

TO ALL BOARD OF EDUCATION MEMBERS

A planning session/regular meeting of the Board of Education of the Township of Union will be held on Tuesday, August 19, 2008 at 9:00 a.m. at the James Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey.

A planning session/regular meeting of the Board of Education of the Township was held at the James Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey on Tuesday, August 19, 2008 at 9:00 a.m. pursuant to notice sent to each board member.

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

ABSENT AT ROLL CALL: Mr. Francis Perkins

Mrs. McNeil led the board and audience members in the Pledge of Allegiance.

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

COMMUNICATIONS

LETTER OF RESIGNATION – PEREZ-DIAMANTIS

Penny Perez Diamantis, Speech Language Specialist at Battle Hill School, submitted a letter of resignation, effective September 1, 2008.

LETTER OF RESIGNATION – COPPOLA

Adriana Coppola, English Teacher at Union High School, submitted a letter of resignation, effective immediately.

CORRESPONDENCE REGARDING 50TH HIGH SCHOOL REUNION

Nancy Henry Longley, submitted a letter dated July 10, 2008 from Nancy Henry Longley, Class of 1958 Chairperson regarding recent 50th high school reunion.

LETTER OF RESIGNATION – WILMORE

Bernice Wilmore, part time bus driver, submitted a letter of resignation, effective December 1, 2008.

LETTER OF RESIGNATION - SULLY

Patricia Sully, classroom assistant at Burnet Middle School, submitted a letter of resignation, effective August 1, 2008.

REQUEST FOR WAIVER OF FEES – HOLY SPIRIT SCHOOL

Lori Volturo, Sports Coordinator at Holy Spirit School, submitted a letter dated July 17, 2008, requesting waiver of fees in association with use of district gyms by Holy Spirit students.

LETTER OF RESIGNATION (RETIREMENT) – NOVOBILSKI

Elaine Novobilski, teacher assistant at Hannah Caldwell, submitted a letter of resignation for the purpose of retirement, effective September 1, 2008.

LETTER OF RESIGNATION – SMITH

Lori Smith, Speech/Language Therapist at Battle Hill School, submitted a letter of resignation, effective September 1, 2008.

COMMENTS FROM THE PUBLIC ON RESOLUTIONS ON THE AGENDA

None

APPROVAL OF MINUTES

Moved by Mr. Ruhl, seconded by Mr. Manochio that the minutes of the Regular Meeting of July 15, 2008 be approved:

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

NAY: None

ABSTAIN: Mr. Abraham

MOTION WAS CARRIED

EDUCATION/STUDENT DISCIPLINE COMMITTEE:

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

E-1. APPROVE 2008 SUMMER EDUCATIONAL PROGRAM TUITION AGREEMENT – UNION COUNTY EDUCATIONAL SERVICES COMMISSION

That the board approve 2008 Summer Educational Program tuition agreement with Union County Educational Services Commission in accordance with the information appended to these minutes.

E-2. APPROVE 2008-2009 TUITION AGREEMENT – UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS

That the board approve 2008-2009 Tuition Agreement Contract with Union County Vocational-Technical Schools in accordance with the information appended to these minutes.

E-3. APPROVE MEMBERSHIP – NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION (NJSIAA)

The committee recommends and I so move that the board approve membership in New Jersey State Interscholastic Athletic Association (NJSIAA) for the 2008-2009 school in accordance with the information in the hands of each board member.

E-4. APPROVE AGREEMENT FOR PURCHASE OF HEAD START SERVICES – 2008-2009

That the board approve Agreement for Purchase of Head Start Services for the period August 1, 2008 through July 31, 2009 in accordance with the information appended to these minutes.

E-5. APPROVE STUDENTS ACCEPTED FOR ADMISSION TO FULL-TIME PROGRAMS – UNION COUNTY VOCATIONAL TECHNICAL SCHOOLS

That the board approve students who have been accepted for admission to full-time programs at Union County Vocational-Technical School District for the 2008-2009 school year in accordance with the information in accordance with the information appended to these minutes.

E-6. APPROVE MAXIMUM PARTICIPATION IN SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM

That pursuant to N.J.A.C. 6A:23A-5.3, the board approve the Township of Union School District's maximum participation in the Special Education Medicaid Initiative (SEMI) program (Provider # 7145101) and that the board approve the following: (1) LEA Assurances and Application for Certification; (2) Data Sharing Agreement with Public Consulting Group (PCG) a consulting firm performing Medicaid reimbursement services for the NJ Department of the Treasury; (3) Special Education Medicaid Initiative (SEMI) Compliance Agreement for various claiming components identified and outlined to PCG for Medicaid claims submission to the State of New Jersey; and (4) Special Education Medicaid Initiative (SEMI) Action Plan, which must be submitted to the Executive County Superintendent of Schools no later than September 1, 2008 in accordance with the information appended to these minutes.

**EDUCATION/STUDENT DISCIPLINE COMMITTEE:
DISCUSSION:**

Mrs. McNeil asked that resolution E-4 be explained. Mr. Damato said that the payment of the amount per child is the same as the previous school year which means that the district would be receiving the same amount. He said that nothing changed from the previous contracts and all arrangements are the same. Mr. Damato said that over the past few months, he has had discussions with CDI and the people from Head Start and Head Start will be funding various playground improvements with the district; one in particular, will be at Connecticut Farms School a new playground will be built for the preschool students. Mrs. Gaglione asked if the playground improvements were a part of the Head Start agreement. Mr. Damato said the playgrounds were not included in the agreement for services; Head Start would be giving the district an additional \$70,000 for these projects.

Mr. Abraham asked for an explanation on resolution E-6 and what the Medicaid initiative was. Ms. Dunn said that the new accountability regulations mandate that every school district adopt a maximized Special Education Medicaid Initiative (SEMI). She said that the federal government will reimburse the district for services rendered to special education pupils at particular rates. Mrs. Gaglione asked if this is for things utilized in the classroom. Ms. Dunn said that this will cover special education services which will be based upon one IEP meeting per year and will cover services such as occupational therapy, physical therapy, speech, etc. She said that the services given to particular students will be tracked and that information will be uploaded to the State and then a reimbursement will be forwarded to the district. Ms. Dunn said that the district must make sure that all the service providers have appropriate licenses and there must be appropriate parental consent forms signed and all IEP's must be current. She said that once the information is sent to the State Department of Education they will send the district a list of students who are Medicaid eligible. Ms. Dunn said that the district will then get parental consent forms for all eligible students. She said that the district has one year from the initial service to receive a reimbursement. Ms. Dunn said that it is a very involved process but once the resolution is adopted today, the district will be good to go with the program. Mr. Manochio asked if this program was for special education students only. Ms. Dunn said it was only for special education students who are eligible for Medicaid. She said that she anticipated the district had approximately 312 students that would be eligible for this reimbursement.

EDUCATION/STUDENT DISCIPLINE COMMITTEE

Dr. Jakubowski gave information regarding athletic teams for the past school year. He said that all of the district’s teams compiled a winning percentage of 53%. Dr. Jakubowski said that this was a tribute to the coaches and athletes that the district continues to be competitive. He said that he felt athletics were a part of the education of a person.

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

FISCAL AND PLANNING COMMITTEE:

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

- F-1. ACCEPT TREASURER’S REPORT
That the Treasurer’s Report dated July 31, 2008 be accepted.
- F-2. ACCEPT SECRETARY’S REPORT
That the Secretary’s Report dated July 31, 2008 be accepted.
- F-3. CERTIFY TREASURER’S AND SECRETARY’S REPORTS
Pursuant to N.J.A.C. 6A:23-2.11(a), I certify that as of July 31, 2008 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

Dated

Pursuant to N.J.A.C. 6A:23-2.2(h), we certify that as of July 31, 2008 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. 6A:23-2.2(d)3 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.

FISCAL AND PLANNING COMMITTEE

F-4. APPROVE LINE ITEM TRANSFERS

The committee recommends and I so move that the Board approve line item transfers in accordance with the information appended to these minutes.

F-5. APPROVE ATTACHED LIST OF 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 the attached list of 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-6. CONCUR WITH INVESTMENTS

That the Board concur with the investments as follows:

Mature Date	Purchase Date	Number Of Days	Amount	Invest. Held by	Home A/C Account	Interest	Estimated Income
08/19/08	07/15/08	35	1,100,000	Investors	UCNB Café	3.20%	3,422.22
08/19/08	07/15/08	35	800,000	Investors	UCNB CAP RES	3.20%	2,488.89
08/19/08	07/15/08	35	2,500,000	Investors	UCNB JAN 03 BOND	3.20%	7,777.78
08/19/08	07/15/08	35	14,000,000	Investors	UCNB OP AC	3.20%	43,555.56
08/19/08	07/15/08	35	1,000,000	Investors	Unity BankSUI	3.20%	3,111.11
08/19/08	07/15/08	35	17,700,000	Investors	EBS CAST	3.20%	55,066.67

F-7. APPROVE DISTRICTWIDE TRAVEL AND RELATED EXPENSES PURSUANT TO THE REQUIREMENTS OF *N.J.S.A. 18A:11-12*, *N.J.A.C. 6A:23B* and Board Policy File Codes 4133, 4440 and 9250

The committee recommends and I so move that the Board approve districtwide travel and related expenses pursuant to the requirements of *N.J.S.A. 18A:11-12*, *N.J.A.C. 6A:23B* and Board Policy File Codes 4133, 4440 and 9250 and in accordance with the information appended to these minutes.

F-8. PREAPPROVE DISTRICTWIDE STUDENT FIELD TRIP DESTINATIONS AND PURPOSES PURSUANT TO *N.J.A.C. 6A:23A-5.8*

That the Board pre-approve district-wide student field trip destinations and purposes pursuant to *N.J.A.C. 6A:23A-5.8* in accordance with the information appended to these minutes.

F-9. ACCEPT NONPUBLIC NURSING AID FOR 2008-2009 SCHOOL YEAR

That the Board accept Nonpublic Nursing Aid for the 2008-2009 school year in the total amount of \$42,074, in accordance with the information appended to these minutes.

FISCAL AND PLANNING COMMITTEE

F-10. ACCEPT NONPUBLIC TEXTBOOK AID FOR 2008-2009 SCHOOL YEAR

That the Board accept Nonpublic Textbook Aid for the 2008-2009 school year in the total amount of \$31,168, in accordance with the information appended to these minutes.

F-11. ACCEPT NONPUBLIC TECHNOLOGY AID FOR 2008-2009 SCHOOL YEAR

The committee recommends and I so move that the Board accept Nonpublic Technology Aid for the 2008-2009 school year in the total amount of \$21,800, in accordance with the information appended to these minutes.

F-12. AMEND RESOLUTION – FRESH FRUIT AND VEGETABLE PROGRAM

That the Board amend resolution F-10 adopted by the board at its regular meeting on July 15, 2008 as follows: “. . . that the Board accept grant from the New Jersey Department of Agriculture in the amount of \$8,137.91 for FY08 and \$7,740.97 for FY09 for a Fresh Fruit and Vegetable Program at Livingston Elementary School. . .” in accordance with the information appended to these minutes.

