

TO ALL BOARD OF EDUCATION MEMBERS:

The regular meeting of the Board of Education of the Township of Union will be held on Tuesday, September 19, 2006 at 7:00 p.m. at Union High School, North Third Street, Union, New Jersey 07083

The regular meeting of the Board of Education of the Township of Union was held at Union High School on Tuesday, September 19, 2006 at 7 p.m. pursuant to notice sent to each member.

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

ABSENT AT ROLL CALL: None

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

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

COMMUNICATIONS

REQUEST FOR WAIVER OF RENTAL FEES – HILLSIDE CHAMBER OF COMMERCE

Irene Goldie-Petras, Exp Coordinator, Executive Director, Hillside Chamber of Commerce, submitted a letter dated June 26, 2006 requesting waiver of rental fees for 10<sup>th</sup> Annual Joint Chambers of Commerce Business After Hours Expo to be held at Union High School on November 1<sup>st</sup>, 2006.

REQUEST FOR MATERNITY AND EXTENDED FAMILY LEAVE – OLIVETO

Kelly Ann Oliveto, LDTC, submitted a letter dated August 10, 2006 requesting maternity and extended family leave for the period September 1, 2006 to February 28, 2007.

## COMMUNICATIONS

## LETTER OF RESIGNATION – DRISCOLL

Thomas M. Driscoll, science teacher at Union High School, submitted a letter of resignation dated August 17, 2006, effective immediately.

## LETTER OF RESIGNATION – JEROME-PIERRE

Kathleen Jerome-Pierre, Speech and Language Specialist, submitted a letter of resignation dated August 22, 2006 from Kathleen Jerome-Pierre, Speech and Language Specialist, effective immediately.

## LETTER OF RESIGNATION – ZIOBRO

Anthony Ziobro, social studies teacher at Union High School, submitted a letter of resignation dated August 28, 2006, effective immediately.

## LETTER OF RESIGNATION – JULES

Rodolphe Jules, part time bus driver, submitted a letter of resignation dated August 24, 2006, effective immediately.

## LETTER OF RESIGNATION (RETIREMENT) – FERDINANDI

Richard Ferdinandi, maintenance department, submitted a letter of resignation for the purpose of retirement dated August 28, 2006, effective October 14, 2006.

## REQUEST FOR RENTAL FEE WAIVER – MUNICIPAL DRUG ALLIANCE

Letter dated August 10, 2006 from Paul M. Fernandez, Alliance Coordinator, Municipal Drug Alliance requesting fee waiver and use of Union High School on October 7, 2006 for HWA-RANG-DO ACADEMY demonstration.

## LETTER OF RESIGNATION – POLICASTRO

Michael Policastro, teacher of the handicapped at Union High School, submitted a letter of resignation dated August 30, 2006, effective immediately.

## LETTER OF RESIGNATION (RETIREMENT) – JERANEK

Robert W. Jeranek, principal of Washington School, submitted a letter of resignation for the purpose of retirement dated September 5, 2006, effective January 1, 2007.

## COMMUNICATIONS

## REQUEST FOR EXTENDED UNPAID FAMILY LEAVE – KOMAN

Lori Lynn Koman, teacher at Hannah Caldwell Elementary School, submitted a letter dated August 25, 2006, requesting extended unpaid family leave for the 2006-2007 school year.

## LETTER OF RESIGNATION (RETIREMENT) – S. FORTUNATO

Samuel J. Fortunato, Jr. principal of Union High School, submitted a letter of resignation for the purpose of retirement dated September 6, 2006, effective January 1, 2007.

## LETTER OF RESIGNATION (RETIREMENT) – G. FORTUNATO

Gale Fortunato, Supervisor of English, submitted a letter of resignation for the purpose of retirement dated September 6, 2006, effective February 1, 2007.

## REQUEST FOR UNPAID EXTENDED FAMILY LEAVE – KLOC

Dana Kloc, submitted a letter dated September 6, 2006, requesting unpaid extended family leave for the period September 16, 2006 through November 30, 2006.

## LETTER OF RESIGNATION – BLOOM

Murray Bloom, industrial arts teacher at Burnet Middle School, submitted a letter of resignation, effective immediately.

## LETTER OF RESIGNATION (RETIREMENT) – KLEINSTEIN

Jackie Kleinstein, Media Specialist at Union High School, submitted a letter of resignation for the purpose of retirement, effective December 1, 2006.

## LETTER OF RESIGNATION – DITRI

Paul Ditri, Assistant Technology Manager, submitted a letter of resignation, effective September 15, 2006.

## LETTER OF RESIGNATION (RETIREMENT) – REVER

Ellen Rever, ESL Teacher at Union High School, submitted a letter of resignation for the purpose of retirement dated September 14, 2006, effective December 1, 2006.

## APPROVAL OF MINUTES:

Moved by Mr. Abraham, seconded by Mr. Manochio that the Executive Session Minutes of July 18, 2006 be adopted:

AYE: Mr. Abraham, Mr. Manochio, Mrs. McNeil, Mr. Perkins, Mr. Ruhl, Mrs. Salazawr and Mr. Helmstetter  
NAY: None  
ABSTAIN: Mrs. Axelrod and Mrs. Gaglione

MOTION WAS CARRIED

Moved by Mr. Abraham, second by Mr. Manochio that the Planning Session Minutes of August 15, 2006 be adopted:

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

MOTION WAS CARRIED

## SUPERINTENDENT'S REPORT

Dr. Jakubowski gave his Superintendent's Report a copy of which is appended to these minutes.

