

**UNION TOWNSHIP BOARD OF EDUCATION  
WORKSESSION MINUTES – DECEMBER 11, 2007**

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

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

ABSENT AT ROLL CALL: Mrs. Linda Gaglione

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

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

**APPROVAL OF MINUTES:**

Mr. Abraham asked each board member to review the minutes of the Worksession of November 13, 2007 and the Regular Meeting of November 20, 2007 for approval at the regular meeting. Mr. Perkins noted a correction that needed to be made on the November 20<sup>th</sup>, 2007 minutes. The correction was noted and changes would be made and submitted for approval at the regular meeting.

**COMMUNICATIONS:**

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

Mr. Abraham stated that he was going to change the order of the meeting this evening because several board members had to leave due to holiday shows either at school or at their local church.

**FISCAL AND PLANNING COMMITTEE:**

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

## OPERATIONS COMMITTEE:

Mr. Ruhl said that the Operations Committee met and he presented the agenda that was discussed. He said that the visitor bleacher project was 99% complete and the "home" bleachers would also be upgraded to meet the current standard. Mr. Abraham said that he had received a letter regarding resolution O-1 from Mr. Bradley the Township Administrator which indicated that the Township would be donating television set equipment estimated value of \$5,000 to the CAST department at Union High School. A copy of this letter would be made a part of the minutes of this meeting. Mr. Abraham asked Mr. Damato if he would put a thank you note together and send it out to Mr. Bradley on behalf of the board. Dr. Jakubowski said that the person who deserves much credit for making this donation happen was Sal Terrezza. He said that Mr. Terrezza called him when he found out this donation would be going to the Township and since the Township had just purchased new equipment for its television studio and it was decided that the high school would benefit from this equipment. Dr. Jakubowski said that the equipment is at the high school but it has not yet been decided where it will be installed.

## PERSONNEL COMMITTEE:

Mr. Manochio said that the Personnel Committee met this evening and he presented the agenda.

Mr. Helmstetter, Mr. Ruhl and Mr. Manochio left the meeting at 7:10 p.m.

## EDUCATION/STUDENT DISCIPLINE COMMITTEE:

Mrs. McNeil presented the Education/Student Discipline Committee agenda. Mr. Figueiredo stated that resolution E-4 refers to a program which was started last year by two teachers at Connecticut Farms School on a voluntary basis. He said that this year these teachers would like to be compensated for the cost of books that they would like to purchase for the program along with other materials such as paper, pencils and print cartridges. Mr. Figueiredo said that this was a program using literature to develop and improve the writing skills of students. He said that this program would take place several days after school.

## DISCUSSION ITEMS:

AJROTC Trip to US Army Eastern Region Drill Championship at Macon Georgia from March 26-31, 2008 (information attached) and AJROTC Trip to US National Drill Championship at Daytona Beach, Florida from April 30 to May 5, 2008 (information attached) – Dr. Jakubowski stated that the JROTC has competed in about three or

## EDUCATION/STUDENT DISCIPLINE COMMITTEE DISCUSSION ITEMS

four competitions this year and have placed first in all competitions. He said that the funds used for these trips are budgeted items with some amounts fundraised by the students who will be attending the competitions and he felt that the group should be allowed to attend these competitions.

Middle School testing – Dr. Jakubowski said that last year the sixth and seventh grade was tested together and the eighth graders came in last on the testing dates because with all of the small groups and all of the teachers needed to cover the groups, all the classrooms were needed. He said that the problem this year is that the seventh and eighth grade would be tested together and seventh and eighth graders cannot be tested when the sixth grade students are in the building. Dr. Jakubowski was proposing that the parents of the sixth grade students would be notified that the sixth graders would have a delayed admission to school on the testing dates. He said that any students who had to be dropped off early in the day would be accommodated but to have all sixth graders in the building would not be a good thing to do. Dr. Jakubowski said that the State dictates when the testing must take place and the district has already received the testing scheduled for next year. He said that the State will be testing HSPA in the first week of October on Monday, Thursday and Friday because of the Jewish Holidays that week. Dr. Jakubowski said that the testing schedule must be followed by all school districts no matter what. He said that the letters to parents will go out far in advance and the school will make provisions if any parents reach out.

