

**UNION TOWNSHIP BOARD OF EDUCATION
WORKSESSION MINUTES – OCTOBER 9, 2007**

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

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

ABSENT AT ROLL CALL: None

The meeting was called to order by Mr. Abraham at 7:00 p.m. Mrs. Salazar led the board members and audience in the Pledge of Allegiance.

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

APPROVAL OF MINUTES

Mr. Abraham asked each board member to review the minutes of the Worksession and Executive Session minutes of September 11, 2007 and the Regular Meeting and Executive Session minutes of September 18, 2007 for approval at the regular meeting next week.

COMMUNICATIONS:

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

EDUCATION/STUDENT DISCIPLINE COMMITTEE:

Mrs. McNeil said that the Education Committee met tonight. She stated that Dr. Lentine, the Principal of Hannah Caldwell School, and gave the committee an overview of his vision and goals for Hannah Caldwell School. A handout that was prepared by Dr. Lentine was distributed to the board members for their review. Mrs. McNeil stated that Dr. Lentine believes in collaborative leadership of the professional learning community and he has implemented several programs which he presented to the committee. She said one of these programs was a "Monday Morning Bulletin" which is sent out to all staff members and another program was the sharing of ideas with another school in the district, namely Connecticut Farms School. Mrs. McNeil said that this is a teacher generated program and it allows teachers to go over ideas and techniques that can be utilized in the classroom. She said this was an excellent opportunity for the teachers to communicate with their peers to get support and come away with different ideas. Mrs. McNeil asked if any

EDUCATION/STUDENT DISCIPLINE COMMITTEE:

of the other members of the Education Committee had any comments on Dr. Lentine's presentation. Mr. Figueiredo said that the committee asked Dr. Lentine for his ideas on getting more parental involvement as this issue has been a big focus of the committee. He said that Dr. Lentine has implemented some great things to achieve this goal. Mr. Figueiredo thought that the grade level orientation meetings which were held prior to open house were a good idea. He felt that this was a good way for parents to meet the principal and become acquainted with the grade level in which their child was for this school year. Mr. Figueiredo said that Dr. Lentine also had various "family nights" planned, including one for study skills and test taking strategies. He said that the PTA also provides babysitting services in the gymnasium so that parents can participate; this service costs \$1 and serves as both a fundraiser and a fun time for the students and hopefully, this will get more parents to attend these evening programs. Mr. Figueiredo stated that Dr. Lentine has also developed a computer generated report card, which allows all teachers access and the ability to input their grades into the system rather than entering grades manually on a report card.

Mrs. McNeil presented the Education/Student Discipline Committee agenda.

Mrs. Gaglione asked why the four students listed are being allowed to remain in district for the remainder of the school year. Dr. Jakubowski said that two of the students are seniors at the high school and they automatically can be allowed to stay and the other two are fourth grade twins that are at Franklin School who have been going through some issues at home and it has been decided that they should be able to finish out the fourth grade at Franklin School.

Dr. Jakubowski stated that the Vandalism and Violence Report would be a part of his Superintendent's Report at the regular meeting. He said that the QAAR will be ready next week and if any board member has a question about the student/parent transportation agreement which is the subject of E-5 this was a parent who came before the board last year; there is no increase in the daily rate from last year and with the issues which the district is having with transportation of out-of-district students, in many respects this works out just as well as trying to get a bus to transport one student.

DISCUSSION ITEMS:

1. Public Hearing at Regular Meeting on October 16, 2007 on 2006 Vandalism and Violence Report

Dr. Jakubowski stated that he is in the process of compiling the information. He said that the district has gone down in a lot of areas and he was very happy about that. Dr. Jakubowski said he thought that there has continued to be reinforcement of the type of behavior that is expected from the students in our schools.

EDUCATION/STUDENT DISCIPLINE COMMITTEE:
DISCUSSION ITEMS:

2. JROTC overnight field trip to Mexico Academy, Mexico, New York from November 30th through December 1st, 2007

Dr. Jakubowski said that he had not reviewed the information regarding this field trip. He stated that he had spoken to Col. Torres. Dr. Jakubowski said that this is just an overnight trip to upstate New York and he felt it was good for the JROTC to go to these competitions. He felt that the board should approve this trip. Mr. Abraham asked if there would be a resolution on next week's meeting regarding this trip. Dr. Jakubowski said it would be added to the agenda for the regular meeting. Mrs. Salazar stated that one of the students in the JROTC asked why the members are only given one uniform when in past years they had two uniforms and it was the responsibility of the student to get the uniform dry cleaned. Dr. Jakubowski said that over the years the JROTC budget, just as other budgets, have been cut. He said he was not aware how they decided to spend their budget but it may well be that they have opted to continue to take trips. Dr. Jakubowski stated that there was a time that the board would pick up the entire cost of the trips but that is not being done anymore. He said that the first year that the board did away with paying for trips, the JROTC reduced the number of competitions and trips that the group went on and it was his feeling that Col Torres believes the trips are more valuable than having two uniforms. Dr. Jakubowski said he would discuss the matter with Col Torres and have more information for the board next week. Mrs. Gaglione said that this trip is listed as a budget item and she wanted to know if it was really necessary for four parents to attend as chaperones as well as two faculty members. Dr. Jakubowski said that the parents of the JROTC students are very actively involved with this program and he believed that the parents are put into groups that are "rotated" to attend the various trips to keep them a part of the program. Mrs. Gaglione said that it was a concern that since this was a budgeted item, the board would be paying for four parents to attend the trip. She said she believed when parents attend other trips such as band competitions, they pay for their own expenses or the money is fundraised. Dr. Jakubowski said that he would talk to Col. Torres and get back to Mrs. Gaglione.

