

UNION TOWNSHIP BOARD OF EDUCATION  
WORKSESSION - OCTOBER 14, 2008

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

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

ABSENT AT ROLL CALL: Mr. Steve Ruhl

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

The meeting was called to order by Mrs. Gaglione at 7:00 p.m. Mr. Helmstetter 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.

COMMUNICATIONS:

Mr. Damato stated that the communications had been referred to the appropriate committees.

APPROVAL OF MINUTES:

Mrs. Gaglione asked the board members to review the minutes for approval at the regular meeting next week.

EDUCATION/STUDENT DISCIPLINE COMMITTEE:

Mr. Figueiredo stated that the committee met earlier in the evening and he presented the Education/Student Discipline Committee agenda. Mrs. Salazar asked where the back up was for resolution E-3. Dr. Jakubowski said that at the regular meeting next week his Superintendent's Report as it has been every year and because there must also be a public hearing, the Violence and Vandalism Report for the 2007-2008 school year will be presented. He said that all of the information must be sent to the State whenever there is an incident within the district by Mrs. Stollar. Dr. Jakubowski said that he will be making comparisons between last year and the previous four years. He said that all building principals know that next week is Violence and Vandalism Week in the district and they go over issues in their buildings regarding harassment, bullying, etc.

## EDUCATION/STUDENT DISCIPLINE COMMITTEE:

Dr. Jakubowski said that with regard to the QAAR which is the subject of resolution E-4 on the agenda, he said that are some mistakes that have been pointed out to him by board members. Dr. Jakubowski stated that if any other board members have any other corrections to note, they should see him at the end of the meeting. He said that he would make sure that a corrected copy was sent to the County Office. Dr. Jakubowski said that with regard to resolution E-5, this deals with a teacher in the district whose sister is ill and she has taken over the care of the student. He said that he is allowing this tuition student because there are some personal things going on in the family and this helps out everyone. Dr. Jakubowski said that he would review this situation every month and if there are any changes or adjustments he would let the board know.

## DISCUSSION ITEMS

1. Pre School Expansion – Dr. Jakubowski said that this is a very important issue. He said that he has spoken to the board through e-mails regarding this. Dr. Jakubowski said that as of September 2009, all school districts across the State of New Jersey must have an expanded pre school program for students that are at risk or those students who qualify for free or reduced lunch ages three and four. He said that the program specifies that there can be no more than 15 students in a class and it must be a full-day program (at least 6 hours), with the teacher having one-hour for lunch and having other individuals monitor the students while they eat their lunch in a family-style setting not in the cafeteria. Dr. Jakubowski said that this will cause some ramifications with the teachers' collective bargaining agreement because now pre school teachers are not considered full-time teachers because between 11:30 a.m. to 1:00 p.m. they have a break which was used as their lunch and pre period. He said that he has been advised that he will be responsible for approximately 58 students next year, which would mean that four of the district's six pre-school classrooms would be dedicated to 60 students. Dr. Jakubowski said that this would leave two regular classrooms and one integrated classroom for the rest of the district's preschool students and if the district continues to keep the preschool a half day session, it would be able to service an additional 100 students. He said that parents of students who are not at risk may say why are their students only going to preschool for half a day when the other students are going for a full day. Dr. Jakubowski said that the district does not have room to offer a full day program for all students but if it did, he would not anticipate only 260 students, but 500 students not unlike the enrollment in every other grade. He said that the state has indicated the district can charge tuition for the preschool program, and it is estimated that the tuition would be somewhere between \$7,500

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and \$10,000. Dr. Jakubowski said that this new plan is coming from the Governor, himself who believes this is the way to go. He said that on Monday, October 20<sup>th</sup> he would be attending a meeting regarding the preschool expansion which is being sponsored by the 20<sup>th</sup> Legislative District. Dr. Jakubowski said that he has been discussing with central office administrators as to what the district will do down the road. He said that presently there are approximately 31% of students on free or reduced lunch and if the district gets to 40% of students on free or reduced lunch, this is called "universal" and every student in the community must be serviced. Dr. Jakubowski said that he was looking at renovating the back of Hannah Caldwell and turning it into a preschool center. He said that he believed approximately seven classrooms could be put there and this area would serve approximately 105 students. Dr. Jakubowski said that in the elementary schools there are six classrooms and he believed that if he could consolidate numbers he could "squeeze out" another two or three classrooms, but this would result in higher enrollment in the higher level classes. He said that he has been told that the district can be gone into outside services to allow students to go to a preschool program outside of the district. Dr. Jakubowski said that this is what many of the Abbott districts have already done by using Head Start or other centers. He said that the district cannot get Head Start (CDI) out of the district because they cannot find a facility to house the 48 students that are eligible for Head Start in Union and are being serviced as part of the preschool program. Dr. Jakubowski said that the district will have to deal with the here and now and for next year that means the district will be required to service four classes of no more than 15 students in a class for a full day session. He said that the district would have to decide if the entire preschool program would become full day or remain half day. Dr. Jakubowski said that he has been trying to get the state to slow down this process but he did not know what would happen. He hoped to have more information after the meeting on October 20<sup>th</sup>. Mr. Figueiredo said that the district would incur expenses to renovate the space at Hannah Caldwell. Dr. Jakubowski said that this was all part of what he had been discussing for facilities down the road. Mr. Figueiredo said that custodial and cafeteria services would also have to be increased. Dr. Jakubowski said that he has thought about those issues. He said he had first thought to take back Hamilton School and turn that into a preschool center but renovating that building would cost more than the renovation at Hannah Caldwell School. Dr. Jakubowski said that

