-5. Mr. Tatum said that this program was originally designed to develop a common language and common practices throughout the district in terms of dealing with students who are potentially at risk. He said that Dr. Goddard's program was funded through a grant from the Special Services Department and the resolution speaks to the continuation of the program.

Dr. Jakubowski said that inadvertently left off the name of a person who will be hired for the technology department. He said that there probably would also be an additional name of a person also for the technology department. Dr. Jakubowski said that these names would be sent home in the board's packet on Friday.

APPROVAL OF BILLS

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

UNFINISHED BUSINESS

Dr. Jakubowski said that the board will recall at the September worksession there were a number of parents present who were concerned about class rank and weighted and unweighted GPA. He said that he has reached out and done a considerable amount of research and he had informed the board that whatever modifications or changes that would be made, he would inform the board and get the matter rectified so that the students know where they stand. Dr. Jakubowski said that he has been meeting regularly with Mr. Fortunato and he said that it was a mutual agreement between Mr. Fortunato and himself that at this time the best thing to do as a district, was that it was his opinion that even though there are changes that need to be made, he felt that at this time and until he could get all of the facts and the district is sure what it wants to do and only make a change one time, Dr. Jakubowski thought it was appropriate that the high school goes back to what was in place last year and for all students currently at Union High School, last year's handbook, is the handbook that should be in place in terms of class rank, weighted rank, unweighted rank, GPA (weighted and unweighted) and that any change that the district makes, will take effect with the current eighth grade class. He said that Mr. Fortunato agreed with this. Dr. Jakubowski said that he felt Mr. Fortunato wanted to resolve something that his successor would have to face without any of the information. He said that Mr. Fortunato will advise the students at the high school that all will remain status quo. Mr. Helmstetter suggested that something be sent home, in writing, to parents showing that pages in the handbook have been changed. Mr. Perkins asked that any presentation made to the board be in the staff study approach so that the board can review the pros and cons of the situation. Dr. Jakubowski said that he would present the board with all the information before a decision is made as to any change. He said that the Board's Policy Manual does not specifically state who makes certain decisions. Dr. Jakubowski said that for years the high school has been putting both the weighted and unweighted rank on any transcript that goes out of the guidance department. He said that nowhere does he find in the policy manual what should appear on a student's transcript that goes out to a college. Dr. Jakubowski said that the only change would have been was that the only rank that Mr. Fortunato wanted to put on the transcript was the unweighted rank. He said that he was leaning toward the fact that the weighted and unweighted GPA should appear on the transcript and maybe nothing else. Dr. Jakubowski said that this is what most systems do but he wanted to make sure that the board was in full agreement with this decision. He said that he as the superintendent, could not say what information is included on a transcript that is sent to a college. Dr. Jakubowski said that the choice of a class valedictorian would still be based on weighted rank and honor society was based upon an unweighted rank. He said that what has made this a more tedious decision is the fact that some districts that only count academic subjects, even for honor society and there are districts that count everything. Dr. Jakubowski said that some districts will not weight any elective area, such as AP Art, no matter what it is worth and others do. He said that most districts have gotten away from a class rank. Mr.