FISCAL AND PLANNING COMMITTEE

Mrs. Gaglione stated that the Fiscal and Planning Committee met. She presented the committee agenda. Mrs. Gaglione stated that Mr. Manochio had questioned the "Line Item Transfers" referred to in resolution F-4. She said that line item transfers are transfers of funds from one line in the budget to another. Mrs. Gaglione said that the main amount would probably be about 10%.

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Mr. Vieira said that it is usually less than 10%. Mrs. Gaglione stated that if the transfer amount is 10% or more, then it must be approved by the County Superintendent. Mr. Abraham asked why there was such a large discrepancy between the cost to Jostens for yearbooks at both middle schools. Mrs. Gaglione said that the Jostens bill for Kawameeh Middle School was a balance due.

Dr. Jakubowski asked Mr. Vieira to give the board a brief update on how the audit is going. Mr. Vieira said that it was about 80% complete and the auditors should be finished with their field work this Friday. He said that all of the auditors' reports will then go back to their office and they are reviewed by higher management and an audit report is then prepared. Mr. Vieira said that fiscally the district is in good condition. He said that there will be some excess surplus but he was not sure exactly how much at this moment because the numbers are not 100% reviewed. Dr. Jakubowski asked if the board would get a presentation on the audit at the November meeting. Mr. Vieira said that it would be done in November. Dr. Jakubowski said that the auditors have been working very hard along with Mr. Vieira and Ms. Dunn.

Dr. Jakubowski said that the district's Head Start program was also reviewed by CDI and CDI did compliment the business office for the work they have been doing on the program. He said that as long as CDI is willing to keep up the relationship with the district for a Head Start program and are held responsible to all of the regulations, and if the district can work out a program with CDI, the district will continue to allow CDI to use its facilities. Dr. Jakubowski said that he wanted to meet with CDI to see if the district would be able to increase the amount of aid received per student for this program. Mrs. Gaglione said that at the end of last year there were some open issues with CDI regarding procedures. Dr. Jakubowski said that there are still some open issues but he felt that CDI saw this relationship as a good one. He said that one of the issues last year was "in kind" funds; "in kind" meaning what the district pays for in house. Dr. Jakubowski said that once CDI examined the district's transportation system and the fact that pre-school students are transported the same way other students are transported and realized that the district was not charging CDI for the transportation costs, they felt this was enough "in kind" support. Mrs. Gaglione said that there were also problems with forms. Dr. Jakubowski said that he felt the district had the program under control as well as it can be controlled. He said that there are regulations that must be adhered to for Head Start. Dr. Jakubowski said that the program is working out very well this year.

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Mr. Helmstetter said that at the August meeting, Dr. Jakubowski had mentioned that he would try to renegotiate the lease with Morris Union Jointure for Hamilton School and he wanted to know if there was any progress with that. Dr. Jakubowski said that Morris Union Jointure has about a year and a half left on its lease with the district. He said that he wanted to set up a meeting, but then Morris Union Jointure had issues with the new building that they just opened in Warren and Dr. Coleman asked if the renegotiation of the lease could be put off for a little while. Dr. Jakubowski said that there are a number of new members on the board of the Morris Union Jointure. He said that his relationship with Dr. Coleman happens to be very good but Dr. Coleman was feeling pressure because the new building cost a lot more to build than anticipated. Dr. Jakubowski said that after the new year he and Mr. Damato would meet with Dr. Coleman to discuss the lease. Mr. Damato said that within the next six to eight months the district would have to start talking to Dr. Coleman about a lease renewal. Mr. Perkins said that this was not a tenant that was going to pick up and leave overnight and what else is the district going to do with the building in the short term. Dr. Jakubowski said he did not know what the district would be doing with the building. He said that there were space issues in many of the elementary buildings as the district has focused on smaller class sizes, etc. Dr. Jakubowski said whether or not the district will ever use Hamilton School as a regular school again remains to be seen because of the work that would be needed to change the building back to a regular school again. Dr. Jakubowski stated that the Morris Union Jointure has done a considerable amount of work on the interior of the building. He said that the district is still responsible to take care of the exterior of the building and does the plowing and shoveling and some minor maintenance problems are also handled by district maintenance workers. Dr. Jakubowski said that what he and Dr. Coleman would like to do would be to have something in place, long term, before either he or Dr. Coleman retire.

OPERATIONS COMMITTEE:

Mr. Ruhl stated that the Operations Committee met earlier in the evening. Mr. Ruhl said that the committee questioned the increased amount of a purchase order referred to in resolution O-3. Mr. Manochio referred to resolution O-3 and asked if the same thing was done last year. Mr. Magliacano said yes. Mr. Manochio asked what the rationale was. Mr. Magliacano said that there was a different vendor involved last year. He said that he did not award the full dollar amount of the bid because if a purchase order is cut, than all the money must be encumbered. Mr. Magliacano said that most of the time the entire amount of the bid is not needed, as it is a unit price bid. He said that the purchase order now is in the amount of \$17,000 but the bills on this purchase order now exceed that amount. Mrs. Gaglione asked what the original bid amount was. Mr. Magliacano stated that it was \$32,000 but the entire amount was not awarded. Mrs. Gagliano asked if this company was the lowest bidder. Mr. Magliacano said