Dr. Jakubowski said that next week a report on special education would be coming out and how students should score. He said that he would be sending some information to the board over the weekend. Dr. Jakubowski stated that the report deals with students who have an IEP and the percentage of those who graduate from high school and getting a diploma the target is 76% and the district is at 92.8%; the report targets the drop out rate as 5% and the district is at 1.2%. He said that in terms of the district's scores at grades 3 to 5 in language art and math, the district has hit the state target group; 6<sup>th</sup> and 8<sup>th</sup> grade state target group is 95% and the district has done well in this area but have not made the state average. Dr. Jakubowski said that the district is below in certain areas. He said that the state expects 100% of pre-school students before the age of 3 should be ready to start school on their third birthday and the district is at about 85% in this area. Dr. Jakubowski stated that the state law says that the district has 90 days to evaluate a student and the entire process takes 120 days. He said that the district is at 100% compliance with this law but the problem is that many parents do not reach out to the district until 60 days before the child turns 3 years old and it is almost impossible to have everything

## EDUCATION/STUDENT DISCIPLINE COMMITTEE DISCUSSION ITEMS

done within the 60 days period of time. Dr. Jakubowski said that Ms. French is going to reach out to the community and let them know that if they have a child who is turning 3 and it is believed that the child needs some assistance, the parent should contact the district 120 days before the child's 3<sup>rd</sup> birthday. He said that he did not have data to compare the district's scores to other districts.

Mrs. Salazar stated she wanted to update the board on some items that were discussed with at the last technology committee meeting. She said that there were some goals that were being developed by the committee. Mrs. Salazar said that there was a discussion on the qualifications of the building technology representative and several of the committee members wanted to change the title to building technology liaison. She said that this would be discussed further. Mrs. Salazar said that the committee also questioned how much this person would be paid for the position. Dr. Jakubowski said that this is something that would have to be negotiated with the Association. He thought that a good place to start would be at the amount that is presently paid to the AVA coordinator in each building; he thought this amount was approximately \$760 per person. Dr. Jakubowski said that he and Mr. Abraham have discussed the date of the mid-year planning and he said that he would like it to take place at the end of January; on Saturday, January 26<sup>th</sup>. He said that he has spoken to central office staff and they are all available that week. Dr. Jakubowski stated that he would have a little bit of an update on the budget by that time but Ms. Dunn would not have a completed budget by that date because she will have to wait for all the figures from the state. He said that due to the fact that Mrs. Lombardi is leaving he wanted to discuss with the board how the district should proceed with regard to administrators at the central office level. Dr. Jakubowski said that he had a plan in mind. He said that he wanted to be sure that there was someone in place to oversee the technology department who can be part of all of the meetings with the technology committee, etc. Dr. Jakubowski asked Mr. Tatum if there were any interested candidates from the first posting of the new technology position. Mr. Tatum stated that there seemed to be some confusion by the principals that were present at the technology committee meeting as to them receiving the actual posting. He said that Ms. Hubbard indicated that the posting was sent to each building but there were several principals who had not seen the posting. Dr. Jakubowski said that he would ask that the posting be sent out again after the holiday recess; he said that he probably will have some names prior to the January planning session and by then, he would have his proposed plan for administration and what should be done in the district. Mr. Abraham said that he and Mr. Tatum had a discussion and he believed there was some confusion as to the actual description for the position that was sent out. He said that the board had approved a job description at the last board meeting