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Hamilton School is not handicapped accessible and although there is more space there, bathrooms would have to be installed in each classroom as this is a requirement for preschool. He said that taking back the building would force the district to lose the generated income that comes in from the Morris Union Jointure because they would have to vacate the premises. Mr. Helmstetter asked if the building next to the administration building on the corner of Lousons Road and Morris Avenue is large enough. Dr. Jakubowski thought that the cost for that building would be excessive. He said that obtaining space for preschool would be a Level I project which means it would have priority at the State Level. Dr. Jakubowski asked if the purchase of a building would still keep the project at Level I status. Ms. Dunn said that this was a very good question and at her roundtable meeting last Friday, she was advised that the State Facilities people would be coming in to explain the process and what constitutes Level I, II and III projects. She said that she would ask this question and get back to the board with any information. Ms. Dunn said that the way the Levels are written is that new construction or the acquisition of property technically is a combination of a Level I and Level III and if it a combination, it reverts to the lower level. She said that since the district already owns the Hannah Caldwell property and it would be a renovation, this project would be Level I. Dr. Jakubowski said that he, Ms. Dunn, Mrs. Moutis and Ms. McGovern-Topal went to a meeting regarding the expanded preschool program and all of them were asking the representative questions that she could not answer; for example, 80 of the 260 students who are presently in preschool are eligible for free or reduced lunch, and if that number was consistent next year, the district would have its 60 students that would be on free or reduced lunch for the preschool expansion program. Dr. Jakubowski said his question was when the number for the program is increased to 105 students the next year, what if the district does not have 105 students who qualify for free or reduced lunch? He wanted to know if by law the district still had to service 105 students or can the district service only those who are eligible for free or reduced lunch and not worry about the rest. The representative said it was a good question but she was not sure and said she would get back to him. Dr. Jakubowski said that he had not heard back from her yet. He said that the representative also implied that our district was not the first to ask this question. Dr. Jakubowski said that it Governor Corzine who believes this is the right thing to do. He said that Rutgers University was asked to investigate this new program by some of the legislators in Trenton. Dr. Jakubowski thought that the State should be focusing on full day kindergarten instead of this preschool program because

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there are many districts that will be forced to implement the preschool program which is full day and then the next year the students will be forced to return to a half day program, which did not make sense to him. Ms. Dunn said that today at her ASSA (Application for State School Aid) meeting where the State gets all of the district's configurations, one of the biggest problems that came up that the State was reinforcing was that every district needs to make sure that all preschool students who were at risk be included in the report. She said that many individuals who were at the meeting stated that their district has a part-time preschool program and the students do not get lunch. Ms. Dunn said that it was asked if every parent of a preschool student had to fill out a lunch application and could a parent be forced to fill out a lunch application. Mr. Manochio stated that free and reduced lunch is based upon salary and he wanted to know what the present cutoff amount is. Ms. Dunn said that the amount depends upon the number of members of the household; it is a federal guideline and it changes each year. She said that the district has "household" applications and every child in a household is incorporated into one application. Mr. Manochio asked if the district followed up on the applications. Dr. Jakubowski said that there is a procedure in place to follow up on the applications and there is also a "percentage" by law of the applications that must have a full investigation. He said that a total investigation is not done on all applications. Mr. Manochio said that when the forms came out years ago, they had to be submitted with salary verification. Ms. Dunn said that an income tax form cannot be used to verify income. She said that she had mentioned to Ms. Tinsley that when students apply for the Head Start program, Head Start follows similar guidelines that are used for free and reduced lunch but Head Start is allowed to ask for financial documents that under the lunch program the district is not allowed to ask for. Ms. Dunn said that the districts are being told that if they do not have a preschool program they should "give their money" to a Head Start program and they will take care of it. Dr. Jakubowski said that he gets the feeling that deep down inside, there is more to the preschool expansion program than meets the eye. He said that the State would be very happy to see school districts go and outside of the district for these services. Dr. Jakubowski said that when he spoke to Mrs. Tinsley about renovating the back of Hannah Caldwell School to accommodate this program, she said "why are you doing this?" He hoped to get more information at the meeting on Monday.

## American Diploma Project

Dr. Jakubowski said that this is the initiative which states that all students must take Algebra II and pass a test to graduate from high school. He said that the Commissioner of Education believes that every child should be able to pass Algebra II and Chemistry. Dr. Jakubowski said that if this comes to be, many programs such as JROTC, Allied Health, Business and Cosmetology will no longer be offered at the high school because students will have to take additional academic courses so that they can pass the tests, which they will not pass, and in the end the students will receive a Certificate of Attendance rather than a diploma. He could not think of a reason why a student would be required to take Algebra II to get a high school diploma. Dr. Jakubowski said that he has argued this point with the Commissioner of Education, who said that students need Algebra II for "anything they do in life". Mr. Perkins asked what study or studies the Commissioner relied upon to come to this conclusion. Dr. Jakubowski said that there were businessmen from some of the largest corporations who have said that students in the United States are not trained. He said that there are 14 or 15 States that have adopted the American Diploma Project and there are many others that are looking at it. Dr. Jakubowski said that he was told at a Superintendent's meeting that the NJASA Executive Committee that Governor Corzine does not want New Jersey to fall behind if the other States are accepting it. Mr. Perkins asked how many of the people in the room use Algebra II in any activity at all and it seems that this would be a logical question to ask of the population of the United States generally. Ms. Dunn said that when she was down at the Department of Education, there was a committee of Department of Education members that had gone to visit different states where this is a very heavy topic of discussion. She said that there were business people who came back and said that the students in New Jersey are not prepared to be independent adults and there must be more learning tied to the process. Dr. Jakubowski said that last year some school districts volunteered to do a pilot of Algebra II and all juniors in those districts were given Algebra II. He said that only 34% of the students passed the test. Mr. Figueiredo said that if businesses want improvement, they should be focusing on math that deals with the business world such as financial math, finances, etc. and not Algebra II which will basically not be needed in the corporate world unless the individual is an engineer or a scientist. Mrs. Gaglione said she was forced to use Algebra II when she worked at AT&T and was given certain formulas by Bell Labs that she had to program numbers but did she think that everyone needed to know it, she did not.