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that they were. Mrs. Salazar asked about the twenty sewing machines that were being disposed of in resolution O-5. She wanted to know if they were all replaced with new machines. Mr. Magliacano said that twenty is typically a class size and it was his guess that these machines were obsolete and they have already been replaced but they were never discarded and taken off the inventory list. Mr. Ruhl said that the only other item discussed at the operations committee meeting was repair of the roof over the storage area that is under the visitor bleachers and the possibility of having the roof repaired before the new bleachers are installed. He felt that it would be cost effective to have the roof looked at when the bleachers are taken down. Mr. Ruhl said that Mr. Magliacano advised that he did have someone look at the roof and the cost to repair it would be approximately \$20,000. He said that this is a large sum of money, but if these repairs are not done before the new bleachers are installed the amount will be substantially more. Mr. Ruhl said that Mr. Magliacano would be getting a few more quotes for the job and advise the committee. Dr. Jakubowski said that this board of education is fiscally prudent and sometimes it is "pennywise and dollar foolish". He said not to do the job now would be an example of that. Dr. Jakubowski asked if the ticket booth on Gruber Avenue is used anymore. Mr. Magliacano said he didn't think so. Dr. Jakubowski said he thought that the board should look at having the booth removed as it was becoming an eyesore. He asked Mr. Magliacano to have the maintenance department look at it. Mr. Magliacano said that if Dr. Jakubowski wanted the wooden structure to be removed that is one thing, but there also steps leading up to the area and he wanted to know if they should be left there. Mr. Magliacano said that demolishing the steps would be the "real cost" and not the ticket booth itself. Dr. Jakubowski said he did not know if the steps are something to be worried about. Mr. Ruhl said that there is a pipe which houses wires which go to the scoreboard and he did not think it looked nice. Dr. Jakubowski said he did not really analyze the steps or look at them. Dr. Jakubowski was worried that the booth would be vandalized and it was something waiting to happen.

PERSONNEL COMMITTEE:

Mr. Manochio said that the committee met with the superintendent earlier in the evening and reviewed his recommendations and the committee was supportive of these recommendations. He presented the personnel agenda. Mr. Perkins asked about the staff members listed on resolution P-8. He said that there was one person who was presenting five courses starting with "Introduction to Power Point" and he was wondering if this person was someone that the district could use as an in-house resource person with the IT department or is this a staff person who teaches and who happens to know about computers. Mr. Helmstetter stated that this person was a teacher and computers were her minor in college. Mr. Perkins said that one of the things that the board has been talking about was in-house peer expertise. Mr. Helmstetter asked if the district was still pursuing have a person in each school

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would receive a stipend to help the IT department. He asked if this job description had been approved. Mr. Tatum stated that it has not been approved to date. He said that he is trying to downscale the job description. Mr. Perkins said that he knew that there were staff members who have some expertise and may be better utilized in some capacity that goes beyond the classroom. Mrs. McNeil said that there were several special education teachers who were going on leaves and she wanted to know if those positions have been filled and if substitutes are being utilized, were the teachers required to leave extensive plans for the substitutes. Dr. Jakubowski said that what he attempts to do for staff members on maternity leaves, etc. at the elementary level is to utilize classroom assistants that are already working in the district as most all of these individuals have college degrees, teaching certifications and have been unable to find teaching positions. Dr. Jakubowski said that he asked these individuals if they would go into the classroom, but remain for payroll purposes as classroom assistants instead of hiring a long term substitute for the position. He stated that over the past three years about 50% of the individuals who the district has hired to work at the elementary level, are individuals who started out as classroom assistants and if the individual decides not to return after a maternity leave, the "substitute" will be put into that position. Dr. Jakubowski said that with regard to special education teachers it is not as easy only because someone who is certified in special education does not want to start as a classroom assistant. He said that there are three individuals who substitute for the district on a regular basis in special education, have teaching certifications but are not looking to work on a temporary basis and it seems these individuals are being "rotated" around. Dr. Jakubowski said that young individuals who are looking for their first job and need health benefits are more receptive to taking a classroom assistant position for less than half of what a teacher would make. He said that it was more difficult to find secondary teachers to take over for staff that is going out on leave. Mr. Manochio asked if when the classroom assistant takes over a class, did they maintain the same title. Dr. Jakubowski said that they stay on payroll as a classroom assistant because as a classroom assistant they receive health benefits which they would not receive if they became a substitute teacher. He said that once he explains the advantages of these arrangements and it is then the commitment of the district that if there is a job for the following school year, they are the first ones to get an interview with a building principal for the positions available. Mr. Manochio asked if it was still a state law that if a substitute was in a classroom for more than 20 days they must become contracted. Dr. Jakubowski said that the long term substitutes are paid a particular rate to be in the classroom and they are not contracted. He said that the building principals work it out. Mr. Manochio asked if this was a law. Dr. Jakubowski said as far as he knew it was still a regulation. Mr. Tatum said that if the substitute has a regular teaching certification, this regulation does not apply; this regulation only applies if the individual only has a county substitute certificate.

APPROVAL OF BILLS

Mr. Abraham stated that the board would be asked to approve payment of bills at the regular meeting next week.