DISCUSSION:

None

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

MR. PERKINS ENTERED THE MEETING AT 9:15 A.M.

OPERATIONS COMMITTEE

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

O-1. REPORT RECEIPT OF BIDS

Report receipt of bids received on June 17, 2008 for Vocational Education Supplies for the 2008-2009 school year; bids received on June 26, 2008 for Disposal and Recycling Services; bids received on July 17, 2008 for Family and Consumer Science Supplies for the 2008-2009 school year and bids received on July 31, 2008 for Technical Occupations Supplies for the 2008-2009 school year.

OPERATIONS COMMITTEE

O-2. AWARD DISPOSAL AND RECYCLING SERVICES BID – REGIONAL INDUSTRIES

That the board award bid for Disposal and Recycling Services to Regional Industries, 800 East Grand Street, Elizabeth, New Jersey for the total bid amount of \$95,792.

O-3. ACCEPT WITHDRAWAL OF BID FOR HVAC SUPPLIES–NUTLEY HEATING & COOLING CO., INC.

That the board accept withdrawal of bid for copper fittings and tubing which was included in the bid for HVAC Supplies for the 2008-2009 school year from Nutley Heating & Cooling Supply Co., Inc. in accordance with the information appended to these minutes.

O-4. APPROVE PROPOSAL FOR RENEWAL OF CONTRACT – ARAMARK

The committee recommends and I so move that the board approve proposal for the renewal of the board's contract with ARAMARK for the 2008-2009 school year based on the following. The Board of Education finds that ARAMARK services are being performed in an effective and efficient manner. The price increase does not exceed the Index Rate and the other terms and conditions of the Contract shall remain substantially the same. This information is in accordance with the information in the hands of each board member: (1) One hundred seventy-nine (179) service days for all schools and staff; (2) No decrease in average enrollment for the 2008-2009 school year;(3) Current rates for State and Federal cash reimbursements;(4) Continued availability of government food commodities at the same quantity, quality and variety as for 2008-2009;(5)Approval of recommended price changes, revised price for the 2008-2009 school year is attached. A zero increase in paid Type "A" lunches at all schools;(6)Increases in food costs average 4% due to current market trends, increase in dairy products and decreased availability of government commodities rebate and processing programs;(7)Increase of 4% (average) in payroll cost to keep in step with the competitive labor market and the local prevailing wage scales in the food service industry;(8) To adjust the allowance for ARAMARK's general administrative costs to \$.052 per meal served, and a management fee of \$.041 per meal served; (9)To recommend to the Board of Education of the Township of Union School District to reappoint ARAMARK for the food service management for the 2008-2009 school year as permitted by law; (10) An unlimited guaranteed return of \$50,000 as per section 16F.

OPERATIONS COMMITTEE

O-5. ACCEPT PROPOSAL (No. P2007024) FOR ARCHITECTURAL SERVICES IN CONNECTION WITH ADDITIONS/ALTERATIONS TO CENTRAL-FIVE/JEFFERSON SCHOOL – POTTER ARCHITECTS

That the Board accept proposal (Proposal No. P2007024) for architectural services in connection with Additions/Alterations to Central-5/Jefferson School from Potter Architects, 410 Colonial Avenue, Union, New Jersey in the amount of \$1,473,400 in accordance with the information appended to these minutes.

O-6. APPROVE DISPOSAL OF EQUIPMENT

That the board approve disposal of the following equipment which has been deemed no longer serviceable: (a) Snap-on Counselor II Scope Exhaust Analyzer, Model MT 3000; (b) Snap-on Wheel Balancer Model #WB400; (c) Lincoln Walker Hand Crank Floor Operated Transmission Jack – one (1) ton capacity; and (d) Hein-Werner Hydraulic Wheel Dolly Model #80 – 1500 lb. capacity. (All items are from Operations and Maintenance Department at the Administration Building.) If equipment is not sold, it will be disposed of as scrap.

O-7. AWARD BIDS FOR 2008-2009 SCHOOL YEAR SUPPLIES

That the board award the following supply bids for the 2008-2009 school year:

Family and Consumer Science Supplies

A&M Industrial Supplies	\$ 25.20
S.A.N.E.	5668.21
Sax	<u>856.02</u>
TOTAL BID	\$ 6649.43

Technical Occupations Supplies

A&M Industrial Supplies	\$ 3989.76
Blick Art Materials	2902.82
Broadhead-Garrett	1669.14
Electronics Express	3494.50
Kelvin Electronics	1440.70
Midwest Products	8240.15
Paxton-Patterson	1391.51
Pitsco	<u>1745.39</u>
TOTAL BID	\$24873.97

Vocational Education Supplies

Aves Audio Visual	\$ 505.00
A&M Industrial Supplies	226.00
Markertek Video Supplies	<u>5976.17</u>
TOTAL BID	\$ 6707.14

OPERATIONS COMMITTEE

O-8. ACCEPT PROPOSAL (No. P2008080) FOR ARCHITECTURAL SERVICES IN CONNECTION WITH CENTRAL-FIVE/JEFFERSON SCHOOL FLAGPOLE AND ADMINISTRATION BUILDING DRIVE PAVING – POTTER ARCHITECTS

That the board accept proposal for architectural services (Proposal No. P2008080) in connection with Central-5/Jefferson School Flagpole and Administration Building Drive Paving from Potter Architects, 410 Colonial Avenue, Union, New Jersey 07083 in the amount of \$5,800 in accordance with the information appended to these minutes.

O-9. GRANT WAIVER OF FEES – HOLY SPIRIT SCHOOL

That the board grant waiver of fees for use of district gyms to Holy Spirit School by its students.

DISCUSSION:

Mrs. McNeil asked if a utility charge would be assessed to Holy Spirit School for the use of district gymnasiums. Mr. Magliacano said that there would be a charge assessed.

Mr. Manochio said that resolution O-5 indicates that Potter Architects will be developing a proposal for the renovation of Central-Five. He asked if this resolution is approved, what would be the next step. Mr. Damato said that the resolution indicates the entire project costs for Potter Architects but at this time a purchase order will be cut for the "Phase 1" portion of the project which covers the development of plans and specifications to the point where they can be submitted to the State Department of Education for approval. He said that representatives from Potter Architects would be present at the meeting a little later and they would be giving the board information about funding and actual construction costs. Mrs. Gaglione asked if the resolution covered Potter Architect's entire cost for the project. Mr. Damato said that this was the entire fee from start to finish. He said in defense of Potter Architects when the district gets hit with change orders, other architects have charged the district ten percent (10%) of the change order amount but Potter Architects has never done that even though it would be within the terms of the contract. Mr. Ruhl said that the board had been questioned several months ago as to why the district always uses Potter Architects for its projects and he thought this was a good reason to stick with Potter Architects. Dr. Jakubowski stated that the district did use another architectural firm for the Bond Referendum projects a few years ago and Ms. Dunn can tell the board about some of the additional costs that were charged by that firm. He said that the architect that did the work on the bond referendum projects did a good job; however, they did not do any more for the district than Potter Architects would have done. Mrs. McNeil asked if the construction at Central-Five could be submitted under the new funding bill. Mr.

OPERATIONS COMMITTEE

Damato stated that the district could seek funding under the new funding bill. Dr. Jakubowski suggested that this be a question to ask Mr. Potter when he does his presentation later today. He said that Mr. Potter knows what is going on down in Trenton.

Mrs. Salazar asked where the money goes if the items listed in O-6 are sold. Mr. Vieira said that the money is deposited as miscellaneous revenue.

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

PERSONNEL COMMITTEE

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

P-1. APPROVE PERSONNEL ACTIONS

That the Board approve personnel actions in accordance with the information appended to these minutes.

P-2. AMEND SUBSTITUTE LISTS

That the Board amend substitute lists 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) Penny Perez Diamantis, Speech Language Specialist at Battle Hill School, effective September 1, 2008; (b) Adriana Coppola, English Teacher at Union High School, effective immediately; (c) Bernice Wilmore, part-time bus driver, effective December 1, 2008;(d) Patricia Sully, classroom assistant at Burnet Middle School, effective August 1, 2008; (e) Elaine Novobilski, classroom assistant at Hannah Caldwell School, effective immediately;(f) Lori Smith, speech/language therapist at Battle Hill School, effective September 1, 2008.

PERSONNEL COMMITTEE

P-4. APPROVE SUBMISSION OF WAIVER APPLICATION TO NJ DEPARTMENT OF EDUCATION

That the board approve submission of Waiver Application to the NJ Department of Education to permit substitutes credentialing before notification of criminal history review is received in accordance with the information appended to these minutes.

P-5. APPROVE PAYMENT FOR SUMMER 2008 PHOTOCOPYING SERVICES – BEUTE

That the board approve payment to Jennifer Beute for Summer 2008 photocopying services at a rate of \$14.97 per hour, not to exceed 80 hours or \$1,197.60.

P-6. APPROVE PAYMENT FOR SUMMER 2008 MAINTENANCE OF COMPUTERS AT UNION HIGH SCHOOL

That the board approve payment to David Jones and Leonard Gallo for Summer 2008 maintenance of computers at Union High School at a rate of \$20.00 per hour not to exceed 80 hours or \$1,600 per person

P-7. APPROVE SALARY CLASS CHANGES FOR EMPLOYEES EFFECTIVE SEPTEMBER 1, 2008

That the board approve salary class changes for employees effective September 1, 2008 in accordance with the information appended to these minutes. The salaries reflected are in accordance with 2007-2008 salary guide and are subject to change pending settlement of collective bargaining agreement.

DISCUSSION:

Mr. Manochio asked if the German teacher that was hired needed a certification for language or German. Dr. Jakubowski said that the individual had a certification in German.

Mr. Manochio asked Dr. Jakubowski to explain resolution P-4. Dr. Jakubowski said that this will allow substitutes to begin work prior to the district receiving clearance on fingerprinting. He said that the State is taking so long in getting results to the district. Dr. Jakubowski said that if an individual starts working and the fingerprinting comes back to show that there is a problem, then the individual must be let go. Mr. Manochio asked if a teacher is hired and

PERSONNEL COMMITTEE
DISCUSSION:

before the results are received something happens involving a student as a result of the individual’s history, who would be to blame, the State or the district? Dr. Jakubowski thought that the district was responsible because the individual is working in the district. Mrs. Gaglione asked how long it usually took for the fingerprinting results to be received. Dr. Jakubowski said that it varied between one and three months depending on how busy the State is.

Dr. Jakubowski said that he still has several personnel positions mostly for child study teams to fill before the beginning of school. He said that there were still a few staff transfers that he would be doing. Dr. Jakubowski said that there would be a new elective started at Burnet Middle School in an effort to get eighth students who are on the “cusp” of passing NJASK to see if the scores will improve.