## COMMENTS FROM THE PUBLIC ON RESOLUTIONS ON THE AGENDA

Ms. Ciampi said that she noticed there were several new resolutions listed on tonight's agenda which had been added since the worksession. She inquired why the agenda had not been posted on the website. Ms. Ciampi said that if the board wants to work with the public a little more, the agenda should be posted as soon as it is available because there is a lot of information on the agenda, including salary changes, and it is impossible to review in the five minutes prior to the meeting. Mr. Helmstetter asked Mr. Damato if he knew why the agenda was not posted. Mr. Damato stated he thought that the agenda had been posted. Dr. Jakubowski asked if the entire agenda or just the new items were not posted on the webpage. Ms. Ciampi said the whole agenda was not posted. She said that she has requested a copy of the agenda many times by e-mail because it was not posted on the webpage. Ms. Ciampi said that sometimes the agenda is not posted until the day before the meeting. Mr. Helmstetter stated that the board members receive their agenda on the Friday before the meeting and he assumed that the agenda could be posted on the webpage on that day also. He said that he would look into it and make sure that the agenda is posted in a timely fashion.

## EDUCATION/STUDENT DISCIPLINE COMMITTEE:

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

E-1. APPROVE LIST OF STUDENTS TRANSFERRING FROM UNION COUNTY MAGNET SCHOOL TO UNION AND FROM UNION HIGH SCHOOL TO UNION COUNTY MAGNET SCHOOL AND AMEND LIST OF STUDENTS ATTENDING UNION COUNTY VOCATIONAL-TECHNICAL HIGH SCHOOL FOR THE 2006-2007 SCHOOL YEAR

That the board approve list of students transferring from the Union County Magnet School to Union High School and from Union High School to Union County Magnet School and amend list of students Union County Vocational-Technical High School for the 2006-2007 school year in accordance with the information appended to the non-public portion of these minutes.

E-2. ACCEPT DONATION FROM RUTGERS UNIVERSITY – HANNAH CALDWELL ELEMENTARY SCHOOL

That the board accept donation from Rutgers University in the amount of \$480 which represents a partial payment of grant to be used for Wet Festival at Hannah Caldwell Elementary School in accordance with the information appended to these minutes.

E-3. AMEND 2006-2007 OUT-OF-DISTRICT ATYPICAL STUDENT PLACEMENT LIST

That approval be given to amend the 2006-2007 Out-of-District Atypical Student Placement List; out-of-district tuitions and tuition-in students attending special education programs in accordance with the information appended to the non public portion of these minutes.

E-4. APPROVE MULTI-YEAR EQUITY PLAN STATEMENT OF ASSURANCES FOR 2006-2007 SCHOOL YEAR

That the board approve Multi-Year Equity Plan statement of assurances for the 2006-2007 school year in accordance with the information appended to these minutes.

E-5. APPROVE 2006-2007 SCHOOL NURSING PLAN

That the board approve the 2006-2007 School Nursing Plan in accordance with the information appended to these minutes.

E-6. APPROVE REVISED 2006-2007 SCHOOL LEVEL OBJECTIVES

That the Board approve revised 2006-2007 School Level Objectives in accordance with the information appended to these minutes.

## EDUCATION/STUDENT DISCIPLINE COMMITTEE:

## E-7. APPROVE LIST OF STUDENTS REMOVED FROM ROLLS

That the board approve the list of students removed from the rolls from July 1, 2006 through August 31, 2006 (two (2) students removed) who are not domiciled in this school district in accordance with the information appended to the non-public portion of these minutes.

## E-8. APPROVE 2006-2007 MENTOR PLAN

That the board approve 2006-2007 Mentor Plan in accordance with the information appended to these minutes.

## DISCUSSION:

Mr. Perkins said that he had great faith in the Education Committee but he thought that it would be appropriate, in lieu of any formal report and an analysis of the mentor program from the committee, that perhaps Mrs. Lombardi could expound upon what the Mentor Plan really is since this was not discussed at the worksession. Mrs. Lombardi said the district is required by statute in the State of New Jersey that all teachers who are entering the profession either as alternate route candidates or provisional teachers be assigned a mentor for their first year of employment. She said that the mentors that are assigned have gone through five (5) hours of training that the district has provided. Mrs. Lombardi said that the purpose of the program is to retain teachers. She said that the statistics, nationally, were showing that teachers were leaving the profession within the first five (5) years and one of the main reasons was because they felt they did not have enough support when they got into the classroom. Mrs. Lombardi said that a mentor is assigned to them, usually from within their building and their content or grade level to assist them on a daily basis not only with their paperwork but their pedagogy, their content knowledge and all of the things that make the very first year of teaching so challenging and during the year, Mr. Cohan who is charge of the district's mentoring program, there are meetings for just the novice teachers and there are also meetings for the mentors and novice teachers together. She said that the mentors also can be released from teaching two days during the school year to observe their novice teachers and make recommendations for them and help them. Mrs. Lombardi said that this program is designed to increase the retention rate of teachers and to make novice teachers as successful as they can be. She said that Mr. Cohan does a really nice job of running this program. Mr. Perkins asked if this plan has been developed to minimize what some have characterized as the "chaos" of education of teachers. He said that from a personal point of view, he felt that there was not enough peer support. Mrs. Lombardi said that she felt this