UNFINISHED BUSINESS

Dr. Jakubowski said that he has resolved the one issue which he had discussed with the board regarding football, etc. and it has worked out to the benefit of everyone. He said that the QAAR is ready and the district's goals and objectives have been accepted at the County Office. Dr. Jakubowski said that the attendance at school open houses this fall were very good and were more well attended than in the past few years. He said that the high school is operating at the present time without a glitch. Dr. Jakubowski said that Franklin School is "not a school in need of improvement" and he would be meeting with the Union Leader so that an article can be put in on the fact that Franklin is "not a school in need of improvement". He said that sometimes things happen for a particular reason and he thought it was very good that the district went through the process. Dr. Jakubowski said that it also allowed the district to make some changes that were beneficial with regard to class sizes and putting a reading coach in Franklin which is working out very well. He said that although there was some anxiety, in the long run, it is good for Franklin and the teachers at Franklin as well as Mr. Lowery are very gung ho to make sure that at the end of this school year, there is not even a question of "maybe" the school is in need of improvement. Dr. Jakubowski said that he met with the PTA presidents and they also felt very good about the opening of school and he would continue to meet with them on a regular basis throughout the year. He said that most of the transportation issues have been resolved; there is still one more that still needs to be resolved. Dr. Jakubowski said that the district is now allowing some people to have subscription busing. Mrs. McNeil asked how the new student parking policy was working at the high school. Dr. Jakubowski said that he is monitoring it as well as he can. He said that he has spoken to Mr. Gibbons several times. Dr. Jakubowski said he did not know if the fees have been increased yet or if the new decals are in place. He said he did know that there are security individuals who have a rotation to monitor the parking lots and they have been more observant after school with regard to who is getting into cars, etc. Dr. Jakubowski said that he has had several meetings with the police department and he has told them that he is very comfortable that the district is very comfortable if the police choose to stop a car at any particular time. He said that at this time of the year you only have those seniors who bring vehicles but when January comes, the juniors will start getting their licenses and there will be more vehicles in the parking lot. Dr. Jakubowski said that he has met with the security guards to discuss the issue of reduced work hours and they have submitted some ideas about where they feel security individuals should be involved. He said that he had told the education committee that he was convinced that moving of some of the principals at the elementary level was a good thing and the faculties are adjusting to the new personalities. Dr. Jakubowski said that the interventionist at Hannah Caldwell will be going out on

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maternity leave and he would like to post for the interventionist position because right now the only buildings that do not have a full time interventionist are Livingston and Washington, as they share one person. He said that he would like to post the position to replace Mrs. Titmus, see who in the district is interested in being an interventionist, hire that individual and then if an when Mrs. Titmus returns from leave, what he would like to do is have both Livingston and Washington also have a full time person by keeping the individual who filled in for Mrs. Titmus while she was on leave. Dr. Jakubowski stated that he had spoken to Dr. Lentine about strategies for Hannah Caldwell but it will also provide the district with full intervention at each and every one of the district's elementary schools and because of the lunch programs, etc., more and more the district needs a person who serves as a guidance counselor to help out in the elementary schools. He said that the district's class size at the elementary is the best it has been since he has been superintendent and he believed this was necessary for test scores.

Mr. Abraham asked Mr. Tatum to update the board on the new telephone system. Mr. Tatum said that as far as he knew the main infrastructure has been installed and the only delay right now is that the district was having a conference call with Comcast because they are part of the delivery of the information network. He said that the other issue was updating some of the physical telephones as it was realized that some more sophisticated phones in some of the building offices than the phones that were delivered and some swapping has to be done. Dr. Jakubowski said that with the addition of the new individual who will be starting on Tuesday, October 16th has a great deal of experience with telephone systems and will alleviate some of the delays. He said that on Tuesday when the new person starts, he and Mr. Tatum would be having a meeting with the entire IT department and change responsibilities a little and the new individual will take over the phone system. Mr. Perkins said that he got into the building tonight with a new fingerprint entry system and he wanted to know if the administration building was the only location where this system is being utilized. Dr. Jakubowski said it was for now. Mr. Perkins asked what the plan for deployment throughout the district was. Dr. Jakubowski said he was not sure if there was a plan. He said that it was something that was instituted at the administration building because it was felt that this system would work better than the "swipe" cards. Dr. Jakubowski thought that maybe the field house would be a good place to have this system also. Mr. Perkins thought that this system could help solve a problem with ingress and egress to some of the district's building where keys are available and you never know who has a key. Dr. Jakubowski said that he still had access to the administration by using his key. Mr. Perkins said that the ability to use a key can be disabled by removing the lock.

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Mrs. Gaglione said that she has been going to open houses for the past sixteen years and this year she had to go to open house at the high school, Kawameeh and Livingston School and she was very pleased that there was at least ten to fifteen parents in every class that she visited. She said that there were years and the sad thing was that there were only three parents in the class. Mrs. Gaglione said that she was very pleased with the increase in parents attending open house this year. She said that she visited Livingston School today and there was graffiti on the side and in the back of the building. Mrs. Gaglione said she knew that Mr. Magliacano was advised of this last week on a work order. Mr. Magliacano said that there was more graffiti done over the weekend. Mrs. Gaglione said that the police had been to the school to review the graffiti that is there and it was her concern is that a year ago, the board was asked by the police department to put up signs to say that individuals could not go onto school property after a certain hour and in her opinion the board has done its job, the police department knows that there is a problem and it was her understanding that this occurs every night at Livingston School and it is not necessarily gang related. Mrs. Gaglione said that on the picnic benches in the front of the school instead of Gatorade bottles there are empty liquor bottles left there. She said that she felt the board had done its job and she did not know what the board could do to get the police to do their job better. Dr. Jakubowski said that he has set up an appointment with the Township Administrator and the Assistant Administration and he and Mr. Damato to discuss issues including the back of Hannah Caldwell. He said that he would bring up the graffiti problem with them again. Dr. Jakubowski said that he believed that when there was a problem and the police are called, someone from the district should not have to go to the police department but someone from the police department should come to the building where the problem is to take a report. He said that he spoke to the Township Administrator on that issue and he believed that the procedure had changed. Dr. Jakubowski said that the district did put up signs as directed by the Township. He said that if there was graffiti at Livingston last week, he asked Mr. Magliacano what the procedure was to remove the graffiti, once the police have seen the graffiti and what the turnaround time of the maintenance department was to remove the graffiti. Mr. Magliacano said that the graffiti on the building last week was very small and his department was not able to get to it but the graffiti that was done over the weekend was significantly more. Dr. Jakubowski asked if it was still on the building. Mr. Magliacano said that since today was the first day back after the long weekend that it was not done today. Dr. Jakubowski said that he and Mr. Magliacano had to come up with some sort of an action plan on how graffiti would be addressed. He said he understood that there were only four maintenance people in the district and if a lawn is not mowed although it does not look good it does not have the same significance in the town as having graffiti on the wall. Dr. Jakubowski said that the maintenance department was cut back a few years ago when the budget was tight and maybe the board needs to take a hard look at this situation again. He asked how many square feet the district is. Mr. Magliacano