UNFINISHED BUSINESS

Manochio complimented Dr. Jakubowski for all of his concern and for all of the research that he did and the direction that he took. Dr. Jakubowski thanked Mr. Manochio. Mr. Perkins asked Mrs. Lombardi if it was possible to get reliable information from college admissions offices regarding this matter. Dr. Jakubowski said that he had spoken to several college admission officers. He said that an individual from the guidance office at Union High School has been doing a substantial amount of work for him in that area. Dr. Jakubowski said that he had spoken to three or four admissions officers personally and most of them look at the subjects students take; class rank, minimally, if they look at it at all; they look at the GPA and the SAT scores are still extremely important. He said that they also look at the courses the student has taken and they absolutely look at the well-roundedness of the student such as clubs and extracurricular activities. Dr. Jakubowski said that some colleges are even more into what students outside of school such as CYO and community service. He said that Mr. Fortunato had received a call from Princeton University; the high school currently has six students who currently attend Princeton and all are doing extremely well; and they have asked if they can come to Union High School and meet with the top thirty students, selected by Mr. Fortunato, and talk to these students about thinking of Princeton as a choice. Dr. Jakubowski felt this had to be based on what the six students attending Princeton at this time are doing. Mrs. Axelrod stated that normally we think that colleges only look at subject matter, etc. but she knew from personal experience that a school to which her son applied to, this school also wanted an English paper which the student had written during his/her junior or senior year, including the grade and any teacher's comments on the paper. She said that the guidance department was going to find that different schools ask for different things when a student is applying to a college. Mr. Ruhl commented on letters of recommendation which are written by the guidance counselors and the guidance counselors don't really know what the students are involved in on the outside and he suggested that maybe a form letter should go out from the guidance department to the parents and/or the students so that achievements such as Eagle Scout, Girl Scout Silver Awards, etc. Dr. Jakubowski said that there are times when students ask him to write a letter of recommendation and he tries to make such a letter very personal by asking the student what activities they are involved in. He felt that guidance counselors should be doing the same thing before they write such a letter. Dr. Jakubowski said that he would discuss this matter with Ms. Buttel.

Mrs. Gaglione asked if the clerical and secretarial positions were posted. Dr. Jakubowski said that the positions were posted and applications are in. He said that Mr. Fortunato had a number of in-house candidates and although, the district did not post outside, there were also a significant number of outside applicants. Mr. Fortunato has instructed Ms. Hockuli to begin interviewing anyone in-house person who applied and if she is satisfied with any of the in-house candidates, not to bother with the outside candidates at this time. He felt that the interviews would be completed by the end of October and will be in place by the beginning of November.

NEW BUSINESS

Mr. Abraham said that earlier in the evening at the Education Committee meeting, he gave Mrs. Lombardi an article from the Sunday Star Ledger which indicated that the DCH Automotive Group in partnership with the American Red Cross had made a sizeable donation to the New Brunswick Public School System for instruction of 2700 students and teachers in basic life saving skills. He said that he asked Mrs. Lombardi if this might be something that this district might want to look into and might be able to offer as an adjunct to our present medical staff. Mr. Abraham said it did not hurt for students, in any grade, to know basic life saving skills because you never know what emergency might arise on the playground or in a classroom before a teacher or nurse can arrive. Mr. Perkins asked if the Fitness, Wellness and Nutrition Committee should handle this matter. Mr. Abraham answered in the affirmative. Mr. Helmstetter asked if DCH Automotive Group was based in New Brunswick. Mr. Abraham said he did not know but thought that perhaps there was a philanthropic company in this area that might want to participate in a similar program. Mr. Abraham wanted to know if all of our schools were now equipped with the Artificial Defibrillator devices. Mr. Magliacano stated that each school has one. Dr. Jakubowski said that he has become very sensitive to this issue and he and Mrs. Lombardi were just discussing EPI pens and he stated that there are over 100 teachers in the district who have expressed an interest in becoming certified to administer EPI pen injections. He said that he has been working on a schedule to allow teachers to attend the five hour recertification class. Mr. Perkins asked if there are certified CPR people in each school. Dr. Jakubowski said that all the school nurses are certified. Mr. Perkins asked if there was at least one nurse in each building. Dr. Jakubowski said there was one full time nurse in each elementary and middle school and two full time nurses at the high school. He said that the physical education teachers are also certified in CPR. Mrs. Lombardi said that the district also requires all coaches to be trained in CPR each year plus the district runs afterschool, voluntary courses for in service credits and hours, CPR training. She felt that there are many staff members who have this training. Mrs. Salazar said that a school district in Missouri has published a guide in case of a pandemic flu outbreak which she believed was written by the Director of National School Board. She said that this publication deals with planning, preparedness and procedures in case of a flu pandemic. Mrs. Lombardi stated that the district's nurses will be spending the November 7th Staff Development Day doing an emergency plan for this district. She said that there will be a representative from the Board of Health and other professionals also present to assist the nurses in preparing this plan. Mrs. Salazar said that the book she mentioned could be obtained for a fee of \$60 and it contained a plan. She thought this might assist the nurses as a guide for a plan for our district. Dr. Jakubowski said that he and Mr. Damato had attended a meeting at Town Hall over the summer which dealt with this issue. He said that this is all a part of emergency management. He said that Ms. Ionta has also sent some people for training in connection with this issue. Dr. Jakubowski said that he hoped that this issue might be covered at the NJ School Board Convention at the end of October.