## EDUCATION/STUDENT DISCIPLINE COMMITTEE DISCUSSION

program was also a great opportunity for the mentors because they learn so much from the novice teachers throughout the first year. Mr. Manochio said that there is mentoring for new teachers and asked if there was also a mentoring program for new administrators provided by the district or is it provided by the State. Mrs. Lombardi said that new administrators must have a mentor to get an administrative license. She said that the first year is provisional and the administrator is on a certificate of eligibility with advanced standing just as a teacher coming out of a teacher college would be for that position. Mrs. Lombardi said that there was a mentoring process. Mr. Manochio asked if it was the district's responsibility or did the State maintain it. Mrs. Lombardi said that for school administrators, superintendents and assistant superintendents there is training at the State level for mentors and for principals it is basically the individual's responsibility with the assistance of the school. Dr. Jakubowski said that the mentoring program has been in effect for a number of years. He said, in fact, in this district back in the 1960's when someone became a teacher here, each teacher got a big brother or big sister who would work with you during the first year. Dr. Jakubowski said that the mentoring plan has made this much better. He said that in order for a teacher to become a mentor, they must apply and receive training. Dr. Jakubowski said that at the New Teacher Orientation, the mentoring process is started by talking to the new teachers about the things that they need to do and what will make them more comfortable in the district. He said that with regard to the district's new administrators, the administrator must find someone to mentor them and he indicated that Mr. Tatum is currently being mentored by an administrator from Westfield and Mr. Tatum is going through an entire process at this time. Dr. Jakubowski said that all superintendents must develop their own Professional Improvement Plan and there are team people who review these plans. He felt that in general the State is trying to make people more comfortable, to help them stay in the profession and also to find good people for administrative positions down the road. He said that there is an intern program in this district. Mrs. Salazar asked if there was a way that Mrs. Lombardi could provide a report as to what the progress of this plan has been. Mrs. Lombardi said that she believed that the program does provide a summary of what happens each year before a new plan is filed, but she would have Mr. Cohan put something together to be distributed to the board. Mr. Perkins said that the only problem with a formal mentoring program is the mentor/mentee and superior/subordinate kind of implication. He said that sometimes the font of wisdom is the younger professional and all that the district can do to encourage collegiality across individual learning is a big plus. Dr.

## EDUCATION/STUDENT DISCIPLINE COMMITTEE DISCUSSION

Jakubowski said that the key to the program is the fact that although the mentor is given two prep periods to go in and observe the teacher, the mentor does not evaluate the novice teacher. He said the mentor is not an evaluator and he hoped that this removes the mentor/mentee kind of mentality. Dr. Jakubowski said that all teachers are evaluated by either a building principal at the elementary level, unless it is a special area, then the supervisor is the evaluator. He said that at the middle school and high school level all teachers are evaluated by their supervisor with additional observations or evaluations made by the building principal or a central office administrator, if necessary. He said that he hoped the mentor would be working with the novice teacher to help them with their paperwork, to discuss techniques and strategies or to talk about assertive discipline, etc. Dr. Jakubowski hoped that the novice teacher looked at the mentor as a friend who was there to help them and hopefully the mentor will look at the mentee as someone who will bring some new and innovative ideas. He said that individuals who want to be mentors must continually go for training so they know the proper way of being a mentor. Mr. Manochio said that the article about "chaos" at the colleges is exactly what this program is about. He said that there is no "connect" between the colleges and what the teacher has to do in the classroom and that is why mentoring becomes such an important responsibility.

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

MOTION WAS CARRIED

## FISCAL AND PLANNING COMMITTEE:

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

- F-1. ACCEPT TREASURER'S REPORT  
That the Treasurer's Report dated August 31<sup>st</sup>, 2006 be accepted.
- F-2. ACCEPT SECRETARY'S REPORT  
That the Secretary's Report dated August 31<sup>st</sup>, 2006 be accepted.

## FISCAL AND PLANNING COMMITTEE:

## F-3. CERTIFY TREASURER'S AND SECRETARY'S REPORTS

Pursuant to N.J.A.C. 6:20-2.13(d), I certify that as of August 31<sup>st</sup>, 2006 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8 and 18:22-8.1.

\_\_\_\_\_  
James J. Damato, Board Secretary

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Dated

Pursuant to N.J.A.C. 6:20-2.13(e), we certify that as of August 31<sup>st</sup>, 2006 after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6:20-2.13(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. This certification is solely based on the information provided by the School Business Administrator and Board Secretary and is assumed by the board to be correct.

## F-4. APPROVE LINE ITEM TRANSFERS

That the Board approve line item transfers in accordance with the copy appended to these minutes.

## F-5. CONCUR WITH THE INVESTMENTS

That the Board concur with the investments made by the Business Administrator as follows:

Mature Date	Purchase Date	Number of Days	Amount	Invest. Held by	Home A/C Account	Interest Rate	Estimated Income
9/19/06	08/15/06	35	200,000	COMMERCE	Chase MIC/CAST	5.42%	1,053.89
9/19/06	08/15/06	35	800,000	COMMERCE	UCNB Café	5.42%	4,215.56
9/19/06	08/15/06	35	1,300,000	COMMERCE	UCNB CAP Res	5.42%	6,850.28
9/19/06	08/15/06	35	20,000,000	COMMERCE	UCNB OP AC	5.42%	105,388.89
9/19/06	08/15/06	35	900,000	COMMERCE	Unity BankSUI	5.42%	4,742.50
9/19/06	08/15/06	35	4,000,000	COMMERCE	UCNB Jan03 BOND	5.42%	21,077.78

## F-6. DESIGNATE DEPOSITORIES FOR FUNDS OF THE UNION

## TOWNSHIP BOARD OF EDUCATION AS CURRENTLY MAINTAINED

That the Board designate Union Center National Bank, Unity Bank, J.P. Morgan Chase Bank, Investors Savings Bank, Valley National Bank, Commerce Bank, Wachovia Bank, Independence Bank, Bank of America and MBIA Class as depositories for the funds of the Union Township Board of Education as currently maintained in accordance with the list appended to these minutes.

