

TO ALL BOARD OF EDUCATION MEMBERS:

A Special Meeting of the Board of Education of the Township of Union will be held on Friday, June 26, 2009 at 8:00 a.m. at the James Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey.

A special meeting of the Board of Education of the Township of Union was held at the James Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey on Friday, June 26, 2009 at 8:00 a.m., pursuant to notice sent to each board member.

PRESENT AT ROLL CALL: Mr. Gary Abraham, Mr. David Arminio, Mrs. Linda Gaglione, Mr. Steve Helmstetter, Mr. Thomas Layden (telephonically), Mr. Anthony Manochio, Mrs. Versie McNeil (President), Mr. Francis Perkins, and Mrs. Judy Salazar

ABSENT AT ROLL CALL: None

Mr. Manochio 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.

FISCAL AND PLANNING COMMITTEE

Moved by Mrs. Gaglione, seconded by Mr. Perkins that the following resolution be adopted:

F-1. APPROVE TRANSFER OF CURRENT YEAR FUND BALANCE TO EMERGENCY RESERVE

That the Board approve transfer of \$750,000 from anticipated current year fund balance to emergency reserve account in accordance with the formal resolution in the hands of each board member.

DISCUSSION:

None

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

Moved by Mr. Helmstetter, seconded by Mr. Abraham, that the following resolution be adopted:

O-1. ACCEPT PROPOSAL FOR VIRTUAL INFRASTRUCTURE ENGAGEMENT/ SERVER CONSOLIDATION – PROMEDIA TECHNOLOGY SERVICES, INC.

That the Board accept proposal for Virtual Infrastructure Engagement/Server Consolidation from Promedia Technology Services, Inc., 535 U.S. Highway 46 East, Little Falls, New Jersey at a total cost not to exceed \$184,437.63 in accordance with the information appended to these minutes.

DISCUSSION:

Mr. Helmstetter asked Dr. Jakubowski to give an explanation of the necessity of resolution O-1. Dr. Jakubowski said that the IT area in the administration building has not been conducive to technology in a long time and some members of the IT Department are located in different locations throughout the district. He said that the two Directors of Curriculum are not housed at the Administration Building and this makes it harder to have central office meetings. Dr. Jakubowski said that transferring and moving the IT Department to Union High School in the old auto body shop area adjacent to the attendance office will work out so much better for the district. He said that purchasing the servers now will allow the district to have a smoother transition. Dr. Jakubowski stated that the old IT Department space at the administration building will be turned into an office for the Directors of Curriculum. Mr. Helmstetter asked if there will be any problems with the transition at the high school. Mr. Magliacano said that there was sufficient electricity and power at the high school to support all of the IT equipment. Dr. Jakubowski said that Promedia has taken a good look at the space and all of the plans have been developed. Mr. Dunn said that there will be enough room in the new space to allow the entire IT department to be housed together in a central location. She said that this proposal will also provide for an upgrade to the district's e-mail as there have been some difficulties with e-mail. Mrs. McNeil asked if the district had someone who could maintain the servers. Mr. Damato said that Promedia does most of the high tech repairs. He said that the day-to-day work is done by Ms. Ging, Mr. Peins and the other individuals in the IT Department. Mrs. McNeil asked if there was a warranty on the equipment in case there is a problem. Mr. Damato said that the new equipment does have a warranty but the old equipment is no longer under warranty. He felt that the district would see a savings on the maintenance costs due to the warranty that covers the new equipment. Mr. Damato said that there will also be a savings on electricity costs as the new equipment does contain a "green" factor. Mrs. Gaglione asked how long the licensing of the equipment covered. Ms. Ging said that the licensing was for the lifetime of the equipment. Mr. Layden concurred with Dr. Jakubowski that the purchase of the new equipment and the relocation of the IT Department made a lot of sense for the district.

SPECIAL MEETING MINUTES

JUNE 26, 2009

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

PERSONNEL COMMITTEE

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

P-1. APPROVE INCREASE OF PURCHASE ORDER #09-00428 – MAYER

That the board approve increase of P.O. #09-00428 to Martin Mayer, M.D., for neuropsychiatric evaluations from \$6400 to \$6630 due to increase in the number of students serviced during the 2008-2009 school year in accordance with the information appended to these minutes.

P-2. APPROVE INCREASE OF P.O. # 09-01932 – LE COMTE

That the board approve increase of P.O #09-01923 to Barbara LeComte for speech therapy from \$19,000 to \$20,320 due to increase in number of students serviced during the 2008-2009 school year in accordance with the information appended to these minutes.