NEW BUSINESS

Mrs. Axelrod said that she thought it fitting under new business to congratulate Mr. Perkins on becoming a grandfather.

Mrs. Salazar said that there was an organization that approached her about the textbooks that the district discards to be sent to third world countries. Mrs. Lombardi said that once the board votes to discard textbooks, depending on the copyright dates, she must advertise their availability on the state website for four months and after that time if there is no interest in them, they would be available to anyone.

COMMENTS FROM THE PUBLIC

Ms. Buggy stated that anyone who goes for EPI pen training does also get certified in CPR. She felt that there were a number of staff members in each building who had this certification. Ms. Buggy said that the epidemiologist from the county to the LINKS program, who sends bulletins to Ms. Ionta, is the person who spoke to the nurses from the district at the beginning of the year and she was going to do the in-depth planning for the pandemic flu outbreak emergency plan at the Development Day. She also thanked the superintendent for including the district in the countywide flu surveillance reporting. Ms. Buggy said that the nurses have been wanting to participate in this program since last year. She felt that this was a mechanism for the State to make our district aware of any emergencies; medical and otherwise. Ms. Buggy said that each school does have a defibrillator, it is equipped with a sensor to show that it is working at all times and it is very user friendly. She said that she felt comfortable that any of the nurses will feel comfortable using it if necessary.

Mr. Selby, stated that he was a Union High School graduate, is presently a Captain of the Paterson Fire Department and presently is a resident of Union. He said that his two youngest daughters are students in the district. Mr. Selby said that his daughter, who is in third grade, has really excelled in the school system. He said that at this time he had a safety concern regarding an incident which occurred at his daughter's school. He said that he has already spoken to Dr. Jakubowski and Mr. Tatum regarding this matter. Mr. Selby said that a teacher made an inappropriate comment in his daughter's classroom and it was brought to his attention by her. He said that he immediately brought the matter to the attention of the principal of the building on the next day. Mr. Selby said that he knew other parents would be attending the regular meeting of the board to discuss this issue. He said that the teacher in question has been lying about the comment that he made. Mr. Selby said that the teacher did apologize to him and he accepted that apology after speaking personally with the teacher. He said that the teacher could not explain his comment other than to say that "it was a joke". Mr. Selby stated that he and his wife did not find it amusing. He felt that it was an inappropriate comment to be made in any workplace.

Mr. Brown said that he was Mr. and Mrs. Selby's consultant, he was a two term board member, a master board member and is presently going for his Masters in Administration. He felt that what has concerned most of the parents involved in this issue was the timetable of the process of addressing this issue. Mr. Brown said that he has spoken to Dr. Jakubowski and some of the parents have had concerns with the Superintendent of not getting back to them with information in a timely manner. He said that he was more concerned about when parents bring a concern to the Superintendent, what was the process or the board's policy on how potential discipline of a staff member who has acted inappropriately. Mr. Brown felt that really was the concern in this issue. He said that most of the parents are not satisfied with what is going on because they are not clear and have not really been made aware of what the process is. Mr. Perkins said that Mr. Brown was bringing to the board in a public session, a matter which the board, at least he, was not familiar with at all. He said it was totally appropriate that the Superintendent report the matter to the board, as it has been raised in public and it be done, because it involves a specific employee, in Executive Session. Mr. Perkins thought that it might be inappropriate for him to go further with any other discussion on the specifics of this issue. Mr. Brown said that he understood school board law very well and the parameters which the board had to follow. He said that he was concerned about the process, once an incident is brought to the table, how the board deals with it. Mr. Helmstetter said that the board would go into Executive Session tonight to discuss the matter. Mr. Brown asked if after the board discusses the matter in Executive Session if it would be possible to report back to the families in a timely fashion. Mr. Helmstetter stated that it would depend on the discussion and the outcome what could be reported to the public. Dr. Jakubowski asked Mr. Brown to do him a favor because he made a comment. He said that there was only one parent who had called him and he did talk to that parent the same day. Dr. Jakubowski said that Mr. Brown made the statement that "a lot of people" had called him and were disappointed he did not return their calls. He asked Mr. Brown to get him the names of those individuals who say they called his office and say he did not get back to them. Mr. Brown said he would do that.