## EDUCATION/STUDENT DISCIPLINE COMMITTEE:

Dr. Jakubowski said that he would keep the board informed on the preschool expansion program as new information is received. Mrs. Gaglione asked if the district would be given any additional funds for this program. Dr. Jakubowski said that there will be funds available. Ms. Dunn said that school funding program which is received in December or January will have an amount for preschool and that money must be monitored and kept in the special revenue Fund 20 and only a certain amount of money per pupil will be received depending upon the type of program being served. She said that if the program is done "in house" the district will receive funds which represent a "start up" allocation. Ms. Dunn said that the program will be very structured. Dr. Jakubowski said he did not know if these funds will replace some other state aid that the district is presently receiving. Ms. Dunn said that this program is "outside" under the SRFA. Mrs. Gaglione asked where Head Start was in this; would Head Start still exist. Dr. Jakubowski said that if the district still gets money from Head Start it will offset some of the money that is received from the State. He said that with Head Start, the district is under an annual contract and the district may not have Head Start next year. Dr. Jakubowski said that if the district does get money from Head Start next year, it will offset funds from the State. He said that the district's issue was not the money, at all. Dr. Jakubowski said that if the district must go to a full day program with 15 students in a classroom, space would be the issue.

Mr. Manochio asked if the new high school requirements for 2010 have been approved by the State. Dr. Jakubowski said that he did not know. He said that he was not against raising standards but it was the practicality of what is expected from every student that he questions.

## FISCAL AND PLANNING COMMITTEE:

Mr. Helmstetter said that the Fiscal Committee met earlier in the evening and he presented the Fiscal and Planning Committee agenda.

Mr. Helmstetter asked Ms. Dunn to explain the resolution F-7 (a) about the reimbursement to the track coach for trip expenses. Ms. Dunn said that the money for the trip and the request for the student to go on the trip was done by members who run the O'Dell Scholarship. She said that they have an annual meeting in June and they decided that they would give the track coach money because they wanted the girls' track team to participate in this competition. Ms. Dunn said that unfortunately when the coach received the funds, he deposited them in the athletic student fund and thought that he would be reimbursed through the athletic account. She said that she explained to the representative in charge of the O'Dell Scholarship that this was not the proper way but the matter has been remedied and the coach will now be reimbursed for his expenses. Ms. Dunn said that the members of the O'Dell Scholarship personally funded the trip; the students did not fundraise. She said that the coach and the Scholarship committee have been instructed on the proper procedure so that this will not happen again.

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Dr. Jakubowski said that the individuals listed in resolution F-10 are home economics teachers in the district along with John Olivio and Laurie Krantz for the special programs that they run.

Mr. Helmstetter asked Ms. Dunn about the use of credit cards by parents to add money to student lunch accounts. Ms. Dunn said that she was waiting for some information but the district is in the process of initiating a program which will allow parents to use a credit or debit card to deposit money into a student lunch account. Mr. Helmstetter asked if there was a date set when the program would begin. Ms. Dunn said that as soon as the paperwork is received it will be processed and it should not take long to implement. Mr. Helmstetter asked if by the end of the month the program would be in place. Ms. Dunn said she hoped it would get started even earlier than that. Mr. Figueiredo asked why the district does not accept personal checks anymore. Ms. Dunn said that last year in one month there were 30 bounced checks for \$10 and under and she had to get the bank to reimburse the district for overdraft fees. She said it was decided that only cash or a money order would be accepted. Ms. Dunn said that when Mr. Weeden presented the credit/debit program to her, she checked with other districts who presently use the system and as far as she could determine it is working out beautifully. Mr. Helmstetter asked if this would be a districtwide program. Ms. Dunn said it will be districtwide and will be accessible by parents from their home computer.

Mr. Helmstetter asked what the position was by the administration for the renovations at the Administration Building and what projects would be going forward, if any. Ms. Dunn said that Mr. Helmstetter had asked her earlier in the evening what was happening. She said that he told him that Dr. Jakubowski would be speaking about this issue later in the evening. Ms. Dunn said that the central office administrators have been meeting and were putting together a paper which outlined projects and to explain to the board what they think the district's needs and priorities are, what the fiscal end of the issues would be and what approach the board will take. Dr. Jakubowski said that Mr. Damato has prepared a draft memorandum and has distributed it to central office administrators for their review. He said that this memorandum deals with preschool expansion, renovation of the administration building, renovation of Central-Five and the possible acquisition of a building on Lousons Road. He said that Mr. Damato and Ms. Dunn have spoken to Ms. Gorab, the district's bond counsel, to clarify how bond money can be used. Dr. Jakubowski said that with regard to the administration building, the plan is to spend the \$900,000 that has been allotted to the district for new windows, a new roof, convert the bathrooms to become handicapped accessible, and air conditioning. He said that he believed this was the most logical thing to do at this time. Dr. Jakubowski said that there has been much conversation regarding expansion of the administration building and he believed that if the property on Lousons Road could be acquired, the operations and maintenance department could be moved to that building, the IT department could be expanded into the present maintenance