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stated that it was 1.3 million square feet. Dr. Jakubowski stated that maybe four people cannot handle the groundskeeping needs of such a large district. He said when there is graffiti it needs to be removed quickly. Mr. Abraham stated that in deference to the district's maintenance crew, he has had issues at the park across the street from where he lives and there has been graffiti on the handball court and although he has called the police department, the police have come and the graffiti has remained on the wall for weeks. He said that graffiti is not only a problem here but it is a problem everywhere. Mr. Perkins asked if the areas where the graffiti is are subject to surveillance by a video camera. Dr. Jakubowski said the district does not have video cameras up in all areas. Mr. Perkins said he thought the district needed to take a look at this situation. Dr. Jakubowski said that when the second question regarding security was done several years ago, he was not so sure that the money was spent wisely. He said he wondered whether more should have been devoted to cameras outside, etc. and he thought it was something that the board needed to look at. Mr. Perkins said that hindsight is 20/20 and the technology has developed so dramatically since that time, that it has become cheaper and considerably more effective today than it would have been at that time. Dr. Jakubowski said that the district's buildings have become a place for young people to hang out, there have been issues at various buildings but Livingston seems to have become the new hangout. He said that he would address this issue with the Township Administrator but he did agree with Mr. Perkins and he thought that the board needed to take a hard look at taking a proactive approach and doing what needs to be done. Mr. Magliacano said that the group that hangs at Livingston School is not a young group. Dr. Jakubowski said they were older. Mr. Manochio asked if they were school aged students. Mr. Magliacano said they were not and some of the individuals have police scanners and when the police are called they leave and when the police come there is no one there. Dr. Jakubowski said that the district has done a fairly nice job in the high school parking lot and although some individuals still hang out there at night, but it has been minimized. He said that Mrs. Gaglione is right in that the board did its part last year in putting up signs on board property. Mr. Manochio asked if the graffiti on Livingston School was visible to people who live in the area. Mrs. Gaglione said that it was on the side of the school and even though there are houses down the street but there are no houses directly in the area. She said that she knows that people in the neighborhood have called the police and the police drive by and that is it.

Mr. Abraham said that in the near future the board will be entering into negotiations with the teachers' association. He said that he appointed three members from the board to be the liaison to Dr. Jakubowski and Mr. Clarke as they enter into negotiations and those members would be Mrs. Gaglione, Mr. Perkins and Mrs. Salazar. Mr. Abraham said that members of the board who are not conflicted may give their ideas and input to these members and Dr. Jakubowski and Mr. Clarke

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will be meeting with the Association in the future. Dr. Jakubowski said that if the three members of this committee would like to meet they should come up with several dates that they are available and he in turn would reach out to Mr. Clarke to set up a meeting when it is convenient. Dr. Jakubowski said that he had spoken to Mr. Shanahan and the Association is preparing a letter to Mr. Damato stating that they are ready to sit down for negotiations. He said that he looked forward to starting the process and the process has worked rather well with Mr. Shanahan.

Mr. Abraham asked Dr. Jakubowski if Mr. Gibbons could attend the November meeting to get feedback from him as to how the new administrators are working out at the high school.

COMMENTS FROM THE PUBLIC

Mr. Donnarumma congratulated Dr. Jakubowski, his staff and all of the principals for the smooth opening of school. He said that he wanted to comment on the cameras on the outside of the schools and he wanted to remind the board that he did make that recommendation at a prior meeting. Mr. Donnarumma thought it was a good idea because there was a lot of vandalism and cameras may catch somebody. He asked about resolution F-7, item (a) and he wanted to know what it meant; he wanted to know if there was a Ski Club at the high school. Dr. Jakubowski stated that there has been a Ski Club at the high school for a number of years and each year they go on a trip. He said that it is provided in the budget as part of the student activity account at Union High School. Dr. Jakubowski said that the students attending the trip pay to go on the trip, the board does not pay for it, but it is paid through the school account. Mr. Donnarumma commented that this is more of a recreation area than an educational area. Dr. Jakubowski said that it is part of the physical education/wellness program in the district that includes many activities for the students to participate in. Mr. Donnarumma asked what the "not to exceed \$18,000 meant". Dr. Jakubowski said that the high school looks at trips in the past to see how much trips cost in the past. Dr. Lentine said that he had started the Ski Club in 1982 when he came to the high school and it is all student-generated money, the students fundraise and the parents pay for the actual trip. He said that the \$18,000 figure is the maximum amount that the trip will cost and represents the maximum number of people that can go on the trip; so if the tour company says that 90 students can attend at \$350 per student, that is where the \$18,000 would come from. Dr. Lentine said that the school does not pay one cent for the trip. Mrs. Gaglione stated that all of the items referred to in resolution F-7 are items that are going through the student activity fund and the auditors and the laws have required the board to document how much money is received and how much money is going out. Mr. Donnarumma said that he hoped that the football

team wins its first game

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this weekend. Dr. Jakubowski said he hoped so too. He said that the team has a new coach and he did not think that anyone wanted to win anymore than Mr. Sheridan. Dr. Jakubowski said that he was informed that Mr. Jesky has 496 soccer wins and pretty soon he will have 500 wins and although this is not the most in high school history and right now the high school soccer team only has one loss and they are in the top ten in the state.