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

APPROVAL OF BILLS

Moved by Mr. Helmstetter, seconded by Mrs. Salazar 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, Mr. Figueiredo, Mr. Helmstetter, Mr. Manochio, Mrs. McNeil, Mr. Perkins, Mr. Ruhl, Mrs. Salazar and Mrs. Gaglione	
NAY:	None	
ABSTAIN:	None	MOTION WAS CARRIED

PLANNING SESSION DISCUSSION ITEMS

EDUCATION

Special Education Monitoring – Dr. Jakubowski said that the district would be going through special education monitoring this fall. He said that he met with Mrs. Conte and Mrs. Wozniak today to go over staffing. Dr. Jakubowski said that parts of the monitoring have been completed. He said that the board would be passing a resolution at the September meeting to approve the district's self-evaluation which must be submitted by the end of September.

Test Scores – Dr. Jakubowski said that the third and fourth grade scores as well as the high school scores have been received. He said that normally the board passes a resolution accepting scores but the scores for grades 5, 6, 7 and 8 have not yet been received and they are not expected to be received until mid September. Dr. Jakubowski said that the high school scores are very similar to where they were last year with a little drop in the Language Arts scores. He thought that this was due to an increase in enrollment of students who have English as a second language. Dr. Jakubowski said that he has already told the supervisors that because of the way that special education is set up, instead of special education supervisors observing at the high school, at least one of the observations of each of the special education teachers will be done by the academic supervisor. He said that at the elementary level the scores very good and the third grade scores at Franklin School have improved because the board allowed him to put a fourth AAP teacher in the building; the SuccessMaker program was really starting to work and the teachers at Franklin have really bought into the SuccessMaker program. Mr. Abraham said that Dr. Jakubowski had stated several months ago that he was going to push all principals to use the SuccessMaker program prior to the testing. He wanted to know if the SuccessMaker program made a difference in the scores. Dr. Jakubowski said that it wasn't that the schools were not using the program, it was that the regular classroom teachers were not analyzing the results. He said that he told the principals that this needed to be done. Dr. Jakubowski said that he believed that the program did have an impact and because of that, he has increased the number of computers in the non-Title I schools to make sure that in the third and fourth grade, students are utilizing the SuccessMaker program more in the regular classrooms. Dr. Jakubowski said that he has been assigning more students from the Vauxhall area to Livingston and Battle Hill due to the fact that there are additional sections of a class level and there is more room at those schools. He said that this may affect test scores in a negative way. Dr.

Test Scores

Jakubowski said that the range in the high and low score in both language arts and math for the third grade was not more than twelve points. He felt that the district was doing something right and the programs that have been put in place are working. Mr. Manochio thought that the new director for the high school should be zeroing in on language arts at the high school level to improve the scores. Dr. Jakubowski said that he believed that the language arts scores decrease slightly because of the number of English as a second language students who are coming into the high school. Mr. Manochio said that he had seen a new acronym – ELL students – he wanted to know what that meant. Mr. Figuerido said that ELL was English Language Learners. Dr. Jakubowski said that the names of the programs are always changing. Mr. Figuerido asked if the language arts score was the combined score with the ELL students because they are usually differentiated. Dr. Jakubowski said that the score that is reported and is published in the newspaper is for all students combined. He said that if only the general education population scores were taken, they are still very good. Dr. Jakubowski said that the number of limited English students is increasing and this is causing a decrease in the language arts scores. He said at the high school 654 graduated twelfth grade and 554 students will be entering grade nine which will cause a little drop in enrollment at the high school. Dr. Jakubowski said that he could have eliminated two English teachers but only one was eliminated and classes in most cases will still be 19 or 20. Mr. Figuerido asked what the ESL program entailed at the high school level. Dr. Jakubowski said that the district did not have that many students in the ESL program. He said that the language spoken at home in most cases was limited English; it was not so much the students who did not speak English. Dr. Jakubowski said that there were approximately seven ESL teachers districtwide; two of which are at the high school. He said that usually the students are good with the language but the problem comes when teachers try to communicate with parents and get them involved. Dr. Jakubowski said that he has discussed possibly setting up some evening programs for parents. He said that the school can only do so much. Dr. Jakubowski said that when the district's four groups are monitored, the lowest scoring group, compared to the State, is the Caucasian population because the reality is Union is a blue-collar, middle class, white town and it is competing against a higher socio-economic level. He said that the black population is 15 or 20 points above the State average which leads him to believe that the African-Americans who have moved into Union are coming in with a higher socio-economic level than inner city and there is more going on at home. Dr. Jakubowski said that the Hispanic population also scores well above the State average and the Asian/Filipino population is about at the State average because socio-economics does play a role. Mr. Perkins said the plus is that those groups make a contribution to the overall scores of the district. Mr. Figuerido said that

Test Scores

towns like Westfield and Cranford are not the same as they were years ago because of the ethnic diversity of the population. Dr. Jakubowski said that Mr. Salvatore was going to be sending home letters to students who would be in the new elective class and if any parents objected, they could appeal it through him. He said that he knew he would make some calls but the bottom line is that he wanted parents to understand that passing the test is very important for their child and the student will have plenty of time to take elective courses. Dr. Jakubowski said that none of these students will be barred from doing band or chorus because that is also important. He said that the middle school scores are the weakest area and something needs to be done. Mr. Figueiredo asked if the seventh graders will still take GEPA math and language arts. Dr. Jakubowski said that these cycles will still be offered in sixth and seventh grade. He said that if the pilot program at Burnet works this year, it will become a permanent elective at the middle school level. Mr. Figueiredo asked if the new Grade 6-12 Curriculum Director decide what will be utilized in this classroom. Dr. Jakubowski said that the Ms. Lishak, Mrs. Ford, Mr. Ghiretti, Mr. Salvatore, Mr. Bell and Mrs. Moutis will discuss what strategies will be utilized in the class. He said that he believed that some individualized instruction will also be incorporated into the curriculum. Mr. Figueiredo said he was curious to see the results of this program because this was the year that the State changed from GEPA to NJASK8 and he thought that the new test was slightly more challenging. Dr. Jakubowski said that it was also the year that the percentage score to pass was also raised. He said that this is why he was so pleased with the third grade scores because all schools in all areas were above the cut-off. Dr. Jakubowski said that there were some fourth grade scores that did not make it.

General Education Update – Dr. Jakubowski said that he had a good meeting with the district administrators during the first week of August. He said that there were some positive remarks and some individuals were disappointed because they were not given positions they hoped to get. Dr. Jakubowski said that Mrs. Hart has started her twelve-month position and things are working out fine with her. He said that between Mrs. Hart and Mrs. Ging, New Jersey Smart has been completed. Dr. Jakubowski said that his only concern was that the kindergarten enrollment numbers at Livingston are very low; presently there are three kindergarten teachers at that building and only 40 registered students. He said that one additional kindergarten position is still open at Hannah Caldwell and he may have to transfer a kindergarten teacher from Livingston to Hannah Caldwell if the enrollment does not increase at Livingston. Mr. Manochio asked if

General Education Update

the population was going to increase that drastically in two weeks. Dr. Jakubowski said that right now at Livingston School there are two kindergartens with 20 students in each but if within the next two weeks if ten new students are registered for kindergarten at Livingston the class sizes would go to 25 each. He said that he would wait until next Monday to check the enrollment figures and make a decision.

QAAR – Dr. Jakubowski said that Mrs. Lombardi was in yesterday and will be in tomorrow reviewing the checklist for the QAAR. He said that he has not yet received a call from the County Superintendent to come in for a meeting. Dr. Jakubowski said that tomorrow Mrs. Lombardi will be meeting with Mrs. Moutis and Ms. Lishak to go over with them what their responsibilities would be as Curriculum Directors. He said that Mr. Tatum would now be approving all professional days. Dr. Jakubowski said that the Curriculum Directors will be doing the evaluations of certain individuals. He said that he was asked if the Curriculum Directors would be attending board meetings and he said they would not be coming to meeting. Dr. Jakubowski said that if there are questions for the Directors, he would make note of them, get the information and bring the information back to the board. He said that he did not want the audience to start asking questions of individuals who are attending a meeting that either the board or he would get blindsided with. Dr. Jakubowski said that Mr. Tatum would continue to meet with the Education Committee on a monthly basis to review the agenda items. He said that his weekly Hot Lines would be e-mailed to the board. Dr. Jakubowski said that he has added Mrs. Hart, Ms. Lishak and Mrs. Moutis have been added to the administrators list and will receive all e-mails that are sent to the board. He said that he was planning to have Ms. Lishak and Mrs. Moutis attend the Education Committee meeting before the worksession in September to speak about their plans for the upcoming year. Dr. Jakubowski said it would give the board an opportunity to meet Ms. Lishak. He said that he thought that having two Directors one for preschool through 5th grade and one for 6th through 12th grade would have some advantages but only time will tell. Dr. Jakubowski said that he wanted to have the Directors stay away from Central Office administrative issues and to focus on curriculum and that is why Mr. Tatum will still be in charge of the Education Committee. He said that Mrs. Moutis has already sent him a list of AAP teachers and both Mrs. Moutis and Ms. Lishak will be on the statewide curriculum council to represent the district.

Dr. Jakubowski said that there is a tentative agreement with the UTEA and he knew that the Association would like to meet prior to the districtwide teachers' meeting. He did not believe there would be a vote taken in time for the first payroll on September 15th. Dr. Jakubowski said that he has not had an

opportunity to speak to Mr. Clarke with regard to this matter. Mr. Figueiredo said that he noticed that there were many transfers with the special education department and he wanted to know if something happened to cause the transfers. Dr. Jakubowski explained the reasons why the transfers took place. He said that there were going to be several more transfers of staff that will be put on the September agenda for approval.