## FISCAL AND PLANNING COMMITTEE:

## F-7. AUTHORIZE DEPOSITORY BANKS BE AND ARE HEREBY AUTHORIZED TO HONOR AND CHARGE ACCOUNTS OF THE UNION BOARD OF EDUCATION

That the Board authorize the following depository banks be and are hereby authorized to honor and to charge the accounts of the Union Township Board of Education and all Board of Education checks and drafts bearing the stamp or perforation commonly known as a facsimile signature of the Treasurer of School Monies and the President of the Board of Education and that checks and drafts of the various Board of Education accounts be signed by the designated officers in accordance with the list appended to these minutes.

F-8. APPROVE CONTRACTS AND/OR PURCHASE ORDERS PURSUANT TO THE REQUIREMENTS OF *N.J.S.A. 18A:18A-5* and *18A:18A-10(a)*

That the Board approve contracts and/or purchase orders pursuant to the requirements of *N.J.S.A. 18A:18A-5* and *18A:18A-10(a)* and in accordance with the information appended to these minutes.

## F-9. APPROVE FY2007 NO CHILD LEFT BEHIND (NCLB) GRANT ALLOCATIONS

That the Board approve FY2007 No Child Left Behind (NCLB) grant allocations in accordance with the information appended to these minutes.

## F-10. ACCEPT ALLOCATION FOR INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT OF 2004-PART B, FISCAL YEAR 2007

That the Board accept allocation for Individuals with Disabilities Education Improvement Act of 2004-Part B FY 2007 (I.D.E.A.) as follows and in accordance with the information appended to these minutes: (a) Basic - \$1,670,243 and (b) Preschool - \$48,364

## F-11. APPROVE INCREASE IN PURCHASE ORDER #07-00868

That the Board approve increase in Purchase Order # 07-00868 to Maurya K. Farah, speech therapist from \$3,000 to \$3,625.00 in accordance with the information appended to these minutes.

## FISCAL AND PLANNING COMMITTEE:

F-12. APPROVE ATTACHED LIST OF CONTRACTS AND/OR PURCHASES PURSUANT TO THE REQUIREMENTS OF *N.J.S.A. 18A:18A-5(21)*

That the board approve attached list of contracts and/or purchases pursuant to the requirements of *N.J.S.A. 18A:18A-5(21)* in accordance with the information appended to these minutes: (a) FoodPlay Productions, LLC - \$1,045.00 – Two performances of Foodplay assembly – Battle Hill School; (b) Jostens-\$12,979.94- Yearbook – Burnet Middle School; (c) Franklin Institute Science Museum - \$1,305.00 – 3<sup>rd</sup> grade Philadelphia trip – Washington School and (d) Franklin Institute Science Museum - \$1,543.75 – 2<sup>nd</sup> grade Philadelphia trip – Washington School.

## DISCUSSION:

None

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

## OPERATIONS COMMITTEE

Moved by Mr. Ruhl, seconded by Mr. Abraham that resolutions O-1 through O-6 be adopted:

## O-1. APPROVE APPLICATION FOR USE OF SWIMMING POOL AT BOYS AND GIRLS CLUB OF UNION COUNTY, INC.

That the board approve application for use of the swimming pool at the Boys and Girls Club of Union County, Inc., 1050 Jeanette Avenue, Union, New Jersey for the 2006-2007 school year for the period November 15<sup>th</sup> 2006 through March 3<sup>rd</sup>, 2007 for use by the Union High School Coed Swim team in an amount not to exceed \$10,000 in accordance with the information appended to these minutes. (No increase in rental fee from 2005-2006 school year.)

## O-2. APPROVE TWO DELTA DENTAL RENEWAL AMENDMENTS

That the board approve two Delta Dental renewal amendments in accordance with the information appended to these minutes.

## OPERATIONS COMMITTEE

## O-3. APPROVE CHANGE ORDER #7 – DAUTI CONSTRUCTION CO

The and I so move that the board approve Change Order #7 to Dauti Construction Co., 43 Washington Street, West Orange, New Jersey in the decreased sum of \$15,346.75 for additions and alternations to Union High School Field House in accordance with the information appended to these minutes. (BOND)

## O-4. APPROVE SUBMISSION OF ANNUAL MAINTENANCE RESERVE DEPOSIT WORKSHEET

That the board approve the submission of the Annual Maintenance Reserve Deposit Worksheet in accordance with the information appended to these minutes.

## O-5. APPROVE RENTAL FEE SCHEDULE FOR 2006-2007

That the board approve rental fee schedule for 2006-2007 in accordance with the information appended to these minutes.

## O-6. APPROVE SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN

That the board approve the submission of the Comprehensive Maintenance Plan in accordance with the information appended to these minutes.

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

Moved by Mr. Ruhl, seconded by Mr. Abraham that resolution O-7 be adopted:

## O-7. APPROVE WAIVER OF RENTAL FEES – HILLSIDE CHAMBER OF COMMERCE

That the board approve waiver of rental fees to Hillside Chamber of Commerce for use of Union High School on November 1, 2006 for 10<sup>th</sup> Annual Joint Chambers of Commerce Business After Hours Expo.

AYE: Mr. Abraham, Mrs. Axelrod, Mr. Manochio, Mrs. McNeil, Mr. Perkins, Mr. Ruhl, Mrs. Salazar and Mr. Helmstetter

NAY: Mrs. Gaglione

ABSTAIN: None

MOTION WAS CARRIED

Moved by Mr. Ruhl, seconded by Mr. Abraham that resolution O-8 be adopted:

O-8. APPROVE WAIVER OF RENTAL FEES – MUNICIPAL DRUG ALLIANCE

That the board approve waiver of rental fees to Municipal Drug Alliance for use of Union High School on October 7, 2006 for HWA-RANG-DO ACADEMY demonstration.