Mr. Hagen, instrumental music teacher at Connecticut Farms and at Hannah Caldwell Schools, said he understood that the board members as well as Dr. Jakubowski have received letters regarding an issue at Hannah Caldwell and he asked if the letter could be read into the minutes. Mr. Damato said that a copy of the letter can be attached to the minutes. He said that the board had received many letters, which were all identical, but signed by different teachers. Mr. Hagen said that this was the first time attending a board meeting and he wanted to know what the procedure was and where it would go from here. Dr. Jakubowski said that the board members have already met with him and asked him to comment on the letter and he said that he was well aware of this at the time when there was a request to go to a fourth second grade at Hannah Caldwell because of the enrollment. He said that Dr. Lentine had spoken to him about it and asked if it would be possible that the space where the specialists are housed could become a classroom. Dr. Jakubowski said that she met with Mrs. Lombardi and at the time the decision was made that the specialists would not be moved at this time and that it was understood that the music teacher would travel from classroom to classroom. He said that he suggested to Dr. Lentine that when there was some availability in the auditorium, perhaps the music teacher could use that space so that a piano was available. Dr. Jakubowski said he believed that there was an instrumental room still at Hannah Caldwell School where many of the other buildings do not have such a room. Mr. Hagen said that there was no instrumental room. He said that there was a space next to the stage. Dr. Jakubowski asked about the room that was originally set up as an instrumental music room. Mr. Hagen said that this room is now occupied by the interventionist and he has been out of that room for a year. He said that he did not have a room at Connecticut Farms either. Mr. Hagen said that to put the matter in context, he was not actually speaking on behalf of himself or even the department, but the children are supposed to come first and this action impacts everybody in the building. He said that it was also a hardship because it compromises not just vocal music, not just their positions as teachers but it compromises the teaching and learning. Mr. Hagen said that there is the back of Hannah Caldwell that was never completed and he said that he had spoken to Dr. Jakubowski about writing a grant to actually build a band room in that space or some additional classrooms and he asked what if anything could be said about that. Dr. Jakubowski said that probably will not happen. He said that the plan is that the

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space will become the administrative offices and the administrative staff will be in a school setting, which is something he has wanted for a long time. Dr. Jakubowski said that the present administration building has outlived its purpose as a central office and the IT department will take over most of the present administration building. He said that he knows it appears that the board is not sensitive to the needs of the students, but the fact is that there are priorities and many of the vocal music teachers go from classroom to classroom. Dr. Jakubowski said that over the years the buildings have lost space because there are more in-house programs for special needs students. He said that Hannah Caldwell has a number of self-contained classrooms that are taking up space. Dr. Jakubowski said that when Hannah had available room, the interventionists were put in that building. He said that next year, the interventionists will be moving next year. Dr. Jakubowski said that he would speak to Dr. Lentine to see if there are other alternatives. He said that he was unaware that Mr. Poltrock has used the instrumental music classroom as the interventionist's office. Mr. Hagen said that this took place in September of last year. Dr. Jakubowski said that the building principal with the everyday use of their building makes decisions based upon what they think is in the best interest of the entire building. He said that the board is now aware that there is a concern from teachers in Hannah Caldwell, he has been aware of it and Dr. Lentine came to him the first day when the fourth second grade class was established because of the enrollment numbers. Mr. Hagen said that there seemed to be an influx of students and he did not know how Dr. Jakubowski went about estimating what the population of a school will be but he asked if there were any plans in the future to expand or build a new school building somewhere in the district. Dr. Jakubowski said that the truth of it is that the enrollment in the district overall is down from where it was three years ago and although one building at a particular time may experience an influx, he was not so sure that the overall population at Hannah Caldwell is any higher than it was three or four years ago, and it may in fact be lower. He said that the reason space has become a commodity is the fact that there are more and more special needs students in programs that are occupying classrooms with only four or five students. Dr. Jakubowski said that he thought the board needed to take a hard look at the use of space but overall in the district, enrollment has decreased. He said that at this time there are no intentions by the district to build another school building. Dr. Jakubowski said that if the Hannah Caldwell population continues to increase at what would be a rate that the building can no longer handle the number of students, he said that the district could take a look at the two bus loads of students who come from the Franklin School area in Mill Run and perhaps the numbers will be reduced and more of those students will go back to Franklin School. He said that the board could also take a look at what students go to what particular buildings for example there is absolutely room in Connecticut Farms School and it may be that some of the streets that go to Hannah Caldwell School may have to be changed to Connecticut Farms School or even Battle Hill School, if in fact the

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Hannah Caldwell population gets to the point where it cannot be addressed in a adequate manner. Dr. Jakubowski said that the issue with regard to the music teacher will be discussed further with Dr. Lentine but he could not make a commitment tonight that it will be resolved. Mr. Hagen asked Dr. Jakubowski when the

administration area is done at the back of Hannah Caldwell School, will the specialists be moved to that area. Dr. Jakubowski said that they would be. He said that there may also be other moves that will free up more room at Hannah Caldwell School. Ms. Politano asked if the specialists could be moved now. Dr. Jakubowski said that the specialists would not be moved at this time. Mr. Hagen thanked Dr. Jakubowski for answering his questions.