OPERATIONS

Central-Five/Jefferson School

Presentation by Potter Architects – Richard Potter and Thomas Potter were in attendance at the meeting to make a presentation regarding renovations to Central-Five/Jefferson School. Richard Potter gave the board a rundown of what has already taken place with regard to the plans for additions/renovations at Central-Five/Jefferson School. He said that as everyone was aware, Central-Five was in need of repair. Mr. Potter said that he had prepared a schematic thought pattern on how the board could progress with the upgrading of Central-Five. He said that from an architects standpoint, what he has done with the building is to design the facility to remain as Central-Five but if in the future it were to go back to an elementary school, a number of the classrooms have been designed to be easily converted to pre-school and kindergarten classrooms. Dr. Jakubowski said that if after the project is complete, it is decided that the district should go back to seven elementary schools, the plan being presented will give the district this option. Mr. Potter said that originally he thought that both buildings could be kept in tact and construct a new vertical connection between the buildings which would contain elevators and ramps, etc. but the bottom line was that the district would be left with two old buildings and nothing would change except that the facility would be barrier free. He said that another design thought was that the newer building could be retained and add on to it. Mr. Potter said that the plan he would be presenting today was based upon that idea. He said that Central-Five has been designed as a bus drop off and pick up school, it has covered access to the drop off/pick up area and the design can accommodate eighteen (18) buses. Mr. Potter said that the last option would be to demolish both existing buildings and start from scratch. He said that would be very expensive. Mr. Potter said that it was decided to save the newer of the two buildings and build a new addition to accommodate a “busing” school. He showed the board a visual rendering of what the front of the building and the bus drop off area would look like. Mr. Potter said that the entire front of the new portion of the building would be canopied which would provide weather protection for the students boarding and exiting buses. He said that the

Central-Five/Jefferson School

cafeteria door would be adjacent to the boarding area so that it could be utilized as an organization area. Mr. Potter said that he has used this plan in a number of other cases and it has been very successful. He went over the site plan with the board members. (Copy of memo which was distributed to the board is attached as a part of these minutes.) Mr. Potter stated that there would also be an athletic field and a tot lot on the site. He said that there would also be parking for 73 cars on the site. Mr. Potter said that on the lower level of the building there will be an auditorium that holds 650 students and the cafeteria which will hold 220 students. He said that the cafeteria will have a brand new kitchen and storage area. Mr. Potter said that there would also be a large gymnasium with changing rooms and lavatories incorporated. He said that the gymnasium will open onto the playing fields. Mr. Potter said that a basketball court was mentioned but he felt that basketball nets could be installed in the 73 car parking area for after hour activities. He said that there would also be an art room, nurse's room and janitor's closet. Mr. Potter said that there would be a faculty lounge adjacent to the student cafeteria but the faculty lounge will include a small kitchenette and a private lavatory for use by the staff. He said that every level will have at least four complete bathrooms. Mr. Potter said that there would be a very large general office with a controlled lobby which is for security together with a waiting area. He said that the main office will contain the principal's office, an area for the secretarial staff and a guidance office complex in the same area. Mr. Potter said that there would also be a special education room on this level. He said that the entire building would also have central air condition. Mr. Potter said that the main media center would be located on the second level and the media center will be able to accommodate 50 students. He said that the computer room/learning center would be adjacent to the media center. Mr. Potter said there would be twelve additional classrooms on this level along with four small group rooms for special education. He said that the building will have three stairwells and an elevator which will service all levels of the building; the building will be totally barrier-free. Mr. Potter stated that the music room will be adjacent to the auditorium and it can serve as a set up area for the activities going on in the auditorium as it will have direct access to the stage. He said that the auditorium and the stage will be barrier free. Mr. Potter said that the upper level of the school will have eight classrooms and it will be accessible by the elevator.

Central-Five/Jefferson School - Financing – Tom Potter said that the project has been projected to be done two or three years from now and therefore the square foot costs have been escalated. He said that the part of the building to be preserved is currently 27,500 square feet and the addition will be 39,000 square feet (this includes all floors) and a figure of \$300 per square foot for the addition

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and \$200 per square foot for the renovated area. Mr. Potter said that the savings by preserving a portion of the building as opposed to demolishing the entire structure and replacing it would be approximately \$3.2 million; this is the incentive to keep part of the building rather than demolishing the entire structure. He said that the portion of the building that is being retained is very similar in construction to what the district has at most of the other schools right now; it is a very well constructed building with poured concrete, steel frame and solid masonry walls. Mr. Potter said that he felt this building would have another 50 to 75 years of life left in it and it is worth saving. He said that the portion to be demolished is approximately 100 years old and based upon the State of New Jersey Department of Education, that building has now exceeded its useful life and is no longer serviceable. Mr. Potter said that there have also been allowances for site work, demolition of the old building, the cost of the covered walkway, new furnishings, hazardous material abatement and survey and testing. He said that the all inclusive total cost for this project was \$23 million. Mr. Potter said there is a little bright news concerning State funding possibilities. He said as far as the money that was approved for the Abbott districts, there has also been allowed \$1.3 billion in grant money for non-Abbott districts. Mr. Potter stated that there will be a new prioritization formula which will include early childhood, health and safety and overcrowding or un-housed students. He said that he felt on several levels Central-Five School should qualify for funding. Mr. Potter said that the State is right now formulating that prioritization program and they have not yet released any information. He said that the State will be sending out information to all school districts and it will also be available on the website. Mr. Potter said that based upon his experience with past projects anywhere from 30% to 40% is what was captured in grant money on other projects. He was hopeful that a good piece of the project will be funded. Mr. Potter said that once the money is made available, it will disappear quickly. He said that in order for the district to do a bond referendum, it would have to have preliminary approval of the project from the State Department of Community Affairs in order to get building permits. Mr. Potter asked if the board had any questions. Mrs. Gaglione asked how many square feet were contained in the building that was being demolished. Mr. Potter said he did not have that information but he thought it was approximately 27,000 square feet. Mrs. Gaglione asked if the \$23 million set for the project included the trailers that would be necessary to house students while construction was taking place and any busing which would also be required. Mr. Potter said that the trailers and the busing costs were not included in the \$23 million; that amount was only construction costs. Dr. Jakubowski said that during the period of construction,

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there would be trailers on each school site but Central-Five busing would be entirely eliminated and he did not know how this would impact the district's transportation budget. Ms. Dunn said that right now there are approximately eighteen buses that bring students to Central-Five. Mr. Helmstetter asked what would happen to the transportation employees that would be affected. Ms. Dunn said that with the new school formula, the district must have transportation efficiency which the district is not reaching right now but if the district had buses that could be used, there would be a reduction in State aid because the district would not be meeting its efficiency standards. Dr. Jakubowski asked why the district was not meeting its efficiency standards. Ms. Dunn said that the district is presently busing students that are ineligible because there are students who are under the mileage set by the State. Dr. Jakubowski said that the district has chosen to transport all students from Vauxhall section to various elementary schools around the district. Ms. Dunn said there were also other students who were under the two mile limit for elementary students. Dr. Jakubowski said there are many issues that need to be discussed before the project can get started. He said that all Central-Five teachers will have to be assigned to an elementary school but the question will be, if students will be housed at the elementary schools, will it be necessary to have a principal for Central-Five? Dr. Jakubowski said that once the district commits to the project those costs will have to be calculated as he did not believe the project would start until the summer of 2010. Mr. Perkins asked what the alternative would be to doing the project. Dr. Jakubowski said that the alternative was to keep the building the way it was but the reality is that the building is not handicapped accessible. He said that to date no one has challenged the non handicapped accessibility of Central-Five School, since all fifth graders attend that school. Dr. Jakubowski said that the building has been grandfathered but since all fifth graders attend that school and if a student is in a wheelchair and they are in fifth grade, they must attend Central-Five. He said that if a parent challenges putting their child in that building, he did not know if the fact the building is grandfathered would uphold the challenge. Dr. Jakubowski said that the older part of the building is in need of major repair and just to put in an elevator system would cost several million dollars and there would still be areas that were not accessible. Mr. Manochio asked if the district had any alternatives since the building is over 100 years old. Dr. Jakubowski said no and that is why the district wants to do this project. Mr. Helmstetter said that the board has been discussing this project for years and he did not think that the board was in disagreement about doing the project but he said the question now was could the district afford to complete the project. He asked if the board needed to have anticipated funding in place before the project can be sent to the State of New

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Jersey for approval. Mr. Damato said that the district can send the plans to the State and apply for the grant at the same time. Dr. Jakubowski said that the board needs to decide if it first must go to the public and indicate an amount of money which the district would need to finish this project. Ms. Dunn said that she wanted to remind the board that right now there was no public authorization to spend money for this project and the project is not in the long range facilities plan. She said that the project must be incorporated into the long range plan, the process for which she has already started through Potter Architects and she will include this project in the 2010-2011 budget as a capital project so that voter approval can be obtained in order to withdraw the funds. Ms. Dunn said that in the meantime, the district should get all of the plans together. She asked Mr. Potter if the plans are prepared and sent to the State for approval, will the State tell the district immediately what costs are eligible and what costs are ineligible. Mr. Potter said they would. Ms. Dunn said that at that time the district will know how much money it will need to come up with for the project and how did the district want to raise that money. She said that a grant is good, but that money would not be received until the project is finished. Ms. Dunn said that it would be necessary for the district to float temporary notes until the money is received from the State. She said that it takes quite a lot of time to get the money after the project is complete because there is a lot of paperwork required. Ms. Dunn said that another alternative would be if the State gives the district additional state aid, which would be an offset in the district's annual budget on the balance due on the project. Mr. Potter said that the district will receive a preliminary eligible cost letter after the initial Department of Education process is completed and the district would have to accept the amount before the district could go for a referendum if needed. Mr. Perkins said that if the district decides that they want to do this project, how long would it take until the preliminary eligible cost letter is received? Mr. Potter said that the process takes approximately six months. Ms. Dunn said that she and Mr. Potter are working on getting the authorization to withdraw monies in order to pay Potter Architects for their fee for preparation of the plans. She said that if the project is included in the 2010 budget and during that year the district decides not to go ahead in that budget year or if there is a delay with the project the money set aside in the budget does not go away, the project must be included again in the next year's budget. Ms. Dunn said that at this time the board should establish if they like the plan; is it workable to make sure that everything is cohesive with the new standards and the preliminary eligible cost letter will give the district a baseline for expenses. Mr. Manochio asked if Dr. Jakubowski planned to speak to parents regarding this project to get their support. Dr. Jakubowski said he would. Mr. Manochio

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thought that parental support would be the key to getting this project done. Dr. Jakubowski said that he would have to start speaking to the public as soon as possible, but he thought that if a bond referendum is being considered to finance the project, he thought that fact must be put on the table right away to see what support the district has from the public. Mr. Manochio asked if it must be decided if Central-Five will be changed to a K-5 school before the project goes forward. Dr. Jakubowski said that the plans have been made in such a way that if at some future date the school is switched to an elementary school, it can easily be done because some of the classrooms that would be used as pre-school and kindergarten classrooms will have bathrooms. He said that he agreed that the board should come up with a conceptual plan as to what would be better to do. Dr. Jakubowski said there will be some anxious moments because he did not believe that the project will get done within a one year period of time and if the project starts when he believed it would start, it will be the current first and second graders will be housed in their home elementary schools and not go to Central-Five. Dr. Jakubowski said that if enrollment changes, not as many trailers will be required. He said that an analysis on busing will have to be done. Ms. Dunn said that as of 2012-2013, the district must implement a full day preschool program for all at risk students and that will have an impact on the elementary locations for classrooms. Dr. Jakubowski said that he personally believed that the board needed to reach out to the Township to get the support of the Township Committee in whatever the board decides to do. Mr. Helmstetter said that the board discussed last year that the district would continue with the Central-Five School for now and why was the board discussing making Central-Five an elementary school in two years. He said that in ten years if the district decides to make Central-Five an elementary school, fine; the building will be ready for the change. Mr. Helmstetter suggested that the board go out to the public and let them know that the district is renovating Central-Five. Dr. Jakubowski said he agreed with Mr. Helmstetter except for one thing; if all of a sudden these two miles versus one mile and a half becomes an issue with state aid, if the district goes back to all elementary schools there will be no issue about busing at all. He said the district would be back to community schools and the district would not be busing students out of or into Vauxhall. Dr. Jakubowski said that the key is the building will be renovated for either a Central-Five or an elementary school. Mrs. Gaglione asked Mr. Potter if the auditorium at Central-Five will have permanent seats. Mr. Potter said that the auditorium would have permanent auditorium seats. Dr. Jakubowski asked if the existing seats will be the only permanent seats or would there be permanent seats up to the stage. Mr. Potter said that it was his intention was to make the auditorium a full auditorium and that is what has been budgeted for. He said that there will also

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be a big gymnasium which will be part of the addition. Mr. Abraham asked if the project will it take two years? Mr. Potter said that if two years were allowed, that should be more than enough time. Mr. Potter said that the forty percent which is possible to be received from state aid on this project, it was probably very likely that the district would stand very strong in that position because the board was starting early in the game and even if the district were to go no further than preliminary plans, at least the board would be in line and a letter of commitment for the state aid could be obtained. He felt that if the board decided to go ahead with this project, that the process is started as soon as possible. Mrs. Gaglione asked the board if everyone was in agreement to go forward with the project. All board members present were in agreement that the project should go forward.