DISCUSSION:

None

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

POLICY COMMITTEE

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

POL -1. ADOPT POLICY FILE CODE 0142.1 – NEPOTISM

That the board adopt Policy File Code 0142.1 – Nepotism in accordance with the information appended to these minutes.

POL-2. ADOPT POLICY FILE CODE 0174 – LEGAL SERVICES

That the board adopt Policy File Code 0174 – Legal Services in accordance with the information appended to these minutes.

POL -3. ADOPT POLICY FILE CODE 0177 – PROFESSIONAL SERVICES

That the board adopt Policy File Code 0177 – Professional Services in accordance with the information appended to these minutes.

POL-4. ADOPT POLICY FILE CODE 1570 – INTERNAL CONTROLS

That the board adopt Policy and Regulation File Code 1570 – Internal Controls in accordance with the information appended to these minutes.

POL-5. ADOPT POLICY AND REGULATION FILE CODE 6111 – SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM

That the board adopt Policy and Regulation File Code 6111 – Special Education Medicaid Initiative (SEMI) Program in accordance with the information appended to these minutes.

POL-6. ADOPT POLICY FILE CODE 6362 – CONTRIBUTIONS TO BOARD MEMBERS AND CONTRACT AWARDS

That the board adopt Policy File Code 6362 – Contributions to Board Members and Contract Awards in accordance with the information appended to these minutes.

POL-7. ADOPT POLICY AND REGULATION FILE CODE 6470 – PAYMENT OF CLAIMS

That the board adopt Policy and Regulation File Code 6470 – Payment of Claims in accordance with the information appended to these minutes.

POL-8. ADOPT POLICY AND REGULATION FILE CODE 6471 – SCHOOL DISTRICT TRAVEL

That the board adopt Policy and Regulation File Code 6471 – School District Travel in accordance with the information appended to these minutes.

POL-9. ADOPT POLICY FILE CODE 6510 – PAYROLL AUTHORIZATION

That the board adopt Policy File Code 6510 – Payroll Authorization in accordance with the information appended to these minutes.

POL-10. ADOPT POLICY CODE 6830 – AUDIT AND COMPREHENSIVE ANNUAL FINANCIAL REPORT

That the board adopt Policy File Code 6830 – Audit and comprehensive Annual Financial Report in accordance with the information appended to these minutes.

POL-11. ADOPT FILE CODE 7410 – MAINTENANCE AND REPAIR

That the board adopt Policy File Code 7410 – Maintenance and Repair in accordance with the information appended to these minutes.

POL-12. ADOPT POLICY AND REGULATION FILE CODE 7650 – SCHOOL VEHICLE ASSIGNMENT, USE, TRACKING, MAINTENANCE AND ACCOUNTING

That the board adopt Policy and Regulation File Code 7650 – School Vehicle Assignment, Use, Tracking, Maintenance and Accounting in accordance with the information appended to these minutes.

POL-13. ADOPT POLICY AND REGULATION FILE CODE 9120 – PUBLIC RELATIONS PROGRAM

That the board adopt Policy and Regulation File Code 9120 – Public Relations Program in accordance with the information appended to these minutes.

DISCUSSION:

Mr. Perkins said that these are the policies which are required to be adopted by the district in accordance with state statute. Mr. Damato said that the state, through statute and code, created additional policy requirements for all boards of education. He said that these policies must be in place before July 1st because they are audited by the district auditors and they must be in place for N.J.Q.S.A.C. Mr. Damato said that he reviewed all of these proposed policies with Ms. Dunn, Dr. Jakubowski and Mr. Tatum to the extent that these policies could be tailored to the district's needs. He said for the most part they exactly track NJ Administrative Code and which spells out what the district needs to do in extreme detail. Ms. Dunn said that last Tuesday, she attended a meeting of State Business Administrators. She said that this was the first review of the new audit manual and all of changes. Ms. Dunn said that there are significant changes and most of the changes relate to the proposed policies. She said that the Internal Control policy is one that the state is zeroing in on because by December 1st, the district will have to have an SOP manual for business procedures that extend to maintenance procedures, IT procedures, etc. Ms. Dunn said that as Mr. Damato stated, the policies as written are almost verbatim to what the Code says and they have been customized to the district because there were some options that could be chosen. She said that one of the options was with regard to travel which allows the board to authorize the Superintendent to permit individuals attend regular professional travel up to \$1500 per year without prior board approval but the district opted out of that option. Ms. Dunn said that every line in each policy was reviewed. She said that a lot of the requirements stem from the fiscal accountability regulations that were put in place last July and December. Ms. Dunn said that she has received more changes to the regulations that will be in the audit manual for 2009. Mr. Manochio said that the POL-2 prohibits advanced payments. Mr. Damato concurred. Mr. Manochio asked what happens if a subcontractor gets in their paperwork late, can that subcontractor be paid.