## FISCAL AND PLANNING COMMITTEE

workshop area and then renovate the interior of the present office space in the administration building. He said that this property would allow the district to have an parking area for all of its school buses and school vehicles. Dr. Jakubowski said that Mr. Damato is looking at the funds which the district already has and the possibility of getting additional funds either through a grant or capital reserve. Mr. Helmstetter asked what building on Lousons Road Dr. Jakubowski was referring to. Mr. Damato said it was the building one in from the corner property which is presently occupied by a courier service that delivers in and out of Newark Airport. He said the building consists approximately 7,500 square feet of warehouse space and 1,000 of office space. Mr. Helmstetter asked if the building was presently on the market. Mr. Damato said that it is not on the market but he was approached by the individual who owns the property and advised that the property is not up for sale at the present time but if the Board of Education was interested in the space, Mr. Damato should let him know. Mrs. Gaglione asked if the district goes with the \$900,000 that has been allotted for the administration building, would the architect have to become involved. Mr. Damato said that the architect would have to do plans and specifications to go out to bid for the various jobs; each would be a separate bid. Mrs. Gaglione asked if the jobs were bid individually, did that mean that the work could be completed more quickly. Mr. Damato said that was the case. Mrs. Gaglione asked if the board could expect to see a copy of the memorandum within the week.

Mr. Manochio asked about the backup for resolution F-11 which dealt with a donation from Target. He said that there were three checks attached and he wanted to know what would be purchased by the schools with these funds. Ms. Dunn said that the money received from Target would be deposited into the school accounts and items for the students would be purchased such as incentives, etc. She said that in the past these donations would have been deposited into the Student Activity Accounts, but the district's policy prohibits that practice.

## OPERATIONS COMMITTEE:

Mr. Abraham stated that the committee met earlier and he presented the operations committee agenda. He stated that resolutions O-3 and O-4 would be voted on this evening.

Moved by Mr. Abraham, seconded by Mr. Helmstetter that resolutions O-3 and O-4 be adopted:

**O-3. AWARD BID FOR PURCHASE OF 2008 FORD F350 PICKUP TRUCK THROUGH MORRIS COUNTY CO-OP PRICING CONTRACT – FLEMINGTON CAR AND TRUCK**

That the board award bid for purchase of 2008 Ford F350 pickup truck through the Morris County Co-Op Pricing Contract #15-C, Item 5-C from Flemington Car and Truck, 215 Routes 202 & 31, Flemington, New Jersey for the total purchase price of \$31,690 in accordance with the information appended to these minutes.

## OPERATIONS COMMITTEE

## O-4. APPROVE PAYMENT FOR NETWORKING CONSULTING SERVICES – NETWORK SECURITY GROUP, INC.

That the Board approve payment to Network Security Group, Inc., 1992 Morris Avenue, Union, NJ for Network Consulting Services in the amount of \$4,640 in accordance with the information appended to these minutes.

## DISCUSSION:

Mrs. Gaglione asked if the services referred to in resolution O-4 have already been performed and if the district was still utilizing this vendor within the district. Mr. Tatum said that the work has already been performed. Dr. Jakubowski said that as of right now no outside contractor for network consulting services. He said that he has spoken to the IT department and under unfinished business he would be bringing up what the district needs to do to move forward with the district's technology concerns. Dr. Jakubowski said that he believed the district needed to have an outside concern on call in the event of an emergency. He said that this would not be a professional service and would have to be put out for a bid. Mr. Damato said that an RFP would have to be prepared.

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

Mr. Helmstetter said that the operations committee had spoken to Mr. Magliacano earlier in the evening regarding field hockey goals for the new field. He said that these had to be ordered by the Athletic Director. Mr. Helmstetter thought that since the district had this nice field, all of the school teams should be able to utilize it as much as possible. Dr. Jakubowski said that he would call Mr. Parsons tomorrow morning regarding this issue.

Mr. Abraham said that the operations committee also discussed a request for a waiver of rental fees by the Washington School PTA. Mr. Magliacano said that he had received a communication from the PTA earlier in the day and they would like to sponsor a car show at Washington School as a fundraiser. Dr. Jakubowski said that Washington School PTA is trying to raise money to purchase playground equipment. He said that he has made it clear to the PTA that before any equipment is purchased, that it must meet the district's insurance requirements. Dr. Jakubowski said that he had originally quoted a rental fee of \$500 to the group for this event because there will be numerous cars on the site and they are now asking the board to waive the fee. He said that there will not be any custodians present during the event but when the event is completed he was sure that someone would have to clean up the area. Mr. Helmstetter stated that the operations committee discussed this matter and since it is a PTA group, there was not a problem waiving the fee. Mr. Magliacano said that a resolution would be placed on the regular meeting agenda waiving the fee if the board agreed.