Mrs. Gaglione asked if Mr. Potter could update the board on what was happening with regard to the renovations of the administration building. Mr. Potter said that the plans with regard to the administration building will have a lot to do with how the district makes out with financing for the Central-Five project. Mrs. Gaglione said that there is money set aside that must be used for the administration building. Mr. Potter said that he has all of the preliminary plans worked out for the administration building project and he asked the board if they wanted to discuss them at another meeting. Mr. Helmstetter said that he thought if the money set aside for the administration building had to be spent by the end of June, 2009. Ms. Dunn said that according to the new regulations, the district has set aside money from the last bond referendum (approximately \$2 million) but in the 2008-2009 budget there was also \$1.750 million set aside for use on the administration building because it was realized that additional funding might be needed. She said that as of June 30, 2009, if the \$1.750 million is not used, it would be returned to capital reserve and the voters must reauthorize the project in the next year's budget. Ms. Dunn said that there has been money set aside in the 2008-2009 budget to get the project going; there is approximately \$4 million earmarked for the project. Mr. Abraham said that if the money is available, he did not see any reason why the district should not go forward with the project. Mrs. Gaglione said she did not understand what the hold up was if the board had the plans in place. Mr. Perkins asked how has the failure to make the renovations at the administration building adversely affected the efficiency of the administration of this school district? He said that the district has functioned pretty well as the building is now. Mr. Perkins asked how cost efficient is the expenditure of the money on those renovations. Mr. Helmstetter stated that he thought the board had decided to proceed with this project before the end of June, 2009. Mr. Perkins said that well may be but he did not have a

problem coming to the building and he was not sure that the individuals who work at the administration building are less efficient coming into the present environment versus what it would be after the renovation. He did not know if it was worth the \$3.7 million to do the renovation. Mr. Perkins said that there are places where you spend money which are much more efficient than other places. Mrs. Gaglione asked if the project was in the long range plan. Mr. Perkins said it was. Mrs. Gaglione thought that the board needed to go forward and complete projects that were in the long range plan. Mr. Perkins said that the board did not need to do that. He said that a good decision may well be that the district will forfeit 3.7 million public dollars because it is not deemed to be an efficient use of funds and the worst thing that will happen is that the taxpayers save \$3.7 million. Mrs. Gaglione said that if she is sitting in a meeting in this building and a window in the board room blows open because the wind is blowing, she did not think it was a secure building that has a lot of individual's personal information and technology within the building. Mr. Manochio said that Dr. Jakubowski has previously spoken about the technology area and the business office needing more space. He said that the present space that the technology department has is not sufficient for the size of the district and this was one of the reasons that renovations were necessary to the administration building. Mr. Figueiredo asked if the administration building would be housing all of the supervisors so that they can all be housed in a central location. Dr. Jakubowski said that the supervisors would not necessarily be housed at the administration building. He said that the two Directors of Curriculum would be housed at the administration building and if the district goes back to a Director of Special Services, that individual would be housed in the administration building. Dr. Jakubowski said that the discussion on renovation to the administration building was first started to incorporate the expansion of the technology department, to have an office for the Director of Special Services and to make the building handicapped accessible. He said that he calls for briefings with Central Office administrators on a moment's notice and it would certainly be more efficient if at that time all parties were in the building. Dr. Jakubowski said that he is trying to separate the high school supervisors from the middle school supervisors so that they are housed in the same building and report to the building principal. He commented that the administration building does need renovation but if the board thinks that Central-Five is so absolutely necessary and if the public sees that renovations are being done to the administration building, the community may not want to support a \$7 or \$8 million bond referendum. Dr. Jakubowski said that the importance of keeping Central-Five as it is, may aid in getting a bond referendum passed by the entire community. He said that he would have to have further discussions with Ms. Dunn regarding the transportation issue. Dr. Jakubowski said that he would like Ms. Calderone and Mr. Zurka to investigate what the impact would be if the district went to transporting elementary students who live two miles from a school building rather than one and one half miles. Ms. Dunn said that the

transportation policy also indicates that any students who have to traverse the Route 78 overpass must also be bused. Dr. Jakubowski said that is not so as there are students who live in the Battle Hill/Larchmont area that are not bused to Central-Five and all students living in Vauxhall would be transported to Burnet Middle School. Mr. Manochio asked if the board wanted to go forward with the renovations to the administration building. Mr. Helmstetter said he wanted to go ahead with the renovations. Mr. Perkins said that the board did not have enough information to make a decision at this point. Mr. Potter said that he has had discussions with plans for the administration building with Central Office administrators. He suggested that he prepare a plan to be distributed to the board members which lists all proposed upgrades; plans, cost breakdowns and timelines. Mr. Potter said that this will give everyone on the board a chance to review the plans, digest them and form an opinion as to whether or not to go ahead with the project. Mrs. Gaglione stated that the plan can be discussed at the September work session and it can be voted upon at the regular meeting.

Connecticut Farms Playground – Head Start - Mr. Damato said that he had sent an e-mail to all board members with the plan attached. He said that this project will be funded entirely with Head Start money and the district will not have to contribute anything toward the project unless there is a change order which is not within the budget but this is not foreseeable. Mrs. Gaglione asked if all students in the school will be able to utilize the facility. Mr. Damato said that it is geared toward pre-school and kindergarten students. Mrs. Gaglione asked if the playground area would be locked up and not for public use. Mr. Damato said that the playground is surrounded by a fence. Mrs. Gaglione said she was concerned with the sandbox that is proposed for the area. Mr. Damato said it was small enough that if it needed to be covered, it could be covered easily. He said as far as locking up the area, it is surrounded by a fence and it could be locked. Mrs. Gaglione was concerned about animals, such as cats, getting into the sandbox at night. Ms. Dunn said that the sandbox does come with a cover. Mr. Helmstetter asked where the playground would be located. Mr. Damato said it would be in the area near the kindergarten classrooms and would take up the grassy area that is near the building. Mr. Figueiredo asked when the project would be started. Mr. Damato said that it would begin as soon as it was approved by the board, probably by the end of the week and it should be completed within two weeks. Mr. Figueiredo asked what would happen to the old Tot Lot at the location. Mr. Magliacano said that all of the equipment has been removed and the area was being re-paved. He said that rubberized material would be added at some of the other elementary schools' play areas. Mr. Magliacano said that no work would be done at Central-Five because updates are included in the renovation project.

OPERATIONS UPDATE

High School Turf Project – Mr. Magliacano said that he spoke to the contractor earlier today and it did not look like the stone work would be finished this week and this will mean that the first game would have to be moved to an “away” game because the project will probably wind up finishing the week of September 15th. He said that he did not think the game scheduled for September 13th would be played at home. Mr. Helmstetter asked what the status of the practice field was. Mr. Magliacano said that the field is in the process of being regraded; the center of the field will be raised about two feet. Dr. Jakubowski said that no one will be able to utilize that field this year. Mr. Helmstetter asked if the sprinklers were installed on the practice field. Mr. Magliacano said sprinklers were not installed because of the remediation in the middle of the field which was not expected. He said that there will be a layer of large stone and a layer of fine stone dust will cover the large stone. Mr. Magliacano said that the turf will be installed and hopefully the turf will start to be installed on August 29th. Mr. Ruhl asked if the regrading of the practice field would create a drainage problem. Mr. Magliacano said that storm drains have been installed. Mr. Ruhl asked if it would increase the water problem on the softball fields. Mr. Magliacano said that two drains have been added on each side of the practice field. Mr. Ruhl said that he knows of several traveling soccer teams that are interested in renting the football field for games. He said that this was something that the board needed to look into. Mr. Ruhl said that he thought the board needed to consider securing the field, because the district has created a \$1 million “playground” for every soccer league in the tri-county area, thinking that there is an unsecured turf soccer field available on weekends. He said that it may not “sit right” with individuals who want to walk the track, but he thought the board needed to take a look at this issue. Mr. Magliacano stated that the track was being utilized and the community has access to the facility. Mrs. Gaglione asked if the district could post a disclaimer regarding use of the field. Mr. Magliacano said that would not stop individuals from using the field. Mr. Perkins said that “officially” the track has never been open; the district just did not enforce the track being closed. Mr. Damato said that the gate was “loosely” locked and individuals were able to slide right through. Dr. Jakubowski agreed that the board had to think about this issue. He said that he has had conversations with representatives from town and he believed that the district would enter into an arrangement with the Rams Football League, starting next year, to allow those children to play on the turf field. Dr. Jakubowski said in return the town will “field turf” Rabkin Field. He said that it was good community relations to allow the Rams to use the field. Mrs. Gaglione said that

High School Turf Project

it was good community relations but she said that she was involved with the Rams for many years and there was a problem with people disposing of trash during the games. Dr. Jakubowski said that this was something that had to be addressed. Mrs. Gaglione did not think it was the district's responsibility to clean up after another group uses a facility. Dr. Jakubowski said that the district will be able to use the new field to get some income but he believed that the field should be used by the community first. He said that he would have to speak to the police department about unauthorized individuals using the field on the weekends. Dr. Jakubowski stated that there may have to be schedule of people checking on the field on off hours and notifying the police if there are unauthorized individuals using the field. Mr. Magliacano said that when a call is made to the police department, the call is taken in a priority order and there may not be an immediate response to the call if something else is going on in town. He said that the Rams will probably come to the district at the end of the season to see if they can utilize the field for playoff games. Dr. Jakubowski said he did not have a problem with that because it was his philosophy that anything that the district has which can showcase the town, he did not mind people from other towns coming to the facility for an event. Mr. Manochio asked if the soccer teams would be playing on the field this season. Mr. Magliacano said as long as Mr. Parsons schedules games on the field, they will. Mr. Manochio asked if the football team will practice on the field. Dr. Jakubowski said that they will practice on the field because the practice field will not be available until next year. He said that the football team has been practicing on Rabkin Field while the turf is being installed.