Ms. Loessel thought Mr. Abraham's idea to get a company to sponsor life saving instruction to students was a very good idea. She said that as a former girl scout leader, she had first aid training for the scouts. Ms. Loessel said that many children are home alone after school and this would give them some knowledge of what to do in an emergency. She said she had a question regarding resolution O-1 which dealt with disposal of equipment. Ms. Loessel asked if all of these items have asset tags on them. Mr. Magliacano said that his equipment does. Ms. Loessel asked what happens to the tags when the equipment is disposed of. Mr. Magliacano said the tags are removed and forwarded to the business office. Ms. Loessel said that she had questions regarding a dumpster that was in front of the Attendance Office at the high school which contained lab tables, metal shelving and what looked

COMMENTS FROM THE PUBLIC

like, electronic equipment. She did not recall seeing a resolution for the disposal of this equipment and she wanted to know where the asset tags for these items would be. Mr. Helmstetter questioned if this issue was the subject of several e-mails that had been sent to Mr. Damato and he thought it was the response of Mr. Damato that the resolution to dispose of these items may have been approved months and months before the items were actually disposed of. Mr. Damato said that he had no way of going to the dumpster to see what items it contained. Mr. Helmstetter asked if everything has an asset tag on it. Ms. Dunn said that anything that is approved by the board for disposal is in a folder in the business office. Dr. Jakubowski said that it is quite possible that some of the items in the dumpster when a room at the high school was being cleaned out, many of the items were just thrown out because they were not usable and none of the small items would have had asset tags because the cost or price of what the item was worth was minimal. He said that he did not know if there were records on each and every item that was in the dumpster.

Ms. Ciampi said that she attended the Parent Advisory meeting last week and she commended Ms. French for doing a wonderful job. She said that Ms. French's presentation was great, the handouts for the parents were terrific and the Hannah Caldwell cafeteria was filled for this meeting. Ms. Ciampi said that Ms. French has also advised the parents that there is an open door policy in her office for parents. She felt the information was presented in a concise, yet brief, manner and Ms. French also allowed questions from parents in attendance which was very informative. Ms. Ciampi asked Mrs. Lombardi if the reading program she was talking about earlier was oral. Mrs. Lombardi stated that the reading was done aloud. Ms. Ciampi asked if this was done privately. Mrs. Lombardi said that the students did not read to the entire class but this was one-on-one with a teacher. Ms. Ciampi asked how independent reading by students was being gauged. She said she thought that silent reading was more significant in getting information and comprehending it. Mrs. Lombardi said that running records are really for the ability to call words and it is not a comprehension check. She said that this method was for early literacy development to see fluency, word recognition and comprehension. Ms. Ciampi asked if this was only being done in one school. Mrs. Lombardi said that many of the school are doing it, but Ms. Warren did a presentation to the education committee this evening on how she has formalized the program in her building. Ms. Ciampi asked if it was the district's plan to implement this program in all schools. Mrs. Lombardi said that the district will be giving Ms. Warren this school year to get her learning centers started and guided reading is being implemented in many of the elementary schools as this is a big component of the district's Staff Development Day on November 7th and running records are just one component of this program as guided and level reading cannot be done without them. Ms. Ciampi said that when children are identified will the district then identify their individual needs and address their