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

NAY: Mrs. Axelrod

ABSTAIN: Mrs. Gaglione MOTION WAS CARRIED

Moved by Mr. Ruhl, seconded by Mr. Abraham that resolution O-9 be adopted:

O-9. APPROVE WAIVER OF RENTAL FEES – HOLY SPIRIT SCHOOL

That the board approve waiver of rental fees to Holy Spirit School for use of Union Public School Gymnasiums by boys and girls basketball teams. A utility surcharge will be assessed for use of facilities as indicated on the 2006-2007 rental fee schedule.

DISCUSSION:

Mrs. Gaglione said that she thought when the rental fee waivers contained in resolutions O-7, O-8 and O-9 were being discussed at the worksession the matter of a utility surcharge was brought up. She said that in her opinion, regardless of who uses the district's facilities, although the district waives fees for using the facilities, she believed that they should pay some sort of utility surcharge in order to cover the electric, gas and heat. Mrs. Gaglione thought this was a pretty big break to give anyone to use the district's facilities but at least a utility surcharge would offset some of the expenses. Mr. Manochio stated that resolution O-9 does indicate that a surcharge would be assessed and the events referred to in resolutions O-7 and O-8 were only one night. Mr. Abraham said that he remembered it was discussed that since the board of education is part of the Municipal Drug Alliance and the fact that the board has waived fees for the Chamber of Commerce for many years it was agreed that the board would waive rental fees for those two groups as in the past. Dr. Jakubowski said that his notes indicated that both the Hillside Chamber of

OPERATIONS COMMITTEE  
DISCUSSION

Commerce and the joint Chamber of Commerce, which Union is a part of, and the Municipal Drug Alliance have had rental fees waived in the past and since the board is part of both organizations they would again receive a waiver of fees. He said that since Holy Spirit students use the district's gymnasium facilities on a regular basis for the entire school year, it was determined that the rental fee would be waived but they would be accessed a utility surcharge. Dr. Jakubowski thought that the board was in agreement with this. Mr. Perkins said he no recollection of having agreed to is or not agreed to it and one of the problems is that these issues are not reduced to writing promptly. He said that he had no difficulty, based on what Dr. Jakubowski has said, in voting for these resolutions but he did not have a recollection of it.

AYE: Mr. Abraham, Mrs. Axelrod, Mr. Manochio, Mrs. McNeil, Mr. Perkins, Mr. Ruhl, Mrs. Salazar and Mr. Helmstetter

NAY: None

ABSTAIN: Mrs. Gaglione

MOTION WAS CARRIED

RESOLUTION O-10 WAS NOT VOTED ON AT THIS MEETING AND WILL BE DISCUSSED AT THE OCTOBER WORKSESSION

O-10. APPROVE USE OF BURNET MIDDLE SCHOOL – PORTUGUESE LANGUAGE SCHOOL OF UNION

That the board approve the use of Burnet Middle School by Portuguese Language School of Union at the same rental rate charged for the 2005-2006 school year.

PERSONNEL COMMITTEE

Moved by Mr. Manochio seconded by Mr. Ruhl 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.

## PERSONNEL COMMITTEE

## P-2. APPROVE SUBSTITUTES

That the board approve substitutes and home instructors, substitute custodians, substitute cafeteria/playground aids, classroom assistants and secretaries, substitute bus drivers and bus assistants for the 2006-2007 school year in accordance with the information appended to these minutes.

## P-3. ACCEPT LETTERS OF RESIGNATION

That the Board accept letters of resignation from the following staff: (a) Thomas M. Driscoll, science teacher at Union High School, effective immediately; (b) Kathleen Jerome-Pierre, speech and language specialist, effective immediately; (c) Anthony Ziobro, social studies teacher at Union High School, effective immediately; (d) Rodolphe Jules, part-time bus driver, effective immediately; (e) Richard Ferdinandi, maintenance department, effective October 14, 2006 (retirement); (f) Michael Policastro, teacher of the handicapped at Union High School, effective immediately; (g) Robert W. Jeranek, principal at Washington Elementary School, effective January 1, 2007; (h) Samuel J. Fortunato, Jr., principal of Union High School, effective January 1, 2007; (i) Gale Fortunato, Supervisor of English, effective February 1, 2007; (j) Murray Bloom, industrial arts teacher at Burnet Middle School, effective immediately; (k) Jackie Kleinstein, media specialist at Union High School, effective December 1, 2006 (retirement); (l) Paul Ditri, Assistant Technology Manager effective September 15, 2006; (m) Ellen Rever, ESL teacher at Union High School, effective December 1, 2006.

## P-4. APPROVE MATERNITY AND EXTENDED FAMILY LEAVE – OLIVETO

That the board approve maternity and extended family leave to Kelly Ann Oliveto, LDTC, for the period September 1<sup>st</sup>, 2006 through February 28<sup>th</sup>, 2007.

## P-5. APPROVE SALARY CHANGES FOR 2006-2007 SCHOOL YEAR

That the board approve salary class changes for the 2006-2007 school year in accordance with the information appended to these minutes.

## P-6. APPROVE EXTENDED UNPAID FAMILY LEAVE – KOMAN

That the board approve extended unpaid family leave for Lori Lynn Koman, teacher at Hannah Caldwell Elementary School for the 2006-2007 school year.

## PERSONNEL COMMITTEE

## P-7. APPROVE PAYMENT FOR GRADE LEVEL ORIENTATIONS – HANNAH CALDWELL ELEMENTARY SCHOOL

That the board approve payment to the following staff from Hannah Caldwell Elementary School to conduct grade level orientations at a rate of \$100 per person as follows: (a) 3<sup>rd</sup> Grade on September 13, 2006 – K. Gechtman (addition); (b) 4<sup>th</sup> Grade on September 13, 2006 – L. Nigro (to replace Y. Gaines)

## P-8. APPROVE HOURLY RATES FOR 2006-2007 SCHOOL YEAR

That the board approve hourly rates for the 2006-2007 school year in accordance with the information appended to these minutes.