District Paving – Mr. Magliacano said that the district has budgeted for districtwide paving which includes the repair of playgrounds and hopefully the cracks will be resolved. He said that a districtwide paving bid will be prepared and advertised. Mr. Magliacano said that as much as can be done by November will be completed and any remaining jobs will be done in the spring. Mr. Ruhl asked if the playground at Livingston School will be included in this project. Mr. Magliacano said that there were five schools that would be included in the bid. Mr. Ruhl asked about the "sink" hole in the high school parking lot that continues to grow. Mr. Magliacano said that the contractor has been "put on notice" because he said there was also a "sink" hole in the cul-de-sac. Mr. Ruhl asked if Mr. Magliacano knew the reason that the holes are occurring. Mr. Magliacano said that he believed the hole was being caused by the drain pipe that runs under the area but until the area is opened up, he would not know for sure. Mr. Helmstetter asked if there was a timeframe for the contractor to come in. Mr. Magliacano said that the contractor is busy right now and will not come back for

District Paving

a quick patch job. Mr. Ruhl stated that there needs to be more than a patch job on the hole. He said that he was worried about someone falling into the hole. Mrs. Gaglione asked how long the contractor would be given to remedy the situation. Mr. Ruhl asked what the district's alternative was. Mr. Magliacano said he did not know what the district's alternative was. Mr. Damato stated that there was a one year warranty on the work and the work was completed two years ago. Mr. Perkins asked why the contractor should come back. Mr. Damato said "in order to save their reputation." Mr. Ruhl asked if the contractor had been paid in full for the work done on the cul-de-sac. Mr. Magliacano said the contractor has not been paid at all. Mr. Ruhl asked if the same contractor was involved on both projects. Mr. Magliacano said it was not. Dr. Jakubowski said that the parking lot was done by the town and the board of education paid the town. He said that maybe the town should be the one's contacting the contractor. Mr. Ruhl said that the hole in the parking lot has been getting bigger. He said he felt it was a ground water issue.

TECHNOLOGY

I.T. Department Update – Dr. Jakubowski said that Mrs. Ging has been working "on and off" during the summer even though she is on maternity leave. He said that she and Mrs. Hart seem to have good communication skills between each other. Dr. Jakubowski said that the New Jersey SMART was completed on time. He said that Mrs. Ging, as of September 1st, will be working three days per week. Dr. Jakubowski said that Mrs. Hart, Mr. Peins and Mr. Sienkielewski are working in the department; some of the job titles have been changed. He said that there was a recommendation that Mrs. Ging, because of everything that she does, have her salary increased by \$5,000. Dr. Jakubowski asked if this resolution could be added to the September agenda. The board concurred.

Dr. Jakubowski said that the district had a group system network come in to do an evaluation. He said that this evaluation cost approximately \$12,600. Dr. Jakubowski said that this group talked about the things that the district's system needed and they would present Mr. Tatum with a proposal. Mr. Tatum stated that the proposal had not yet been received. Dr. Jakubowski said that he did not believe that the services of this group was not a professional service. Ms. Dunn said it was not. Dr. Jakubowski said that if the district is going to do anything to upgrade the entire system, he believed that an RFP had to be developed. Mr. Damato said that was correct. Dr. Jakubowski asked the board if it wanted to do

I.T. Department Update

the upgrade at this time. He said there are slow things in the system but he was not sure if this was the way to go or just stay with Promedia. Dr. Jakubowski said that he thought that the district should create an RFP as to what is needed in the district and take bids. He said that there were some password issues which Promedia is trying to fix. Dr. Jakubowski said that Mrs. Ging is doing a great job as the manager of the department and Mr. Peins and Mr. Sienkielewski feel comfortable. He did not know if it would be necessary for the district to have a contract with an outside vendor for emergency situations in addition to the individuals who are presently working in the department. Dr. Jakubowski said that Mrs. Hart will try to give him guidance as to which way to proceed but the problem Mrs. Hart faces now is that she knows the system but is unfamiliar with many of the technical parts of the system and must first learn the technical end. Mr. Manochio asked if there was a technology committee. Dr. Jakubowski said there was one. He asked the board if they thought it would be a benefit to the district to try to get an RFP developed based on the evaluation that Network Systems did. Dr. Jakubowski said he did not know if the district needed to sub-contract out to get opinions of what the district needs to do. He did not know how the district was going to develop the RFP. Ms. Dunn said that prior to putting out an RFP, it was her recommendation that the board have another group do an assessment to compare with the Network Systems assessment and if they are the same, then there is a better chance that the RFP will be correct. Mr. Tatum said that the presentation which was made to the administrators by Network Systems where the representation showed some vulnerability with security, etc. was very well explained. Dr. Jakubowski said he agreed with this in theory but he did not know if another assessment was necessary. He said that the problem was going to be who was going to prepare the RFP and should the district rely on the technology department to prepare it. Mr. Damato said that there are two parts to the RFP; the legal part and the technical specification part. He said that the technical specifications would have to be written by someone who is technically competent in IT. Mr. Damato said that the district would not want to have someone write specifications and then bid on the RFP. Mrs. Gaglione said that she had to go to Livingston School on a very hot day during the summer and the AAP room which has nine or ten computers with the SuccessMaker program and the room was not air-conditioned. She wanted to know if it was the IT department's responsibility to make sure that the computers were cooled. Mr. Tatum said that when he was at Central- Five and this was brought to his attention as the building principal, he felt that it was the building principal should be the one who makes a recommendation that air-conditioning be installed in the room. Mrs. Gaglione said that because there are

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so many new principals in the district, could it be addressed to them that it would be their responsibility to make recommendation within their individual buildings. Mr. Tatum said that it will also depend on the degree of the principal's expertise in that area.

PERSONNEL

Director of Special Services – Dr. Jakubowski said that he is still trying to find an interim for several months, if possible. He said that he was very content with Mrs. Wozniak, Mrs. Conte and Ms. Firetto as supervisors but he would still love to get a director for the department. Dr. Jakubowski said that Mrs. Conte will be the district's representative at their association meetings. He said that Mrs. Conte is going to get her principal's certificate which will allow her to become a director, but he would still like to have an interim director until December. Dr. Jakubowski said that the district is being monitored in the fall and the district's self-evaluation must be submitted by the end of September and by December the monitoring would be done. He said that he knows the area that the district is out of compliance, which is the number of students that are sent out of district. Dr. Jakubowski said that because the district has implemented a new combined program at Washington School and a few other things, at least if the monitors see the district has a corrective action plan in place, the district will be all right. He said that the only other item he is concerned with is the district's I&RS process. Dr. Jakubowski said that the record keeping aspect of this process is in question and he was concerned. Mr. Figueiredo asked if individuals will physically come in to monitor. Dr. Jakubowski said that once the district submits the self evaluation, it will vary what the monitors will come in to look at. He said that things are changing at the County level. Mr. Figueiredo asked if this was State monitoring. Dr. Jakubowski said it was.

POLICY

Drug and Alcohol Policy – Mr. Perkins said that over the past year a task force of people involved with the drug, alcohol and tobacco policy have been meeting with staff members to review the district's existing policies and procedures. He said that this process was started in the fall of last year and continued until March. Mr. Perkins said that he and Mr. Damato have reviewed the Substance Abuse policy based upon the staff's proposal, and have developed the policy which is being presented to the board at this meeting. He said that the policy still needs a little work, primarily in language, because there were some issues contained in the policy that were subject to varying interpretations. Mr. Perkins

Drug and Alcohol Policy

said that this policy is essentially what the staff have come up with. He thought that it was important for the board to act in September on this policy. Mr. Perkins asked the board to review the policy and e-mail any comments or thoughts about the policy to Mr. Damato, Mrs. Salazar and him before the next meeting so that they could reflect whatever thoughts are received. Mr. Helmstetter asked who on the faculty were involved with developing this policy. Mr. Perkins said that the committee consisted of Linda Ionta, Lucille Williams, David Shaw, Jill Hall and several other individuals. He said there was a fair amount of time and effort put in and the group met at least eight times to discuss this policy. Mr. Perkins said that one of his concerns was that in the development of an alcohol, tobacco and substance abuse policy would the board be in a prosecutorial mode looking like the Drug Enforcement Agency or is the board really more interested in helping students. He said when you read the policy it looks like the board is trying to be drug enforcement agency kind of people. Mrs. McNeil asked if this policy was in compliance with State law. Mr. Perkins said it was and if any of the board wanted to have some understanding of the policy, they could go to the internet and research the legal references and take a look at them. He said that even if the board had some questions about portions of this policy, he did not want to turn his back on what the staff has done and they deserved the courtesy of a serious review of this policy by the entire board. Mr. Perkins said that there are some serious problems with some students regarding these issues. He said that he and Mr. Damato had discussion on the tobacco policy. Mr. Perkins said that students cannot have any tobacco product on their person in a school property but the question is, what about staff? He said that he and Dr. Jakubowski have had many discussions about education by example. Mr. Perkins said that to have a teacher stand in front of a classroom and say students should not smoke on school property and then walk out of the school and light up a cigarette destroys all credibility. He thought that one of the things that the district has to say is if smoking on the premises is illegal and if a staff member is smoking on the property the district must enforce it. Mr. Perkins said that his only caveat with the presentation of this policy is that the district insist that all staff should be immediately and severely dealt with if they do not follow this policy. Mr. Damato said that he and Mr. Perkins tried to incorporate many different aspects in the policy by making it broad and giving it the title "Substance Abuse" and not just "Alcohol Abuse" or "Drug Abuse". He said that the policy also incorporates references to the Uniform Memorandum of Agreement that the district has with law enforcement in Union County. Mr. Damato said that he and Mr. Perkins tried to make the policy as comprehensive as possible. He said that the New Jersey State Interscholastic Athletic

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Association (N.J.S.I.A.A.) Rules and Regulations which have in the past few years come into play where before playoff games, the Association will do random screenings and he thought that the district would be well advised to have a policy to cover this as well. Mr. Damato said there was a lot of information included in the policy to review. Mr. Manochio asked if the timeframe set forth in the policy (two hours) for notifying a parent was too rigid and what happens if the school is unable to contact a parent/guardian in that timeframe. Mr. Damato said that this timeframe was a guideline but it was necessary to test as close in proximity to the suspicion of being under the influence. Mr. Manochio said that parental approval was required to test a student. Mr. Perkins said that parental permission was not required as the statute indicates that testing should be "immediate". Mr. Damato said that the district must notify the parents and make them aware of it. He said that parents have the option of taking the student to their own physician but testing must be done within the timeframe. Mr. Damato said that if the testing is not done within the timeframe, that would be cause for separate disciplinary action against the student. Mrs. Gaglione asked if the administration can stop a teacher from going across the street from a school to smoke. Mr. Damato said it was an interesting question and he has debated the point. He said that the district permits certain areas outside of school as areas that are overlooked for staff smoking. Mr. Damato said that the district does not have jurisdiction for someone standing on the sidewalk across the street from a school. He said if individuals are on school property, he thought the district had jurisdiction to issue a rule infraction or disciplinary action based on that. Mr. Damato said that the Town's Health Department can certainly issue summonses for smoking on school property but he was not sure the district wanted to go to that extent. He said what if the district allowed teachers to go out of school several times a day for a smoke day and then the district decided one day that it wasn't going allow the practice; was that grievable and how would that be handled in arbitration? Mr. Damato felt these were interesting questions because if a pattern has been established and allowing individuals to have a smoke break and then say to them they can't do it anymore because they are off school property. This could be viewed as a past practice. Mrs. Gaglione asked if teachers are allowed to leave the school building when they are working. Dr. Jakubowski said teachers are allowed to leave the building during their prep and lunch periods. Mrs. Gaglione asked about staff members such as guidance counselors or child study team members that don't have to be in their office all of the time and they decide every half hour that they are going for a smoking break. Mr. Damato asked if individuals were supposed to sign in and out of the building. Dr. Jakubowski said they did. Mr. Damato said that technically speaking the building principal could say "no". Dr. Jakubowski said that staff is