MR. MANOCHIO LEFT THE MEETING AT 8:25 P.M.

Mrs. Axelrod stated that she was at the meeting on behalf of the League of Women Voters. She said that she was on a committee which has been established by the League with regard to global warming. Mrs. Axelrod said that one of the things that the committee was looking into was the impact on how individual municipalities can reduce "carbon footprints". She said that she was here to ask the board and the administration if it could give the committee a short report on things that have occurred in the last few years, procedures that have been implemented or physical changes that have been made to help reduce the carbon footprint of the Board of Education. Mrs. Axelrod said that one thing that he had actually thought of was the new windows at Union High School and she stated that she imagined that these new windows were more energy efficient than the old windows. She said that maybe the board could find out if the building as a whole, although the square footage had also been increased because of the addition of several classrooms, but maybe on a "per square foot" basis, the energy consumption has been reduced. Mrs. Axelrod said she did not know if anything else was done and it was not that the League wanted to criticize or not criticize because they would also be asking the Township as well what they have done within their facilities if anything to help reduce the carbon footprint. She asked if the board administration would be gracious enough to give the League of Women Voters this information and give her a date by which the information could be compiled. Mrs. Axelrod said that it will involve some work but it may actually turn out to be a "positive" for the board as well because she did not think a report like this exists at the present time and it may point the way to helping to reduce energy consumption for the board in finding out what has or has not been done. Dr. Jakubowski asked for a definition of "carbon footprint". Mrs. Gaglione said that she was going to ask the same thing and she thought the League of Women Voters needed to define exactly what the reduction

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of the carbon footprint would include. Mr. Vieira said that the dollar costs for energy have increased significantly but as far as a per unit cost, he was not sure. Mr. Magliacano said that the costs have increased but not necessarily because usage has increased. Mrs. Axelrod said that the League was not trying to get down to "nickels and dimes" and "cubic centimeters" but if for example the buses that the board of education recently purchased are more energy efficient. Mrs. Gaglione asked what a carbon footprint was. Mrs. Axelrod said that a carbon footprint is how much energy that turns into carbon dioxide, is released into the air and has an effect on the ozone layer. Dr. Jakubowski said that he would have a meeting to figure out how the board can respond to this request. Mr. Perkins said that if the term "carbon footprint" is "googled" on the internet definitions can be obtained. He said that it is effectively the amount of energy that is attributable, not necessarily used by, a particular individual. Mr. Perkins said that one of the things that comes out of this, for example, is that the carbon footprint of the typical New Yorker is much lower than the carbon footprint of someone from Wisconsin; because New Yorkers use more public transportation than someone who uses a pickup truck to go from place to place and things like that. Dr. Jakubowski said he would try to help the League to the best of his ability. Mrs. Axelrod said that the League did not want people to spend "hours" on a mission but the board of education is a large organization with multiple buildings, vehicles and many employees and the League is attempting to compile something that may be of benefit to the citizens in the town. Mr. Figueiredo said that Dr. Lentine at the education committee meeting earlier this evening talked about this issue within his own building. He said that Dr. Lentine utilizes lesson plans that are e-mailed to him as opposed to physical paper and he then returns the e-mail to the respective teacher with comments. Dr. Jakubowski asked Mr. Figueiredo to meet with him to go over all of this. Mr. Abraham asked Mrs. Axelrod if the League would be able to give a copy of the final report to the Board of Education. Mrs. Gaglione asked if the board members could get a copy of whatever is sent to the League of Women Voters.

Mr. Donnarumma suggested that if the board wanted to reduce the district's carbon footprint, it should consider the use of alternate fuels such as solar or wind power.

Ms. Wade said that she was the mother of a fourth grader at Hannah Caldwell. She said that she has spoken to Dr. Jakubowski on the phone and e-mailed him several times. Ms. Wade said the only board member she knew was Mrs. Gaglione because their children participated in sports in the Township. She stated that her son was a special education student and Mrs. Gaglione has been instrumental since the first grade in helping her with programs outside of the school district to bring into her home. Ms. Wade said that at the beginning of the year she asked her son what was happening with the resource room at school and she was told that it would not be put