## P-9. APPROVE EXTENDED FAMILY LEAVE – KLOC

That the board approve unpaid extended family leave for Dana Kloc, teacher at Connecticut Farms School, for the period September 16, 2006 through November 30, 2006.

## P-10. APPROVE NON-PUBLIC SCHOOL NURSING SCHEDULE

That the board approve Non-Public School Nursing Schedule in accordance with the information appended to these minutes.

## P-11. APPROVE REAPPOINTMENT OF HEAD START PROGRAM SUPPORT STAFF

That the board approve reappointment of Head Start Program Support Staff effective September 1, 2006 through June 30, 2007 as follows: (a) Monica Topal McGovern, Head Start Social Service/ Parent Involvement Manager – \$33,600 per annum; (b) TBD, Head Start Health and Nutrition Manager - \$15,000 per annum; (c) Jamie Leavitt, Head Start Nutrition Consultant - \$1,800 per annum; (d) Dr. S. Virginia Gonsalves-Domond – Head Start Mental Health Consultant - \$9,000 per annum; (e) Gizele Mendez – Head Start Social Service/Health Aide - \$11,104 per annum. (NOTE: The local Head Start fiscal year is from August 1, 2006 through July 31, 2007. Salaries are paid through the Head Start grant, at no cost to the local district)

## P-12. APPROVE LIST OF STAFF MEMBERS WHOSE SALARIES ARE FUNDED IN FULL OR IN PART THROUGH NO CHILD LEFT BEHIND (NCLB) GRANT

That the board approve list of staff members whose salaries are funded in full or in part through the district's 2006-2007 No Child Left Behind (NCLB) grant in accordance with the information appended to these minutes.

PERSONNEL COMMITTEE  
DISCUSSION:

Dr. Jakubowski said that he met with Mr. Olivio, who is a special education teacher at Burnet Middle School who has been in charge of the district's TMR (Trainable Mentally Retarded) program for twenty plus years. He said that there was a student who was in the program last year and as part of the program he spent a portion of the day working at Burnet, assisting the custodians and doing a number of other things like cleaning the tables in the cafeteria, etc. Dr. Jakubowski said that Mr. Olivio has approached him and requested that the district offer this young man a part-time position. He said that he has also met with Mr. Magliacano and Mr. Salvatore and Dr. Jakubowski said that he would be recommending to the board, even though it will not be put on the agenda until next month, that this young man start on October 1<sup>st</sup> working from 10 a.m. to 2 p.m. Dr. Jakubowski said that everyone at Burnet was very excited about this. Mr. Helmstetter asked if there was a consensus of the board regarding this issue and the board concurred.

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

APPROVAL OF BILLS

Moved by Mr. Abraham, seconded by Mrs. Gaglione that the Board concur with the bills listed in the permanent bound register appended to these minutes and be ordered for payment.

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

UNFINISHED BUSINESS

Mr. Perkins asked for an update on two issues; the storage of public records and the paperless agenda which were discussed at the Planning Session in August. Dr. Jakubowski stated that Mr. Magliacano

## UNFINISHED BUSINESS

was looking into the cost of getting outside storage and he hoped that the board would be able to discuss this matter in October. He said that the one thing that the board has to be concerned about is whether or not the cost of storage becomes an administrative cost and because the administrative costs are pretty much capped where the district is at this particular point. Dr. Jakubowski said that he does know that where the documents are stored at this time are not suitable storage areas. He asked Mr. Damato if he had done anything with regard to the paperless agenda. Mr. Damato indicated that he had received from New Jersey School Boards Association a form of contract which he was reviewing at this time. He said that once this contract is approved by the board, the district can go ahead and implement this. Mr. Perkins said that there was discussion during the worksession and he has also had a discussion with Mrs. Gaglione as to what kind of cost savings the board was looking at if it implemented the paperless agenda. He wondered if the board could get a rough cut estimate of what the savings would be. Mr. Perkins said that the board should know before they approve a contract whether or not this service would be a savings. Mr. Damato said that before the contract is actually proposed to the board, he would outline the information in memo form. Mr. Manochio asked if there were finances associated with the contract with New Jersey School Boards. Mr. Damato asked if Mr. Manochio meant "did it cost money" and the answer is yes. Mrs. Gaglione said that the memo should show if the board will see a savings and what the expenditures would be to enter into the contract. She realized that the savings might not come immediately. Ms. Dunn said that the annual fee for the service was \$2700 but the district could get a 10% discount (a savings of \$270) if the contract is signed before the end of the year. She said that she would also be analyzing Mrs. Ditre's time; the use of the photocopy machine and the "reams" of paper that are used to produce an agenda. Mr. Perkins said that some other direct costs are time and effort required to deliver the packets, vehicle use charges and fuel. Ms. Dunn said that these would also be taken into consideration. Mrs. Axelrod requested that Mr. Damato do some research as to just how many of the records the district was still required to retain and whether the district could, in fact, dispose of some of the items and what would be the cost of disposal. Mr. Damato stated that the documents that can be disposed the are disposed periodically. He said that there are some records that are "permanent" records of the district which the district must maintain in perpetuity.

## UNFINISHED BUSINESS

Dr. Jakubowski stated that Union High School parents attended the worksession last week because they were concerned about the GPA (Grade Point Average) as well as class rank. He said that he had several meetings and he is in the process of doing an in-depth study and he stated that he would have a recommendation to the board at the October meeting as to how the district will move forward.