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Mr. Magliacano said that the committee also discussed the rental of classrooms at Burnet Middle School by the Portuguese School. He said that last year the rental fee was \$8200 for the entire year, which was a discounted rate. Mr. Magliacano said that the committee felt that this group should also be charged a utility fee as a standard in addition to the rental rate. He said that there would be a resolution on next week's agenda to approve the rental fee together with the utility fee for this group. Dr. Jakubowski said that he wanted the board to remember that last year when the board attempted to raise the fees for this group, representatives from the Portuguese School came to a board meeting and the fee was waived. He said that this group uses Burnet Middle School after school hours. Dr. Jakubowski said that the utility fee would cover use of lights but now necessarily for heating costs as the heat is on because of other activities going on in the school such as athletic events. Mr. Abraham said he remembered what happened last year but circumstances a year later are different than they were last year as energy costs have dramatically increased over the past year. Mr. Manochio asked how the utility fee would be justified to the group. Dr. Jakubowski said that the district does make other groups pay a utility fee for rentals. Mr. Manochio said that as long as the fee can be justified. Mrs. Gaglione said that a few years ago she brought up the issue of schools leaving on all of the lights at night even though there were only custodians in the building. She said that she had a concern about conserving energy and as far as she had seen, many lights are now put off in the school buildings at night. Dr. Jakubowski said that the argument that the custodians have made is that by keeping a few rights lights on around the building, it may deter individuals from breaking into the buildings when school is closed. Mrs. Gaglione said that when the board came up with the usage fees, there was an analysis done first. Dr. Jakubowski said that was done. Mr. Helmstetter said that the complaint the Portuguese School has was the rooms which they use are on numerous occasions the rooms were not available because of voting, etc. Mr. Magliacano said that in prior years when there was school on election day, the rooms were used for voting. Dr. Jakubowski said he has not heard that complaint in a few years and he thought that the building principal had worked that out. Mrs. Gaglione said that she thought noise was also an issue. Dr. Jakubowski said that noise is sometimes an issue since they are in classrooms in the front of the building and students and parents do pass by to observe after-school events. Mrs. Gaglione asked if the operations committee agrees with this recommendation. Mr. Abraham said that they did. Mrs. Gaglione asked the other board members if they agree that if the group comes to a meeting the board will stay with the fee amount that is being charged. Mr. Manochio said he agreed as long as the board could justify the charging of the utility fee. Dr. Jakubowski said that the district has not increased the rental fee but has added a utility charge based upon the percentage which was instituted several years ago. Mrs. Gaglione asked if any board member had a concern that this was the wrong thing to do. The board agreed to have the resolution put on the agenda for the regular meeting.

## OPERATIONS COMMITTEE

Mrs. Gaglione said that the operations committee also discussed opening the track to the public. She said that the committee thought that the track should be opened since the work on the field has been completed. Mr. Abraham said that the other question was opening the track but putting up signs indicating that the a permit must be obtained to use the field. Mr. Figueiredo asked about the idea of installing a turnstile. Mr. Magliacano said that a turnstile could be installed but he did not think that it would solve the problem of individuals going on the field. Dr. Jakubowski said that he has heard concerns that youngsters are riding bicycles on the field and he thought that the turnstile may discourage them from entering. He said that he liked the idea of a sign indicating that no one should go on the field unless they have a permit but he did not know how many people this would discourage. Mrs. McNeil asked if Dr. Jakubowski has communicated the board's concerns with the Police Department. Dr. Jakubowski said that he has spoken to the Police Department.

Mr. Magliacano said that he was contacted by a group called "The Hoop Group" who wants to rent the high school gymnasium on Saturday, December 20 to showcase a basketball program involving the top 8 or 10 groups in the area. He said that this event is usually held at Seton Hall each year but the Saturday date is not available at Seton Hall. Mr. Magliacano said that he has spoken to Dr. Jakubowski and it was agreed that a fee of \$3,000 would be charged for the day (about a 12 hour day). He said that this event will be televised on MSG network. Mr. Helmstetter asked if this amount would cover the district's costs. Dr. Jakubowski said it would and the district may make a few dollars on it. Mr. Abraham mentioned that Union High School's basketball team has also been invited to participate in the event.

Mrs. Gaglione said that when the turf field was being installed the board had discussions about what rental fees would be charged for outside use of the field. She said that there have been other towns utilizing the field and there have been some requests from youth groups in town to use the field also. Mrs. Gaglione said that it was her concern as well as some other members of the board that the district has charged the majority of those who have utilized the field in the past few weeks because if there is a waiver of fees it would have to be approved by the board. She asked if all who have utilized the field have been charged maintenance and custodial fees. Mr. Magliacano said that was correct. Mrs. Gaglione said that it was her concern that the more the district lets outside organizations utilize the field the 100,000 hours of usage will decrease because others rather than our students would be utilizing the facility. She said that if there is more frequent use, the maintenance will have to grade it down. Mrs. Gaglione said that in 8 to 10 years, she believed the district would have to add additional rubber pellets but it was her concern that the district does not have a usage field established for the field at this time. Mr. Magliacano said that it is a utility fee and there was not one set up for the football

## OPERATIONS COMMITTEE

field at this time. Mrs. Gaglione said it was her recommendation to the board that a resolution be added to amend rental and utility fees to include the football field. She said that if an outside organization wanted to use the field they would be charged a custodial and maintenance fee and the board could waive the utility fee as is done for the usage of other facilities in the district. She said that when maintenance of the field is required in 8 to 10 years costing \$100,000, the board will be able to show that they were responsible in charging fees to offset the upkeep of the field. Dr. Jakubowski said that there is a rental fee already set for the use of the field but he was not sure if a utility fee was necessary. Mr. Magliacano said that there may be a utility fee set for the field, he was not sure. Dr. Jakubowski said that so far the only people that have used the field are the Union Rams and another school district in the state. He said the practice of school districts has been that if another district needs to use a facility only custodial and maintenance costs would be charged but no rental fee as a courtesy. Dr. Jakubowski said that any other outside organization should pay the rental fee for using the facilities. He said that if the board wishes to increase the rental fee it should be done. Dr. Jakubowski said that the question is whether the district should charge the usage fee to a neighboring school district that is looking for some help in a particular year. He said that Springfield has requested to use the field three times for this year and they have not been charged a rental fee but they are paying all maintenance and custodial costs. Dr. Jakubowski said that the only groups he would waive a fee for would be a youth athletic group from town or another school district in Union County. Mr. Manochio asked what the reason is that Springfield cannot use their own field. Dr. Jakubowski said that Springfield is unable to use their home field because the field that they use (Meisel Field) is contaminated. He said that they originally thought all of their games would be on the road but because there was a problem on one of the away fields that they were to play on, the Athletic Director from Springfield contacted Mr. Parsons to see if they could use the high school field. Dr. Jakubowski said that it has been a practice in the county to allow schools to use facilities without charging a rental fee. Mr. Manochio thought this was okay in an emergency but he did not believe that the district should make a practice of it. Mr. Figueiredo said that this was an emergency season in Springfield's case and they were not aware of the situation until right before the season started. Dr. Jakubowski said that he did not have a problem charging Springfield a usage fee. Mr. Perkins said that the Meisel's Park where Springfield plays is not owned by the Springfield Board of Education but it is owned by Union County and it was the county that undertook the remediation of the contamination of the field and by virtue of an agreement between the school district and the county, Springfield utilizes the field for its school teams. Dr. Jakubowski said that the Springfield Board of Education and the Township Committee cannot agree about the use of a field on Mountain Avenue which is half owned by the Board of Education and half owned by the Township. Mr. Manochio said that he remembered a soccer group that used the football field several years ago and the fee was never paid; those are the groups that he would be reluctant to rent the field