## EDUCATION/STUDENT DISCIPLINE COMMITTEE DISCUSSION ITEMS

and apparently there were modifications made. Mr. Tatum said that the changes were made as a result of the committee meeting. He said that he had received an e-mail the day after the meeting with regard to the particular set of descriptions that were quite different than the one which was originally approved by the Board last month. Mr. Tatum said that he gave this e-mail to Dr. Jakubowski because he knew that Dr. Jakubowski had not seen the changes. Dr. Jakubowski said he had not see it and he stated that is why he believed the district needed to go in a direction that had some real continuity at the top. Mrs. Salazar said that there was also a suggestion that instead of buying equipment, that the equipment be leased because there are advantages to leasing. She suggested that the technology department prepare a proposal and list the pros and cons for leasing and purchasing equipment and provide it to the board for review. Mrs. Salazar also spoke about getting technical support for the equipment but this would only be good for the hardware but not for any software that is installed. She said that Ms. French may have a problem with this because her software is very specialized and she suggested that the proposal for this be separate. Dr. Jakubowski said that there is now one system for student-based data, another system for special education and another one for the transportation department. He believed that the StarBase program could incorporate them all together. Dr. Jakubowski said that he believed that with the right leadership all of these things can work and this is something that will be discussed at the planning session. He said that he believed that the StarBase program could be utilized more efficiently so that Ms. French does not have the concerns that she has and will allow the district to keep better track of information. Dr. Jakubowski said that the set up as it is right now cannot work. Mr. Tatum stated that the problems that Ms. French was having were with regard to the IEP's for students which is individualized as opposed to the programs used for the general population of students. Mrs. Salazar also said that a suggestion was made to have a quiet room in each building so that teachers can work on the computer. Dr. Jakubowski thought this was a good suggestion if space can be found. He said that he had met with Mr. Endrzejewski last week because there are still many questions that he needed to have explained to him. Dr. Jakubowski said that Mr. Endrzejewski had given him a template of what he thought the technology should be. He said that he has a plan of what he thought would work and he would have it prepared by the planning session so that it can be discussed with the entire board.

## APPROVAL OF BILLS

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

## UNFINISHED BUSINESS

None

## NEW BUSINESS

Dr. Jakubowski stated he hoped the planning session could be held on Saturday, January 26<sup>th</sup> in the morning and he hoped that most of the planning session will be devoted to where the district was going; a discussion of next year's budget and looking at administrative staff and looking at an appropriate replacement for Mrs. Lombardi and when the position would be posted. Dr. Jakubowski stated that he and Mr. Tatum were looking at the responsibilities that Mrs. Lombardi now has and whether or not the position can be handled until the end of June. He said that if there is not someone in place within 120 days of Mrs. Lombardi retiring, he may request that Mrs. Lombardi come in to assist the district in the building objectives which need to be completed by the building principals. Dr. Jakubowski said that if the board does not hire a replacement to start by April 1<sup>st</sup>, then a replacement cannot be hired until the new board is in place because it would be the new board that would need to approve the new person if they are starting on July 1<sup>st</sup>.

Mr. Abraham referred to the first communication listed on the agenda which dealt with a student requesting financial support to attend the People to People Leadership Summit. He asked if the board had ever done anything in the past. Ms. Dunn said that in the past individual board members have supported students who have asked for such donations. Mr. Figueiredo said that if the board were to give a donation it would start a precedent. Mr. Perkins said he remembered another student several years ago who asked for donations and he thought that a few board members made individual donations to her.

Mr. Abraham asked if there was any new information regarding Hendricks Drive and the Hannah Caldwell project. He said that Dr. Jakubowski did meet with the Township Administrator and the Assistant Township Administrator on Monday and they have advised that the Township Engineer has looked at the project and they believe it is a workable plan and the only issue is who will pay for the project. Dr. Jakubowski said that when the project was initially proposed the Deron School was willing to pay 1/3<sup>rd</sup> of the cost but they do not need to do it anymore because they paid for the renovations that were done before they opened and they will not pay for another renovation. He said that Mr. Damato was working on this issue with the Township. Dr. Jakubowski said that if this was done before Hannah Caldwell was opened there would be many parents dropping off children in this area and there would be less traffic on Commerce Avenue.