## NEW BUSINESS

None

## COMMENTS FROM THE PUBLIC

Mr. Donnarumma asked if there was a law that stated the district had to keep records for a certain amount of time. Mr. Helmstetter stated that certain records had to be kept for so long. Mr. Damato said that there was an entire body of law having to do with the retention and destruction of public records. Mr. Donnarumma asked how long must records be kept. Mr. Damato said that time period varies depending on what type of record it is. Mr. Manochio asked about attendance records. Dr. Jakubowski said that the district needs to keep for every student a permanent record card that includes attendance and other records which are "permanent". He said that there are also permanent record files on all employees and believe it or not there are times the district gets inquiries on someone who has not worked for the district for 35 or 40 years. Dr. Jakubowski said that these "permanent" records are stored in the basement of Burnet Middle School and there are some still at Hamilton School.

Mr. Supino said that he was a parent of two daughters in the school system; one at Central-Five and one at Battle Hill School. He thanked the board for the work which was done at Battle Hill School over the summer. Mr. Supino said that at the last Superintendent's Night several parents from Battle Hill School discussed problems with Dr. Jakubowski which they considered to be unsafe regarding the condition of the school such as the walkway on the side of the building, the condition of the auditorium and the low hanging branches. He said that these safety issues and concerns were addressed over the summer. Mr. Supino said that the walkway on the side of Battle Hill, although not quite finished, now allows students to walk with their parents and not have to walk in a "single file"; not have to trip through puddles and ice ponds that

## COMMENTS FROM THE PUBLIC

form when the snow melts. He also thanked the board for cutting the low and dead branches around the building. Mr. Supino stated that this has opened up the grounds so that people walking on the grounds have a better sight line and there are no obstructions from low hanging branches. He also thanked the board for the auditorium at Battle Hill School. Mr. Supino said that floor has been refinished and the auditorium is now extremely bright. He said that this makes a great first impression when anyone walks into the building. Mr. Supino thanked the board and Mr. Magliacano for a job well done and he also thanked Dr. Jakubowski for listening to the PTA's concerns. Mr. Abraham, as chair of the operations committee, also thanked Mr. Magliacano and his staff for the work that they did over the summer. He said that the work is still progressing and there have been a few "glitches" along the way, but they have worked very diligently. Mr. Abraham said that one of the issues on projects in the works was with the air conditioning at the high school and Mr. Magliacano informed him that the manufacturer did not exactly help the district out in the best way possible and due to the diligent work of the maintenance staff, they have been able to rectify any problems with the delivery and hopefully it should be up and running by tomorrow.

Ms. Loessel asked how many teachers on staff are alternate route. Dr. Jakubowski said that he could not guess at that number. He said that more and more teachers have gone alternate route in certain areas like science and industrial arts, etc. He felt that it was a small percentage and he would doubt if it is even two percent of the entire staff. Ms. Loessel asked who the director of Head Start was. Dr. Jakubowski said that the district does not have a director of Head Start, the district has a person who coordinates the program for the district and that is Ms. People. He said that Ms. People is also the district's specialist for language arts grades K-2. Ms. Loessel asked what the purpose of fixed asset tags was on the equipment in the schools. Ms. Dunn said that the district is required under GASB 34, which governs the district's audit, to inventory those items that have a value of \$2,000 or greater. She said that there are two asset inventories that are done for the district; one is an accounting asset inventory, which is utilized for the CAFR each year and the other is a physical insurance inventory, which is for insurance purposes, where district's will choose or opt to go under the \$2,000 threshold. Ms. Dunn said that the district also follows the ASBO International Depreciation Schedule. She said that you can walk into a classroom and assume, given

## COMMENTS FROM THE PUBLIC

an inventory, that there are thirty desks, thirty chairs, etc. but that is not necessarily true. Ms. Dunn said that there will only be inventory tags on those items that need to be inventoried that are over the \$2,000 threshold or those that the district chooses to be under. She said that the district just recently had an inventory done and the district did choose, during that inventory, to look at items that were \$500 or greater for insurance purposes for theft, etc. Ms. Dunn said that this particular company has been doing the district's inventory for a few years and during the inventory process, they either eliminate items or add items and those items that need a tag will be assigned one. She said that during the school year, the district is required to assign a tag to those particular items that are over \$2,000 and any other item that the district determines it would like to inventory for insurance purposes. Ms. Loessel asked when items are discarded, does the insurance company get a list of those items to remove them. Ms. Dunn said that the insurance company does not get a copy, the asset inventory company makes the adjustments at the end of the year. She stated that Ms. Lombardi and Mrs. Ditri accept items that need to be discarded and they are put on the agenda for board resolution. Ms. Dunn said that there is a form that the staff member completes to which the inventory tag is attached, if the item has an inventory tag, and the inventory company is sent that information. She said that once an item is approved by the board to be discarded, it is advertised for bid twice and if no bids are received, then the individual who has applied for the discard receives a notification from her office that the items were approved for discard and they may be disposed of.