## OPERATIONS COMMITTEE

to. Mrs. Gaglione said that when the field was used by Springfield, the field lights were also turned on and they were not charged a utility charge. Dr. Jakubowski said that he would look into charging a utility fee if rental of the field became ongoing. Mrs. Gaglione spoke about the wrestling tournaments that are held at Union High School and the number of vendors present who are using electricity to make t-shirts, etc. She felt that they should be charged some type of utility fee. Dr. Jakubowski said that every school district pays an entrance fee to the Union County Athletic Association as well as an entrance fee to participate in the tournament. He said that there are some school districts who complain that they are being taken advantage of. Dr. Jakubowski said that if the board did not want to hold tournaments at Union High School, but it is ultimately Union High's Wrestling Booster Club that runs the cafeteria and makes a lot of money. Mr. Abraham said that the board should look to the future and the maintaining of the new turf field. He said that Mr. Magliacano said earlier in the evening that under normal usage conditions in eight to ten years the field will have to be resurfaced at an estimated cost of \$70,000 to \$100,000. Mr. Abraham said that the district spent \$875,000 to install the turf field. He said that the district would be responsible for maintenance at some point. Mr. Abraham said it was the first intention of the board to allow the district's students to take advantage of the facility. He said that the more groups that are brought in to use the field, especially football groups, the field will be worn down more quickly. Dr. Jakubowski said that for this year there will only be four additional uses, one by the Union Rams and three by Springfield football team. He said that any outside groups will have to pay a rental fee to use the field and only if the district can accommodate the groups. Mrs. Gaglione asked if there was a good line of communication between Mr. Parsons and Mr. Magliacano regarding who may already have a permit for use of a facility? Mr. Magliacano said that Mr. Figueiredo said that there was a problem last Saturday morning with the marching band having a permit for the football field for practice and Mr. Parsons scheduling a girls' soccer game for the same time on the main field. Dr. Jakubowski said that something like that should be communication between Mr. Rago and Mr. Parsons and should not occur. Mr. Figueiredo asked what the fee for use of the field was. Mr. Magliacano said there was a set schedule with three class rates depending on what activity was taking place on the field. Mr. Perkins suggested that a usage schedule be posted on the high school website.

## PERSONNEL COMMITTEE:

Mr. Manochio said that the committee met earlier in the evening with the Superintendent and all resolutions on the agenda will be voted on.

## PERSONNEL COMMITTEE:

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

## P-1. APPROVE PERSONNEL ACTIONS

That personnel actions be approved in accordance with the information appended to these minutes.

## P-2. AMEND LIST OF SUBSTITUTES

That the board amend list of Substitute/Home Instruction List, Substitute Custodians, Substitute Cafeteria/Playground Assistants, Classroom Assistants and Secretaries for the 2008-2009 school year in accordance with the information appended to these minutes.

## P-3. APPROVE PAYMENT TO STAFF FOR AFTERSCHOOL WORKSHOPS

That the board approve payment to staff for after school workshops during the 2008-2009 school year in accordance with the information appended to these minutes.

## P-4. APPROVE CURRICULUM WRITING TEAMS

That the board approve Curriculum Writing Teams at a rate of \$20 per hour not to exceed 15 hours or \$300 per person in accordance with the information appended to these minutes.

## P-5. APPROVE PAYMENT TO STAFF FOR FAMILY MATH AND FAMILY SCIENCE – HANNAH CALDWELL ELEMENTARY SCHOOL

That the board approve payment to staff for Family Math and Family Science sessions at Hannah Caldwell School at a rate of \$500 per session: (a) Family Science – January 20<sup>th</sup>, January 27<sup>th</sup>, February 3<sup>rd</sup> and February 10<sup>th</sup>, 2009 – Nicole Ahern and Marisa Caruso; (b) Family Math – October 7<sup>th</sup>, October 14<sup>th</sup>, October 21<sup>st</sup> and October 28<sup>th</sup>, 2008 – Leslie Nigro and Laura Gillespie

## P-6. APPROVE STUDENT GUIDANCE-TRAINING PROGRAM – WELLNESS MANAGEMENT SERVICES OF TRINITAS HOSPITAL

That the board approve Wellness Management Services of Trinitas Hospital, a student guidance-training program as part of the district's early intervention services to improve the behavior of academic success for students at Livingston, Washington and Battle Hill Schools for the period September 19, 2008 through June 30, 2009 in an amount not to exceed \$50,356.