Mr. Damato said that the district cannot and does not make payments unless all of the proper paperwork is received. He said that this policy is geared to districts that paid retainers at the beginning of the year and then paid for services that were rendered. Mr. Arminio asked about the picture verification on direct deposit referred to in POL-9. Ms. Dunn said that the day on which this is done there will be no direct deposit and each employee will receive a "live" check. Dr.

Jakubowski said that this will take some work on the administrations part to coordinate this procedure. Ms. Dunn said that the building principal cannot distribute the checks; someone from the central office must distribute the checks.

Mr. Arminio asked what a "professional service" was as referred to in POL-3. Mr. Perkins said that professional service was attorneys, accountants, etc., any service that is licensed. Ms. Dunn said that she must keep a list of all professional services in aggregate so that it can be monitored throughout the year and at no time can the district go over the dollar figure without prior board approval. She said that this will be tracked by vendor and type of vendor which is coded specifically through the fund accounting system. Mr. Arminio asked what "Special Education Medicaid Initiative" as referred to in POL-5. Ms. Dunn said that the district can be reimbursed "dollars" for particular services. She said that if there is a special education child who is eligible to or is receiving Medicaid, it is mandatory that the district give the parent a consent form and if the parent agrees, every time the district offers a service or hold an I.E.P. meeting for that child, it is recorded, the individual doctor is identified and the information is sent to the State of New Jersey and the district is reimbursed a nominal amount for the service.

Dr. Jakubowski said that the district has been involved with SEMI for a while. Mr. Damato said that the district can lose state aid if it does not participate. Ms. Dunn said that there is a mandatory percentage that the district needed to budget and the district must maximize participation. She said that the participation rate is determined by the yes and no answers, not only the yes answers. Ms. Dunn said that the district will receive credit if the parent says "no". Mr. Layden thought that the policies were very detailed and very specific and he understood why they had to be. Mr. Abraham said with regard to the Nepotism policy, he wanted to know if the State had a similar policy for their employees. Mr. Damato said that they did. Mrs. Gaglione said that the board has previously adopted a Nepotism policy. She wanted to know if there were changes in the policy adopted today. Mr. Damato said that the policy presented today was the latest version of the policy.

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

Dr. Jakubowski thanked all of the board members who attended graduation. He said that he received several calls from individuals who expressed some disappointment. Dr. Jakubowski said that he and Mr. Gibbons are working on a letter that will be sent home to the parents of the Senior students to have an assembly so that the students can receive their diplomas and have their pictures taken receiving their diplomas. Dr. Jakubowski said that July 15th has been mentioned as a possible date and he did not have a problem with that date. He asked all board members to check their calendars to see if they could attend.

Mr. Manochio asked what was happening with the plans for the renovations of the high school auditorium. Dr. Jakubowski said that he was waiting for more plans. Mr. Magliacano said that revised plans are required. Mr. Manochio asked if plans were necessary for cosmetic changes. Mr. Magliacano said that the renovations were to be made to the sound, lighting and seating; these were the top priorities. Mr. Manochio said that there were architectural plans from a previous architect and they were null and void. He wanted to know what the timeframe was. Mr. Magliacano said that all of the plans can be prepared and they can be sent to the State for approval. He said that the job could be bid and everything could be set for the work to begin next summer. Mr. Magliacano said that no work can be done while the students are in the building. Mr. Abraham asked if Potter Architects could work off of the existing plans. Mr. Magliacano said that the plans were five years old and they encompass more work than what now will be done. Mr. Abraham was very disappointed that because he had anticipated changes to be ready for the upcoming school year. Mrs. Gaglione said that the floor was very bad and she hoped that some renovation of the floor also be included in the plan. Mr. Damato said that he thought this would be an alternate on the bid and if the numbers come in right, the floors would also be done before the seating is reinstalled.

MOTION TO ADJOURN

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

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

Respectfully submitted

JAMES J. DAMATO
BOARD SECRETARY

RESOLUTION

TOWNSHIP OF UNION BOARD OF EDUCATION TRANSFER TO EMERGENCY RESERVE ACCOUNT

WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end; and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution; and

WHEREAS, the Township of Union Board of Education wishes to deposit anticipated current year fund balance into an Emergency Reserve Account at year end; and

WHEREAS, the Township of Union Board of Education has determined that \$750,000 is available for such purpose of transfer.

NOW, THEREFORE, BE IT RESOLVED by the Township of Union Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Dated: June 26, 2009

TOWNSHIP OF UNION BOARD OF EDUCATION

By: _____
Versie McNeil, President

Theodore A. Jakubowski, Superintendent

James J. Damato, Board Secretary