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supposed to sign in and out of the building but individuals who do not have a classroom schedule and they want to leave the building for a minute to go to their car, probably do not sign in and out on a regular basis. Mr. Tatum said what about individuals' cars; he said that he had seen situations where staff goes to their car to smoke. Mr. Perkins said that the parking policy specifically points to that issue; he said technically, finding tobacco in a student's car is a violation of the policy. Mr. Tatum said he knew that this policy was for students but did it also apply to staff. Mr. Perkins said that the students see teachers smoking and to him the teacher loses a tremendous amount of credibility when they stand before a classroom and say "this is how you should act" and they act in an opposite manner. Mrs. Gaglione said that if the policy is reviewed and approved then individuals should not be smoking on school property. Mr. Perkins said that no smoking on school property is the law right now. Mrs. Gaglione said she knew it was the law but she wanted everyone to understand that it cannot happen. Mr. Perkins said he agreed but it would require that the policy be enforced.

Mrs. Gaglione asked about all of the district's other policies that were supposed to be reviewed. Mr. Perkins said that to develop a single policy and to do it well requires quite an awful lot of effort. He said that he has spoken to Strauss Esmay about coming in and "reviewing" policy. Mr. Perkins said that all Strauss Esmay did was to take existing regulations and existing law and reword it and then pass it off as original product. He said when he challenged Strauss Esmay about this, it was his philosophy was that the language of a statute is tracked in a policy as closely as possible, and the reason for this is that if the district goes to court to defend a policy, all of the juris prudence of the statute is behind you when you go to court. Mrs. Gaglione asked if the district paid Strauss Esmay any money. Mr. Perkins said that the district paid them for one effort and the district incorporated some of what they did. He said that that the other part of policy generation is that it is a staff responsibility because the staff are responsible for the implementation of policy. Mr. Perkins said that the drug policy is a model of how to develop a policy. He said that there is an awful lot of boilerplating and there is much information which has been obtained from New Jersey School Boards that is not causing the district a problem that simply needs to be thoroughly reviewed. Mr. Perkins said that he has not reviewed about sixty percent (60%) of the present policies. He said that policies are being reviewed as the issues come up. Mr. Perkins said that he and Mr. Damato are currently investigating what policies must be updated before self-monitoring to make sure that the district is in compliance.

MISCELLANEOUS

Fiscal Accountability – Ms. Dunn said that there were many new regulations and requirements put into effect on July 1st by the Commissioner of Education. She said that there are a couple of policies that have to be established. Mr. Perkins asked if Ms. Dunn could write a memo to him to let him know which policies needed to be reviewed. Ms. Dunn said she would. She said that the policies must be adopted by October 1st. Ms. Dunn said that there are 84 pages of the 200 original proposed regulations were put into play. She said that there are a lot of parameters, for example, in the new regulations there cannot be a designated public relations person for the district. Ms. Dunn said that public relations must be incorporated into the duties of the Assistant Superintendent, the Superintendent and the Business Administrator. Dr. Jakubowski said that he was told that the public relations provision was taken out of the regulations. Ms. Dunn said that there is a lot that has to be put in place as a result of the new regulations before July 1st. She said, for example, the board must establish a maximum dollar amount for each type of professional service. Ms. Dunn said that the district must establish policy that indicate who can enjoin in legal services and what is the process for doing that. She said that there are many internal controls such as every three years each employee must show identification in order to get a paycheck. Ms. Dunn said that many of the new regulations have come out of audits done of 31 districts; many improprieties and wasteful spending were found. She said that the regulations provide that the Executive County Superintendent can come in and look at the district's current budget prior to creating next year's budget to be sure that the district is completing and has all of the established efficiencies that are required. Ms. Dunn said that there are several board policies that must be established with regard to the new regulations. She said that there are efficiency standards such as overtime for a particular salary function cannot exceed ten percent (10%) and shared services must be maximized. Ms. Dunn said that there has to be an automated work order system must be established and a vehicle tracking system with a log system must be also established. Mrs. Gaglione asked where the regulations came from. Ms. Dunn said they are from the Department of Education. Dr. Jakubowski said that he had been advised that the regulations regarding public relations had been changed. Ms. Dunn said that perhaps that change will come with additional changes.

NJ School Boards Convention – Ms. Dunn said that under the new travel regulations board members are limited to reimbursement for overnight travel for New Jersey School Boards for no more than \$117 per person per night. She said that she was going to give the board members their reservation numbers and they will have to call Harrah's and make reservation. Ms. Dunn said that she can

allow each board member two nights. Dr. Jakubowski said that presently the district has twelve reservations which include the nine board members, Ms. Dunn, Mr. Damato and him. He said that board members had to decide whether they were attending because he has alternate names of individuals who can attend, namely, Mr. Magliacano, Mr. Vieira and Mr. Tatum. Dr. Jakubowski said that any board member who was not intending to attend the convention, please let Ms. Dunn know. Ms. Dunn said that there is a deadline for confirming reservation and the deadline is no later than September 5th. She said that any changes or cancellations must be done by October 3rd and there is no refund. Ms. Dunn said that each board member will be given a reservation number, each board member must call Harrah's and give credit card information to hold the reservation for two nights and if a board member chose to reserve an extra night, that would be up to the individual. Dr. Jakubowski asked what if a board member is not planning to attend. Ms. Dunn said that if she knows by September 5th that someone will not attend, she can call and reservation names. Ms. Gaglione asked if the board members must pay out of pocket now and the district will reimburse board members. Ms. Dunn said yes. Mr. Perkins asked about reimbursement for travel. Ms. Dunn said that board members would be reimbursed for the entirety of the trip. Mr. Perkins asked about reimbursement for meals. Ms. Dunn said that there are certain meals and incidentals that are permissible up to a certain limit. Mr. Perkins asked what the limit was. Mr. Damato said he thought it was about \$30 per day. Ms. Dunn said that the convention is different this year; it starts on Tuesday and ends on Thursday. She said that the Commissioner went back and forth regarding the approval of reimbursement. Ms. Dunn said that the regulations are very specific regarding out-of-state conferences and if the costs are over \$5,000 they must first be approved by the Executive County Superintendent. She said that all the regulations are very specific but what the Commissioner is looking for is fiscal accountability and transparency. Mrs. Gaglione asked if the responsibility for reimbursement for meals was the responsibility of each individual attending the convention to furnish Ms. Dunn with receipts. Ms. Dunn said it was and it was also necessary for individuals to turn in receipts for the hotel rooms so that reimbursement could be made. She said that the maximum amount for the hotel accommodations is \$117 per night.

Morning and After Care – YMCA – Dr. Jakubowski said that he has been getting many calls from parents asking that their children be transferred to Hannah Caldwell School because of morning and after care. He said that student from Hannah Caldwell go to the Boys and Girls Club. Dr. Jakubowski said that it turns out that the YMCA charges a \$75 fee per child to join the YMCA; there is a \$25 registration fee plus additional fees for before and for after care. He said that

Morning and After Care – YMCA

the YMCA requires that fees are paid one month in advance. Dr. Jakubowski said that he received a call from a mother who has three young children and she wanted to take advantage of the program but in order for her to do so she would have had to pay approximately \$1,600 up front. He said that he spoke to Mr. Damato about the fees that the district charges the YMCA to rent space in the schools and it was determined that they are minimal. Dr. Jakubowski said that this program was started many years ago and the concept of the program was for convenience of district parents with the agreement that the child care fees would remain reasonable. He said that it has become unreasonable over the years. Dr. Jakubowski said that in the morning many parents are choosing not to use the program but are dropping children off on the school playground at 7:30 or 7:45 a.m. He said that during the winter months the building principals let the students into the building because of the cold weather. Dr. Jakubowski said that his first call to the YMCA was that maybe they needed to be more reasonable with their charges and the response was that "they were not making ends meet." He suggested that the district charge the YMCA a higher fee for using district facilities. Dr. Jakubowski stated that he spoke to Ms. Dunn about perhaps setting up a morning and after care program with district teachers. Mr. Damato said that the YMCA is really upset about the amount of the proposed increase which would double the fees which they are presently paying. He said that at a minimum, the district would have to raise the rental fee a few dollars for each on the early care and after care. Mr. Damato said that they were very modest increases when you take into consideration that the district has only increase fees very little over the past years. He said that he advised the YMCA that the district would be adding \$3 per site to the early care and \$2 per site to the aftercare. Mr. Damato said that the YMCA indicated they thought this was a lot of money; they did not have it in their current budget and was there anything that could be done. He asked when the YMCA's current budget expired and the YMCA indicated they were on a calendar year basis January 1st through December 31st. Mr. Damato suggested that the increase become effective on January 1st, 2009 so that the YMCA could budget for the increase. He said that the YMCA was not happy but he did not feel that the district could rent the space for any cheaper than what was proposed. Mr. Helmstetter asked what was to stop the YMCA in passing along an increase to parents who utilize the service. He said that the district should think about running an in-house child care program. Mr. Damato thought that parents were locked in for the entire year. Dr. Jakubowski said that he also felt that the parents were locked in for the entire school year. Mr. Helmstetter said that the increase would only impact on the YMCA's profit. Mrs. Gaglione asked if there was a multi-year contract

Morning and After Care – YMCA

entered into with the YMCA. Mr. Damato said that their contract is renewed annually. Dr. Jakubowski said that the YMCA had just applied for a grant which was received for a new wellness program and now they are asking for more space within the school buildings for equipment. He said that he wished he would have known that the YMCA had applied for the grant. Dr. Jakubowski advised the YMCA director that she would have to contact each building principal. He said that he would not think of raising the rental fees if the YMCA was not charging our students so much to utilize the service. Ms. Dunn said that she is having a hard time with the school breakfast program because there are students in the schools who do not eat breakfast but there has been a communication failure and the students who are in early care are not being allowed to go to the cafeteria to get breakfast. She said that if the district was running the child care program itself, the breakfast program could really be fostered and if the district was running an afternoon program, she has spoken to ARAMARK about an after school snack program/twilight dinner program that could also be utilized in the schools. Ms. Dunn said that students would be able to eat dinner and the district would be entitled to Federal reimbursement. She said that many children go home hungry. Dr. Jakubowski said that the YMCA's staff is made up of mostly college students. He said that if district teachers were not interested in staffing this program, there are many young people on the district's substitute list that might be interested. Dr. Jakubowski felt that the district would be able to make a program like this work. Mr. Ruhl said that someone that he works with has two daughters that go to Battle Hill School and he is paying between \$700 and \$900 per month for before and aftercare. He said that if that is only two children, how is the YMCA not making any money. Ms. Dunn said that there are a lot of districts who are running their own programs or they have contracted to run a program with a vendor. She said that there were options available so that the district will be in control of the service. Mr. Magliacano suggested that the district put the YMCA on notice that effective next September the district will be taking over the child care services. Mr. Perkins asked what the down side of the district taking over this program. Dr. Jakubowski said he did not know. He said that once the program is started, the district will have to be sure that staff is available. Mrs. Gaglione asked for a motion to approve the YMCA contracts.