## P-7. APPROVE STAFF TO PROVIDE HOME INSTRUCTION FOR HOME-BOUND STUDENTS – FABIO

That the board approve Lisa Fabio to provide home instruction for home-bound students from October 1, 2008 through June 30, 2009 at the rate of \$30 per hour.

## PERSONNEL COMMITTEE:

## P-8. APPROVE STAFF TO PROVIDE APPLIED BEHAVIOR ANALYSIS (ABA) – GILMARTIN

That the board approve Colleen Gilmartin to provide Applied Behavior Analysis (ABA) at home at a rate of \$50 per hour for the period October 6, 2008 through June 30, 2009.

## P-9. APPROVE STAFF TO PRESENT PARENT WORKSHOP – KAURMAN

That the board approve Brian Kaufman, school psychologist, to present at a parent workshop (Union Parents for Special Education) on October 20, 2008 from 6:00 to 7:30 p.m. at a rate of \$100.

## P-10. APPROVE PAYMENT TO STAFF FOR GRADE LEVEL ORIENTATION SESSIONS- HANNAH CALDWELL ELEMENTARY SCHOOL

That the board approve payment to staff for grade level orientation sessions at Hannah Caldwell School at a rate of \$100 per person: (a) Kindergarten – September 11, 2008 – D. Beninato, L. Ragucci, C. DiGena and A. DiQuollo; (b) 1<sup>st</sup> grade – September 17, 2008 – M. Caruso, L. Slotnick, M. Ricca, J. Goncalves and I Matos; (c) 2<sup>nd</sup> grade – September 18, 2008 – E. Vitale, D. Mamish, D. Muratschew, J. Raczynski and N. Petrozzino; (d) 3<sup>rd</sup> grade – September 9, 2008 – J. Minitelli, K. Kastner, K. McEvoy, A. Donahue and K. Hoffman; (e) 4<sup>th</sup> grade – September 16, 2008 – D. Dimperio, K. Piano, I. Zaorski, L. Nigro and L. Gillespie

## P-11. AMEND LIST OF SALARY CLASS CHANGES FOR 2008-2009

That the board amend list of salary class changes for the 2008-2009 school in accordance with the information appended to these minutes.

## P-12. ACCEPT LETTERS OF RESIGNATION

The Superintendent recommends, the committee concurs and I so move that the board accept letters of resignation from the following staff: (a) Shanon Bowen, Teacher of the Handicapped at Union High School, effective October 10, 2008; (b) Inez Ehrenkranz, media specialist at Battle Hill and Central-Five/Jefferson School, effective January 1, 2009 (retirement); (c) Louis Izzi, head custodian at Hannah Caldwell School, effective January 1, 2009 (retirement); (d) Judith Salerno, secretary to PreK/Head Start Office, effective January 1, 2009 (retirement); (e) John Czimcharo, Teacher at Central-Five/Jefferson School, effective July 1, 2009 (retirement)

## P-13. APPROVE CAFETERIA/PLAYGROUND ASSISTANTS FOR 2008-2009

That the board approve Cafeteria/Playground Assistants for the 2008-2009 school year in accordance with the information appended to these minutes.

## P-14. APPROVE MATERNITY LEAVE – KROM

That the board approve maternity leave for Jennifer Krom, teacher at Hannah Caldwell School, for the period November 14, 2008 through January 18, 2009.

## PERSONNEL COMMITTEE:

P-15. APPROVE PAYMENT TO STAFF FOR PRESENTATION AT NOVEMBER 4<sup>TH</sup> STAFF DEVELOPMENT DAY

That the board approve payment to staff for presentation at Tuesday, November 4, 2008 staff development day in accordance with the information appended to these minutes.

## P-16. APPROVE UNPAID FAMILY LEAVE – MANDERICCHIO

That the board approve unpaid family leave for Anthony Manderichio, classroom assistant at Battle Hill School, for the period October 15, 2008 through January 16, 2009.

## DISCUSSION:

None

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

## APPROVAL OF BILLS

Mrs. Gaglione stated that the board would approve the payment of the bills at the regular meeting next week.

## UNFINISHED BUSINESS

Dr. Jakubowski said that with the teachers' contract not being in place until September, the business office has done a nice job in doing all of the adjustments in the pay rates in order to pay UTEA members at their new rates tomorrow. He said that there will be a supplemental payroll which will take care of all retro pay from the previous month and then the regular payroll on the last day of the month. Dr. Jakubowski complimented the central office staff as well as Ms. Dunn, Mr. Vieira and Mrs. Manochio for their hard work.

Dr. Jakubowski said that now that he does his Hotline via e-mail, he distributed the Administrative Advisory newsletter to each board member for their information. He said that Mr. Magliacano has already addressed some of the concerns brought up at the Administrative Advisory meeting. Dr. Jakubowski said that he has talked to the building principals because many of the questions, if he was a building principal, he would be embarrassed that these issues get to the Superintendent. He said that he thought the building principals should meet with their Administrative Advisory representative the day before the central office meeting because many of the issues can be resolved at the building level. Dr. Jakubowski said that the Administrative Advisory committee meets every other month.