## COMMENTS FROM THE PUBLIC

Ms. Ciampi asked what the timelines were for the work to be done at Hannah Caldwell. Dr. Jakubowski said that there were no timelines in place at this time. He said that there are some schematics of what the back of the building would look like if the district chooses to do the project. Dr. Jakubowski said that the building was gutted a number of years ago and it is just a shell. Ms. Ciampi asked how the board intended to accommodate handicapped individuals in the present administration building if there continued to be public meetings here. Dr. Jakubowski said that there was an incline installed to the front door when the sidewalk was repaved earlier this year which allows handicapped individuals to enter the building. Ms. Ciampi stated that there is not a handicapped accessible bathroom in the building. Dr. Jakubowski said he understood this and that is why he wanted to move the administrative offices to the new location. Ms. Ciampi asked what the difference between the master technician and the assistant technician was as referred to in resolution P-3 and why were some people on both lists. Dr. Jakubowski said that when there are events that are going on at the high school, shows, dance recitals, etc., there is an individual who acts as a master technician and one individual who acts as an assistant. He said that not everyone can be a master technician but those that are master technicians can serve as assistants if necessary. Dr. Jakubowski said that he wanted to make sure that there were enough individuals on the list so that there is always someone available to cover an event. Ms. Ciampi asked how it is known what capacity a person works. Dr. Jakubowski stated that the individuals are required to fill out a timesheet and it is indicated on the sheet whether the person is the master technician or an assistant. He said that most of the fees are paid by the people who rent the district's facilities. Ms. Ciampi asked about resolution P-11 which appointed Head Start staff, she said she thought that the district no longer had a Head Start program. Dr. Jakubowski said that there is still a Head Start program in the buildings. He said that the district has a director and a number of other individuals who are paid through the Head Start grant. Dr. Jakubowski stated that the district is no longer a delegate or a grantee of the program but the program is still in the schools and the district receives a fee per child for the use of our facilities. He said that there is still at least one Head Start class in each elementary school. Dr. Jakubowski stated that the district has a contract with CDI to use the facilities and the district is paid per child. He said that the director of the program prepares a budget and then meets with CDI and CDI approves the budget. Ms. Ciampi said that on election day, there was a man at Central-Five School who was directing traffic and this person indicated that he was paid for his services. She wanted to know why he was on school property directing traffic. Dr. Jakubowski said he did not know who the person was. Ms. Ciampi asked who paid him. Mr. Damato said that he probably gets paid by the County Board of Elections. Ms. Ciampi wanted to know if it was allowable for him to be directing traffic on school

## COMMENTS FROM THE PUBLIC

property and wasn't that a liability to the district. Ms. Ciampi asked if the Board of Education had to give permission for him to be doing this on its property. Mr. Damato said that schools are closed on election day and during an election, the polling places are under the control of the County Board of Elections. He said the only board employees on the premises are custodians. Dr. Jakubowski said that he had never heard about this before. Ms. Dunn said that she could not pay anyone unless the individual is approved by the board. She said that the payroll department will not put anyone in the system for payment unless they are approved by the board. Ms. Dunn said that Ms. Ciampi should ask the individual who is paying him. Ms. Ciampi said that this individual is on board of education property and in the street telling people where to park. Ms. Dunn stated that in her town only police officers can be paid to direct traffic. Ms. Ciampi asked what would be done with her position when Mrs. Lombardi retires. Dr. Jakubowski said that the position would be discussed in January at the planning session and then a decision would be made and if it is decided that three administrators are needed in the central office, the position would be posted. Ms. Ciampi asked when Mrs. Lombardi was officially leaving. Mrs. Lombardi said the effective date was February 1, 2008. Ms. Ciampi asked about Ms. Durso's salary and she asked whether she was considered a consultant. Dr. Jakubowski said that Ms. Durso is a public relations individual and her services are shared by the board of education and the township. Mr. Damato said that the board of education entered into an interlocal services agreement with the township to share Ms. Durso's services; he said she is an employee of the Township and the board of education pays her a fee for her services. Ms. Ciampi asked what her title was. Mr. Damato stated that Ms. Durso was a public relations person. Ms. Ciampi said that there was a 52 inch television from the high school that "disappeared" and a police report was filed she wanted to know if anyone found out what happened to it and if there was an insurance claim filed. Mr. Damato said that as far as he knew the matter was still under investigation by the police department and an insurance claim has been filed. Ms. Ciampi asked what the name of the insurance company was that the claim was filed with. Mr. Damato said he was not sure who the carrier was. Ms. Ciampi asked why Mr. Damato did not know the name of the insurance carrier. Mr. Damato stated that the board of education has various insurance companies for various coverages and if Ms. Ciampi wanted to know the name, he would e-mail the information to her tomorrow.