Morning and After Care – YMCA

Moved by Mr. Abraham, seconded by Mr. Figueiredo that the board approve contract for earlycare program and contract for aftercare program with Y.M.C.A of Eastern Union County for the period September 1st, 2008 through June 30th, 2009 in accordance with the information appended to these minutes.

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

Mrs. Gaglione asked if it would be possible for Jason Weedon from ARAMARK to come to the regular meeting in September to review the breakfast program which the district presently runs. Ms. Dunn said that she is also working with Mr. Salvatore at Burnet Middle School on the breakfast program. She said that she was planning an “on the go” program because the students at Burnet are not going into the cafeteria in the morning for breakfast.

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Mrs. McNeil said that Mr. Damato is still working on the data analysis of costs of delivery of agendas, etc. She said that on Friday all board members were to receive the first e-mail of the agenda document and back up materials but there was a slight glitch but the information should have been received by all board members on Monday. Mrs. McNeil said there was talk about each board member receiving a district e-mail address. She said that at this time we should just go forward and receive information through personal e-mails. Mrs. McNeil said she knew that security was an issue that was raised. Mr. Damato said that he had come up with some of the costs related to production of the agenda. He said there are some costs that need to be broken down in connection with maintenance and fuel for the vehicles. Mr. Damato said that those figures are a little harder to “nail down” in terms of an hourly cost. He said production of the agenda costs about a case of paper and about \$60 in driver time every week; he felt that this was approximately \$90 to \$100 in direct costs per week plus incidental costs such as insurance, etc. Mr. Damato stated that there are also costs at the copy machine such as a cost associated with each page that gets copied. He said that financially, the paperless agenda is definitely a good decision for the board. Mr. Damato said that if the board is looking to go “green” this is a step in the right direction. He said that if the board is looking to

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implement this process in a better way. Mr. Damato said that the agenda will continue to be sent by e-mail and hopefully, each board member will receive an e-mail address on the district website which is a secure site. He said that eventually if the board has laptops set up at a board meeting, the board members would be able to call up "wirelessly" the agenda and back up materials. Mr. Damato said that the thought is to have a "hyperlink" attached to each resolution which has backup material so that all the board member would have to do is "click" on the hyperlink and the backup would be on the screen. Mr. Perkins said that he had a problem getting the agenda over the weekend. Mrs. Ditri stated that there was a problem with the original agenda document because the document was too big, but after it was rescanned at a lower resolution, the document was able to be sent. Mrs. Gaglione said that her only comment was that the fiscal backup was hard to read, but otherwise she thought it was great. Mr. Perkins said that rather than do that is to have the agenda posted on the website and that the board members would not have to rely on e-mail. Mr. Figueiredo said that through the research that he has done, there are two options. He said that the agenda can be transmitted via e-mail as was done this past weekend or it can be posted on a secure site on the webpage. Mr. Figueiredo said that he was going to send information to each board member this week regarding various on-line services which cost approximately \$3,000 per year. He said that the site that has been set up in Vineland, New Jersey and this site does not cost the district anything. Mr. Figueiredo said that Vineland has a secure website that the community can access but any of the secure areas, where confidential documents would be, would require a user name and a password. He said that he thought ultimately this should be the district's goal. Mr. Figueiredo said that as far as costs, there are many services available which all charge approximately \$3000 per year. He said that even if the district spent the \$3,000 per year, it would still be saving money. Mr. Figueiredo said that as the agenda is "tweaked" with the IT department and once the secure site is set up, there will be no costs. He felt that all board members should have an e-mail address on the district webpage. Mr. Figueiredo said that Cumberland Tech was the first district to set up a webpage and he has spoken to representatives from that district. Mrs. Ditri said that she was not sure if a website was established if she could "load" information on it. Mr. Perkins asked why? Mrs. Ditri said that the procedure now to get something put on the web page was to forward it to Ms. Ging and she had to rely on her to post the information. Mr. Damato wanted to know what the difference is between posting on a website as opposed to e-mailing the information to each individual board member. Mr. Figueiredo said

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that the secure website would ultimately be better and it would become a "storage" area. Mr. Perkins said by not using e-mail you are not using an e-mail transmission. Mr. Figueiredo said that others can get access to an e-mail transmission. He said that the district's ISP (Internet Service Provider) can see anything that is e-mailed and if necessary, the Federal authorities can subpoena the e-mail transmissions. Mr. Figueiredo stated that a secure website would be the board members accessing the website with a user name and password to access the agenda information. He said that he thought the board should start with what it has and keep working on. Mr. Perkins said access to a website would constitute no e-mail transmission; an individual would only have to log on to the website to get the information. He said that the district should be able to set up a website. Mrs. Gaglione asked Mr. Perkins if the board should not do e-mails at all. Mr. Perkins said absolutely. Mr. Figueiredo said that there are options available to get this up and running and he knew that there were some individuals who were averse to having the laptop in front of them but they could have a paper copy in front of them at the meeting. He said hopefully everyone will see how easy the process is and the archiving of the information is very valuable and easily accessible. Mr. Figueiredo said that the board can have a representative from Cumberland County who utilizes a similar system, can come to a meeting to speak to the board. Mrs. Gaglione asked if the agendas would still be sent by e-mail until the site is set up. Mr. Damato said that the agendas would continue to be sent by e-mail, work on the hyperlink for backup, and eventually develop the secure section on the website. Mrs. Gaglione said that it was the board's goal to have the IT department set up a secure area on the webpage so that the agenda can be accessed by the board but until then the same format for distribution of agendas will be used by the Business Office. Mr. Figueiredo asked if the board wanted someone from Cumberland County to address the board regarding the procedures that they use for paperless agendas. Mrs. Gaglione thought it would be a better idea if the district's IT department contacted the IT department from Cumberland County to see how the webpage was developed and if our IT department has the capabilities and the knowledge to set up a site in the district. Mrs. Gaglione thanked Mr. Figueiredo for all the time and effort he expended to help the district move forward.

Dr. Jakubowski said that he just received the cycle two report for third and fourth grade testing from the State. He said that language arts scores for grade three are as follows: Battle Hill – 89.4%; Connecticut Farms – 84.2%; Franklin- 85.4%; Hannah Caldwell – 84.4%; Livingston – 85.1%; Washington – 96%. Dr. Jakubowski said that as a district the third grade score was 87.9% up from 85%. He said that the statewide average is 86% and the DFG factor is

88%. Dr. Jakubowski said that the math scores were as follows: Battle Hill – 80.3%; Connecticut Farms – 85.4%; Franklin – 81.2%; Hannah Caldwell – 93%; Livingston – 87%; Washington – 95%. He said that the district average was 87.9%; the state average was 86.7% and the DFG factor is 90%. Dr. Jakubowski felt that the scores were “right in the ballpark”. He said the language arts scores for grade four are as follows: Battle Hill – 74.7%; Connecticut Farms – 76.4%; Franklin – 70%; Hannah Caldwell – 82%; Livingston- 77.6%; Washington – 88.6%; the average district score was 79.1%; state average was 83% and the DFG factor is 84%. He said the math scores are as follows: Battle Hill – 73.8%; Connecticut Farms – 78.7%; Franklin – 65%; Hannah Caldwell – 78.5%; Livingston – 90.8%; Washington – 92%; the district’s average was 79.9%; state average is 84% and the DFG factor is 87%. Dr. Jakubowski said he attributed the lower scores in the fourth grade to one less year that students had access to the SuccessMaker program.

Mr. Figueiredo said that the board discussed many construction projects at this meeting. He said that several years ago there was discussion about an upgrade of the Union High School auditorium but it was never completed. Dr. Jakubowski said that what happened was after the bond referendum projects were complete there was some money left over and the board discussed what projects that money might be used for. He said that the high school auditorium was one of the options mentioned. Dr. Jakubowski said that some of the leftover money was utilized for some other projects. Mr. Figueiredo said that when he attended the 50th graduating class function there were some comments made about the auditorium. Dr. Jakubowski said that there was no question that the high school auditorium could use some modern day revisions. Mr. Figueiredo thought that the high school auditorium was a showcase of the district and he felt that this was something for the board to think about. Dr. Jakubowski said that the board has to decide what projects are more important because the district only has a certain amount of money that it has available. Mr. Helmstetter commented that the money that has been set aside for the administration building could not be used for any other purpose. Ms. Dunn said that if it is not used for the administration building it must go for tax relief.

Dr. Jakubowski said that he always gets questioned by people in the community about taxes. He said that it was the responsibility of all board members to let the community know that the education portion of their property taxes have been reduced. Dr. Jakubowski said that the board needs to defend what it does because there are some individuals who want to blame the board for the taxes charged in Union. Mr. Perkins said that it upsets him very much when individuals blame the board of education for the high taxes. He said that

he felt this board exercises fiscal responsibility and there is nothing wrong with tax relief. Dr. Jakubowski said when he talks to people in town he does admit that the district did get additional state aid which helps the district. Mr. Figueiredo asked if the district sends home a circular to all parents for the opening of school. Dr. Jakubowski said that he does do a newsletter in the fall. Mr. Figueiredo suggested that Dr. Jakubowski mention this fact to parents. He reminded board members to make a decision as to whether or not they would be attending the School Boards Convention by September 5th. Ms. Dunn said that she would send an e-mail to all board members regarding the convention. Dr. Jakubowski said that New Teacher Orientation would be held on August 26th and 27th and if any board member were available, they should stop by the high school library. He said that Township of Union Education Foundation through the Union Center National Bank will be providing lunch for this group both days. Dr. Jakubowski said that he would include this information in his weekly hotline on Friday. He went over the itinerary for the two orientation days.

MOTION TO ADJOURN

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

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

MOTION WAS CARRIED

Respectfully submitted

JAMES J. DAMATO
BOARD SECRETARY