Ms. Ciampi said that at the July worksession, she asked who was in charge of the ADA over the district. She said at that time she couldn't get a straight answer other than the principals of the schools, etc. Ms. Ciampi said that after she had posed that question, in the agenda prior it stated that Mr. Magliacano was the ADA coordinator. She wanted to know if that was correct. Dr. Jakubowski said that Mr. Magliacano is the ADA coordinator for facilities and Mr. Tatum is the ADA coordinator for personnel. Ms. Ciampi asked how the board proposed to assist anyone who is physically handicapped if they want to attend a public meeting at the administration building. Dr. Jakubowski said that the board was well aware of the fact that the administration building has a lot of needs. He said that as part of the referendum, the board is looking at the amount of money left as other projects finish up. Dr. Jakubowski said that as

## COMMENTS FROM THE PUBLIC

recently as last week there have been discussions about putting up a temporary ramp for individuals to enter the building. He said that the bathrooms at the administration building are not ADA compliant. Dr. Jakubowski said that the board is looking at other alternatives including the possible move of the central office to the back of Hannah Caldwell School but the board is waiting to see where the district is with its funding and what monies are received. He said that he had met this past week with the bond architect, Mr. DiCara from DiCara/Rubino, to talk to him about the projects that the district wants to do. Ms. Ciampi said that she did not want to inconvenience anyone on the board or at the administration building and she said she knew records were kept at the administration building and most of the time everything is at hand in the meeting anyway, and there was a time when worksessions were held at Union High School and she felt that the high school would be more compliant. Ms. Ciampi felt that the district was not assisting people with handicaps. She also stated that she had been coming to board of education meetings for 14 years and for 14 years she has heard the same story and there has not been a rental fee schedule. Ms. Dunn said that since she has been employed by the board, there has been a rental fee schedule. Ms. Ciampi said that there was not a specific schedule because even Dr. Jakubowski has said it is a "case by case". Ms. Dunn said that she could print out schedules since at least 1996 or 1997. Ms. Ciampi said that she would like to see them. Dr. Jakubowski said for clarification, the fees are absolute or what the schedule rate is, but as to whether or not the board of education chooses to waive somebody's rental fee, that is the case by case and that is under particular categories that are contained in the board's policy manual, etc. Ms. Ciampi said it seems that every time this issue comes up, everybody says "we should talk about that" and "there should be more specifics on it" and there is never an answer. Ms. Ciampi stated she noticed Mr. Cohan was still listed as a "teacher" on the salary guide but she wanted to know what his actual title was, since he has been doing more than that. Mr. Cohan said that his title was "teacher". Dr. Jakubowski said that with all of the roles that Mr. Cohan plays in the district, which includes professional development, researching grants, the mentoring program, all staff development and workshops that he is involved with, he is paid as a teacher with no additional stipend for anything and his role in the district is still "teacher" with some additional duties assigned by the Superintendent, which he can assign to anyone in the district. Ms. Ciampi asked if Mr. Cohan was still teaching two periods

## COMMENTS FROM THE PUBLIC

as he has had in the past. Dr. Jakubowski said that Mr. Cohan is only teaching one period this year. Ms. Ciampi said that when the board is going to follow policy, it would be nice to follow the policy for everyone and not for particular people that get up and down and keep asking questions and carrying on conversations and other people are limited to time. Mr. Helmstetter said that the board was going to try to adhere to the five minute policy.

Mr. Cohan said that while he is a resident of Union, he was at the meeting tonight to thank the board for the approval of the mentor program tonight and for the attention that it was given. He thanked Dr. Jakubowski and Mrs. Lombardi for the thorough explanation that they gave. Mr. Cohan said that in his role as coordinator of the program and in response to some of the comments that board members made during the discussion tonight, the focus of the mentor training that the district provides at the beginning of the experience for any teacher that steps forward and indicates that they would like to be included on the trained mentor list, is very much focused on the guidance and support and the learning that takes place during that whole experience between a mentor and a provisional teacher. He said that the fact is stressed that the assistance that the mentor gives is going to be identified by the relationship that is established by the circumstances that come to pass. Mr. Cohan said that the biggest focus that the program has is on the communication process and the listening skills that a mentor needs to develop in order to be able to provide the kind of support that the novice teachers are going to have during their first years in the profession. He said that when he holds meetings of both the novice teachers and the mentors during the course of that mentor/novice relationship in the year or in the case of alternate route teachers it is a two year mentoring experience, the program stresses a collaborative relationship and the academic focus of the interaction is an analysis of the art and science of teaching. Mr. Cohan said that the New Jersey Standards for Teachers is used which describe what teachers are supposed to know and be able to do in the practice of the profession and that becomes the real focus of what it is done when the group engages in those conversations. He thanked the board for the opportunity to be able to coordinate the mentoring program because he thought it was an integral part of the entire staff development program and it helps the district to grow a core of teachers that really know what the district's goals and objectives are for

## COMMENTS FROM THE PUBLIC

the district and for the students. Mr. Cohan said that even though he has been given many responsibilities by Dr. Jakubowski, the foremost and most important title that he has ever had is as a teacher.

Dr. Jakubowski said that for the past several years, the district has been doing programs over the summer with the administrators and Mr. Cohan, in coordination with Mrs. Lombardi, have been integral with the district doing that. He said that this past summer there was a day of workshops for the administrators that discussed techniques and if all of the staff are going to buy into professional development, then the administrators need to buy into the importance of professional development and Mrs. Lombardi and Mr. Cohan have been so influential in even convincing him of the importance of having those kinds of meetings over the summer. Dr. Jakubowski thought that the administrators enjoyed the day. Mr. Perkins said that one of the most rewarding parts of being a member of the board is something that most people don't see and that is the opportunity to have access to people like Mrs. Lombardi; Mr. Cohan and Mr. Tatum and be able to talk about educational issues, something that the board probably doesn't do enough of. He said that he can attest to the passion of all three of those individuals and can say, to the community as a whole that based on his personal experience with each one, that the school district is in good hands with people who really care about what they are doing.

## MOTION FOR EXECUTIVE SESSION

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

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

THE BOARD RETURNED TO PUBLIC SESSION AT 8:45 P.M.

MOTION TO ADJOURN

There being no further business before the board it was moved by Mr. Manochio, seconded by Mr. Perkins that the meeting be adjourned.

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

Respectfully submitted

JAMES J. DAMATO  
BOARD SECRETARY