Ms. Loessel said that last time she was at a meeting the board was hiring this consultant to apply pesticides on the district's sports fields. She said that resolution P-5 indicates that this individual is now resigning and she wanted to know why and how much the board had paid him for his service. Mr. Abraham said that he had spoken to Mr. Goerlich and he said that the Department of

## COMMENTS FROM THE PUBLIC

Environmental Protection (EPA) was called by someone when Mr. Goerlich was working on the fields and the EPA called Mr. Goerlich at home and explained to him that the licensing that he has, which he has had for years, was now not sufficient enough for the State and the EPA told him that he would have to get other certain certifications and the amount of money that it would cost Mr. Goerlich to obtain the additional licenses was cost prohibitive for him and the fee the district was paying him would not cover the additional costs. Mr. Abraham said this is the reason he has submitted his letter of resignation. He said it was his understanding that Mr. Magliacano has two individuals from his department who are going through training at this time. Ms. Loessel asked how much the district paid Mr. Goerlich to date. Ms. Dunn said she was not sure how much and that she would have to check the purchase order. Mr. Magliacano said he did not think that the district paid Mr. Goerlich anything yet. Ms. Loessel asked if Mr. Goerlich worked. Mr. Magliacano said he did. Ms. Loessel said that when Mr. Goerlich was appointed she had specifically asked if he had the right qualifications and would he be the only one putting pesticides down on the fields and everyone on the board said that he absolutely was qualified. Mr. Abraham said that Mr. Goerlich went above and beyond what is required by putting fertilizer down on the fields, which has been his line of work for years, and he posted flags on the treated fields and the EPA told Mr. Goerlich that this procedure was now not adequate. He said that as far as Mr. Goerlich was concerned, Mr. Goerlich had all of the proper qualifications to do what he was doing. Ms. Loessel asked why the state would say he was not following the proper procedure if this is his business. Mr. Abraham said that the EPA told Mr. Goerlich that he needed to register as a business with the state. He said that these are new rules from the EPA. Ms. Loessel said that it was stated that there are two individuals undergoing training for this procedure and she knew that there was already an individual employed by the district that is already trained and she thought that the board had hired someone was because of negotiations and the old employee could not do it at the time. Dr. Jakubowski said that the person who was qualified to perform this job chose not to do the job because he was not satisfied with what the negotiated agreement in the contract was and his association did not make it an issue to make it a higher amount of money. He said that the individual resigned from doing the job because he thought it was worth more money but his association did not want to negotiate for more money. Ms. Loessel asked what the stipend would be for the new individuals who are being trained. Dr. Jakubowski said that they would receive whatever the negotiated stipend is in the contract. Ms. Loessel asked what the stipend was. Mr. Magliacano said the negotiated stipend was \$300 per year.

**MOTION FOR EXECUTIVE SESSION**

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

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

**BOARD RETURNED TO PUBLIC SESSION**

There was a discussion by Mr. Perkins with regard to the Township of Union Education Foundation. Mr. Perkins indicated that the Foundation should have been consulted prior to the development of a fundraising proposal such as the one presented by Ms. Mangarella. This is because it appears that this separate entity is competing for funding with the Education Foundation. Mr. Perkins asked the administration what can be done to resolve this matter and make it right. There was a general consensus that people on both sides of this issue are offended but the goal should be to coordinate the activities of the Foundation with those of the Board of Education and its employees.

**MOTION TO ADJOURN**

There being no further business before the board, it was moved by Mrs. McNeil, seconded by Mrs. Salazar that the meeting be adjourned at 9:02 p.m.. All present voting yes.

Respectfully submitted

JAMES J. DAMATO  
BOARD SECRETARY