## UNFINISHED BUSINESS

Dr. Jakubowski said that he met with the Technology Department earlier in the evening and there are certain issues that the district has at this time. He said that some security cameras are "down" and he was not sure if the server was down or if the license had expired. Dr. Jakubowski said that he would speak to Ms. Hart tomorrow to investigate this matter. He said that the camera issue would be resolved as quickly as possible. Dr. Jakubowski was very happy with the way the IT Department has been working with the schools and he credited Mr. Peins and Mr. Sienkielewski with having a good rapport with the staff at the schools and any problems and/or repairs are done immediately. He said that there were other problems that had to be worked on and Ms. Hart has taken an aggressive role in the matter. Dr. Jakubowski said that the district had Nexus (the company who did the original work) come into the district and they informed the district that the warranty period is over. He said that there are problems that the IT Department have sometimes and the in-house staff does do a great job but he believed that there should be an outside vendor under contract to reach out to in an emergency. Dr. Jakubowski said that two vendors have submitted proposals but after receiving them, he was informed by Mr. Damato that the job had to go to bid. He said that he would like to work through the IT department and get specifications written so that a bid can go out and the district can have a vendor for "on call" emergencies.

Mr. Helmstetter asked if Dr. Jakubowski was still looking into taking over the before and aftercare program at the elementary schools. Dr. Jakubowski said that he has already started the process and he hoped by February to have a proposal. Mr. Figueiredo asked if the YMCA accepted the increase in the current contract. Mr. Damato said they did.

Dr. Jakubowski said that he spoke to Ms. McGovern who informed him that she had received a communication from CDI the company that oversees the Head Start program in the district stated that some other agency has filed to take over the 48 spots that are presently in the district. He said that the proposal must be reviewed at the Federal level. Dr. Jakubowski asked Mr. Damato if he thought the program would end in the middle of the year and Mr. Damato did not think that would be so as CDI has a contract with the district through August 2009. He said that if this occurs and the district loses Head Start funding in the middle of the year, any student who is not yet 4 years old but is in the preschool right now because they are enrolled under the Head Start program, he would send those parents a letter indicating that their students cannot continue in the program.

## NEW BUSINESS

Mrs. McNeil asked if Dr. Jakubowski received the communication from an individual who indicated disappointment for the district not having honored last year's retirees at the end of the school year. Dr. Jakubowski said that he had received the letter. He said that the reason the district did not have the ceremony was because the district was told that it could no longer do it. Dr. Jakubowski said

## NEW BUSINESS

that at the June board meeting he did acknowledge all of the retirees. He said that he believed the letter had been written by David Arminio's sister and he would reach out to her tomorrow and explain that no employees in the district, such as those with 25 years service, were honored at the end of the year at a dinner which had been an annual event. Dr. Jakubowski said that there circumstances that did not allow the board to honor the retirees in the way that retirees had been honored in the past.

Dr. Jakubowski said that he is taking a hard look at the duties of Mrs. Moutis and Ms. Lischak. He said that one of the issues is that Mrs. Moutis has been assigned to be the Director of Curriculum for Preschool to Grade 5 and none of the things that she was doing before were taken away from her with regard to testing. Dr. Jakubowski said that now the new preschool expansion program is being implemented next year and Mrs. Moutis has been going to all of the meetings. He said that she also has an entire department of AAP teachers whom she evaluates, many of whom are non-tenured. Dr. Jakubowski said that she also oversees the entire NCLB grant and all of the reading specialists and elementary specialists in the district. He said that he would like to test for a Testing Coordinator for preschool through Grade 5. Dr. Jakubowski said that this would be someone who currently has another position in the district, such as guidance counselors or the gifted and talented teacher. He said that Mrs. Moutis would still oversee the testing coordinator but doing the "hands on" distribution and collection of the testing booklets and meeting with staff to go over the testing directions could be done by someone else and it would be very beneficial to the district for this to be done. Dr. Jakubowski said that whoever took this position would receive a small stipend which is in the collective bargaining agreement. Mr. Manochio asked in a ten-month period, how much time is devoted to testing? Dr. Jakubowski said that there is testing starting in kindergarten through grade 5; NJASK testing is done in the spring. He said that Mrs. Moutis has already done the IQ testing at Central Five and Terranovas are done in the lower grades in the springtime also. Dr. Jakubowski said that what takes so much of the time is getting the materials together and going to the meetings where all of the changes in the tests are explained and discussed. He said that Mrs. Wilezol a guidance counselor at Union High School has been the testing coordinator for a number of years and it has worked very well. Dr. Jakubowski believed that it would be in the district's benefit to implement this. He said that the preschool expansion program alone will take up much of Mrs. Moutis' time because she will have to write grants and go through a plan. Dr. Jakubowski said that the district has more AAP teachers than ever and he would not take AAP away from Mrs. Moutis because she has made AAP work with the help of the SuccessMaker program. Mr. Manochio asked if the IQ tests were a state requirement. Dr. Jakubowski said that it is a test that the district gives the fifth graders each year.

## NEW BUSINESS

Mrs. McNeil said that she attended Open House at Hannah Caldwell School and she met the PTA Officers. She said that the officers told her that they had seen her name on the district's website but Mrs. McNeil's e-mail address was not posted. Dr. Jakubowski said that he would speak to Mrs. Ging tomorrow to be sure that the e-mail address is posted.

Mr. Abraham stated that he hoped the superintendent congratulated all the schools that participated in the Bicentennial Parade last Sunday. He said that the weather and the parade were great. Dr. Jakubowski said that he received many compliments from people about the Board of Education's participation and the participation by district students in the parade. He said that he has sent a letter to all building principals. Mr. Figueiredo said that it was a "feel good" day for the town and he is proud to be part of the community. Dr. Jakubowski thanked all of the board members for their participation.

## COMMENTS FROM THE PUBLIC

Ms. Hall pointed out several "typos" in the agenda which were noted for correction in the minutes.

Dr. Jakubowski stated that although the board voted on personnel issues this evening there would be additional personnel resolutions on the regular meeting next week.

## MOTION TO ADJOURN

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

Respectfully submitted

JAMES J. DAMATO  
BOARD SECRETARY