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into place until two weeks after school started. She said she went along with that and she telephoned the child study team and asked for Mr. Kaufman, who she had dealt with for the past three to four years. Ms. Wade said that Mr. Kaufman was a wonderful man and was wonderful with her son and her son trusted him and the other person that her son trusted was Mr. Poltrock as she also did. She said that it was hard for her son to adjust to Mr. Poltrock's retirement but she explained to her son that things change and her son was okay with that. Ms. Wade said that she spoke to Mr. Salerno and she was told that there were certain things in her son's IEP (which she did not keep a copy of) because she knew that whatever it contained would be put into place. She said that the first thing was that her son did not come home with an extra set of books, which was in his IEP. Ms. Wade said that she called Dr. Lentine and he told her that if it was not in her son's IEP he absolutely could not get extra books sent home. She said that she asked Dr. Lentine about the extra time that her son would get for testing; she said her son would take a test in his classroom and then her son would move into the atrium to finish the test. Ms. Wade said Dr. Lentine told her he did not know anything about that, he would have to look into it and he would get back to her. She said that there were several other issues regarding her son's special education which Dr. Lentine also told her he would get back to her about and he never did. Ms. Wade said that she called Mr. Salerno and she was told that a meeting would be set up. She said that the meeting was set up five weeks from the date that she called Mr. Salerno and the more she thought about it, the angrier she became. Ms. Wade telephoned Mr. Salerno and told him she wanted a meeting for that week and she would not wait until six weeks into the school year to get what her son needed. She said that her son was getting 3-1/2 hours of homework on a Friday night which she felt was extremely too much homework. Ms. Wade said that on a Friday night her little boy as well as every other little boy and girl in the district need to be children and if that means playing sports, going to visit grandparents, whatever the case may be, they need to be children. She said when she mentioned it to Dr. Lentine he told her that homework was mandatory and she said that Dr. Jakubowski has advised her that homework was not mandatory. Ms. Wade stated that Dr. Jakubowski said he did not think there should be an excessive amount of homework given on the weekends. She said that her child has special needs and he is panicking, he is going into overdrive, he is not sleeping and he is reverting back to wetting the bed which he has not done since first grade. Ms. Wade said her son was frightened to go to school. She said that she got stuck in traffic last week and it took her twenty minutes to go from the main entrance to get into the entrance and her son did not want to go into school because he was afraid to get detention for being late. Ms. Wade said that she spoke to Mr. Damato about the traffic problems at the school and she knows that Mr. Damato was at the school to observe. She said that the traffic is horrendous and it is an accident waiting to happen. Ms. Wade said she is afraid that a student is going to get injured. She said that Mr. Poltrock was outside of the school directing traffic and if he was not there, he had a volunteer parent in the parking lot directing traffic in his place. Ms. Wade said that when she mentioned it to Dr. Lentine, he told her that it was not in

his job

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description to go into the parking lot. She asked what would happen if a child got hurt. Ms. Wade said that Dr. Lentine told her that he had called the police department about the problem and about opening up the back gate so that traffic could flow in one way and out the other. She did not think that this would work either. Ms. Wade said that she spoke to Officer Boho's office and Mr. Bradley's office and they contacted Chief Kramer who informed her that he could not do anything because it was "private school property"; she said that the police informed her that they could man in front of the building on the street but they could not do anything inside the parking lot. She said that there are many issues with the parking lot and with the special education at Hannah Caldwell; she said that people talk to her only to appease her and she was tired of being appeased, she wants answers. Ms. Wade said that she wanted her son's special education issues resolved. She said that she received a handout from the school which she was asked to sign to confirm that she had reviewed the student handbook but she never received a copy of the handbook. Ms. Wade stated that she had to find out through other parents that there was not a physical handbook but that the handbook was on-line. She said it would have been nice if Dr. Lentine had a sent a note home saying go to the Union website and this is where you will find the handbook as she knows that they did in other schools in the district. Ms. Wade stated that Dr. Lentine indicated that he would provide her with a copy of the handbook but she still has not received it. She said that she did not sign the handout because she did not know where to find a copy of the handbook. Ms. Wade said that the other day she went to get her son out of school because her mother had been rushed to the hospital and the secretary in the office said to her, "You're not taking him out now, are you?" Ms. Wade said she was at the school because she wanted to take her son out. The secretary responded that it was Dr. Lentine's rule that a student could not be released passed 2:45 p.m. Ms. Wade said that if it was an emergency, she would take her child out of school at any time. She said that Mr. Poltrock bent over backwards to help all the children in the school; he worked with the parents and knew all of his students. Ms. Wade stated that Dr. Lentine has become known as the "ghost" principal because no one knows who he is. She said that she would not stop until she got what she wanted for her child. Ms. Wade said that her son plays sports and she thought it was important for him to be involved in sports. Mr. Perkins said that Ms. Wade is obviously upset and he wanted to know if there was a reason why she could not be provided a copy of her son's IEP tomorrow. Ms. Wade said that she ultimately did get a copy of the IEP. Mr. Perkins said that he was requesting of Dr. Jakubowski that the board be provided with a school handbook for every single school in the district by the next board meeting. He did not feel that it was beyond the realm of the board's responsibility to oversee the policies of the district to require a copy of each school's handbook so that every board member has access to these handbooks. Mr. Tatum said that he did have a copy of each school's handbook in his office. Mr. Helmstetter asked if they were on line for most schools. Mr. Tatum said that he was told that they were on line and there were also available in the principal's office as well. Mr. Tatum said that he was at Hannah Caldwell School last week and he did

see hard copies of the handbook in Dr. Lentine's office.

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Dr. Jakubowski said that he has had several conversations with Ms. Wade and he thought that some of the issues have been resolved but Ms. Wade is not happy with the resolution that has taken place. Dr. Jakubowski said that he would meet with Ms. Wade again and the issues will be resolved. Ms. Wade said that the reason she was at this meeting was because Dr. Lentine told her, "If you don't like what I do, go to the board." Ms. Wade understood that because Dr. Lentine was a new principal there would be changes in the school, but she felt that he should have indicated those changes to everyone at the beginning of school. Mr. Abraham said that at last month's meeting there was a parent issue regarding communication and he asked Dr. Jakubowski to reiterate to the staff to please try to communicate with parents in a timely fashion and make sure that the communications are clear and understood.

MOTION FOR EXECUTIVE SESSION

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

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

THE BOARD RETURNED TO PUBLIC SESSION AT 9:45 P.M.

MOTION TO ADJOURN

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

Respectfully submitted

JAMES J. DAMATO
BOARD SECRETARY