COMMENTS FROM THE PUBLIC

learning style. Mrs. Lombardi said it would. Ms. Ciampi asked about the reading specialist which was being approved in resolution P-12. Mrs. Lombardi said that this was an individual who would be assisting special education teachers. Ms. Ciampi wanted to know what was the individual's certification. Mrs. Lombardi stated that she did not know. Mr. Tatum said that he believed this individual was certified in reading strategies that do attend to learning needs of special education students from the standpoint of a diagnostic approach. He said that this is something that has been looked at over the course of time with special education teachers and would deal with reading strategies or approaches rather than reading programs for a more multi-sensory approach to teaching reading. Ms. Ciampi asked about additional staff being hired in the IT department. Dr. Jakubowski said that at this time there is one full-time and one part-time employee in this department but by Monday, October 16th, he hoped to have hired two additional full-time employees in this department. He said that as the district grows, the IT department cannot be run with the staff that we have presently. Dr. Jakubowski stated that one of the individuals that he plans to hire has a little more experience and will bring a little maturity to the department and the other individual, who is a graduate of Union High School, is presently going to school at night and Mr. Tatum and he were very comfortable with this individual. Ms. Ciampi stated that due to the illness of Mrs. Kessler, she would be coordinating Kids Voting this year. She said that she hoped that she could receive some assistance from the board. Ms. Ciampi said that she would be bringing the "sign up" sheet to the regular meeting next week. She said that one of the problems that she is having is that Mrs. Kessler usually obtained the ballot forms for the students to use and she was not sure where she got them. Ms. Ciampi said she also might need some assistance in making photocopies of the ballots and obtaining stickers. She said that she was planning on hand tallying the votes this year and she would make the ballot simple for the children to follow.

Mr. Perkins asked where the district was with the implementation of the "No Trespassing" policy. Dr. Jakubowski stated that the signs were prepared has started being put up today.

Mr. Abraham stated that tomorrow night at Benigans on Route 22 from 4:00 p.m. to closing the Union Township Education Foundation will be sponsoring "Dinner at Benigans" and anyone who has dinner between those hours and drops there dinner check in the box at the exit, the Foundation will receive ten percent (10%) of the total check. He said that the Foundation has been so good to the district in providing many grants and macro-grants to our teachers that the board should support this fundraiser. Mr. Abraham urged everyone to attend.

Mr. Helmstetter said that he noticed that representatives from the Portuguese School were in attendance at this meeting. He said that their resolution was pulled from the last regular meeting. Mr. Helmstetter said that this matter will be discussed further this evening and hopefully, there will be a resolution on next week's agenda.

MOTION FOR EXECUTIVE SESSION

Moved by Mr. Abraham, seconded by Mr. Perkins that the Board go into Executive Session to discuss student 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, Mrs. Axelrod, Mrs. Gaglione, Mr. Manochio, Mrs. McNeil, Mr. Perkins, Mr. Ruhl, Mrs. Salazar and Mr. Helmstetter
NAY:	None
ABSTAIN:	None

MOTION WAS CARRIED

RETURN TO PUBLIC SESSION AT 8:50 P.M.

Back in public session there was a brief discussion with regard to the Portuguese School and whether the board should provide a reduced rate for this bulk rental. There was some discussion about the past rates and there was a request that Mr. Damato meet with Dr. Jakubowski and determine a new bulk rate rental and provide the amount to the Board of Education at the regular meeting for approval. The board also discussed the Municipal Alliance and the fees that are charged to that organization. Mr. Damato was asked to review this matter with the Business Office and plan to scrutinize the finances of the Municipal Alliance to determine whether or not more of the board's costs can be reimbursed from the proceeds of the Karate Tournament.

There being no further business of the board, it was moved by Mr. Abraham, seconded by Mr. Manochio that the meeting be adjourned at 9:20 p.m. All present voting yes.

Respectfully submitted,

JAMES J. DAMATO
BOARD SECRETARY