

UNION BOARD OF EDUCATION
WORKSESSION – SEPTEMBER 9, 2008

Meeting was held at James M. Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey 07083

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

ADMINISTRATORS PRESENT: Dr. Theodore Jakubowski, Mr. Gregory Tatum, Mr. James Damato, Ms. Karen Dunn and Mr. Anthony Magliacano

The meeting was called to order by Mrs. Gaglione at 7:00 p.m. Mr. Manochio 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.

COMMUNICATIONS:

Mr. Damato stated that the communications had been referred to the appropriate committees.

EDUCATION/STUDENT DISCIPLINE COMMITTEE:

Mr. Figueiredo presented the Education/Student Discipline agenda. Mr. Figueiredo asked why some out of district students had two tuition amounts listed for them. Dr. Jakubowski said that some students have in their IEP that they need to attend an "extended school year" program. Mr. Figueiredo stated that the tuitions for out of district placement are very expensive. Dr. Jakubowski agreed.

Mr. Figueiredo said that before the meeting tonight the committee met with Ms. Moutis and Ms. Lischak, the two new Curriculum Directors. He said that the committee was enlightened by what they are doing and the committee was very impressed with both of them. Mr. Figueiredo said that Ms. Moutis and Ms. Lischak were going to expand the use of the SuccessMaker program and Ms. Moutis explained some new programs that she plans to add into grades K-2 curriculum. He said that the district's No Child Left Behind (NCLB) grant money amount increased from \$353,000 to over \$800,000 this year. Mr. Figueiredo said that this was a nationwide trend. He said that this money is not just for Title I programs; it is

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dispersed through any items that NCLB has asked states to address. Mr. Figueiredo said that the grant covers Title I, Title II, professional development, and ESL. Mrs. Gaglione said that this was money that was given to the district. Mr. Figueiredo said that the district will have three reading coaches who will be paid out of this money, who will be working with first grade students. He said that the district is trying to get to the point where all third and fourth graders are using SuccessMaker, not just the AAP students. Mr. Figueiredo said at the middle school level, especially at Burnet Middle School, Ms. Lischak is trying to get more computers because there are students in that building that need to utilize computer programs to get them prepared for the ASK6, 7 and 8. He said that Ms. Lischak wants to have professional development in writing strategies for teachers to try to get uniform strategies at the middle school level so that all teachers have the strategies at their disposal. Mr. Figueiredo said that on November 4th a workshop will be presented on the writing strategies and have teachers grade papers using holistic scoring so that they can become more acclimated with that process. Mrs. McNeil said that Ms. Lischak was trying to get a middle school program which was similar to SuccessMaker. Dr. Jakubowski said that the first thing that the elementary specialists did when those positions were created was to work with holistic scoring; he said that this was never done at the middle school level. He said that Ms. Lischak wants to do this. Dr. Jakubowski said that Ms. Lischak thinks that the language arts period should be longer than 42 minutes and he told her this would be a problem because the schedule would not permit lengthening of periods. He said that the middle schools would be focusing on math and language arts with the Math plus and English plus courses that have been added to the middle school curriculum. Dr. Jakubowski said he felt that the district needed to put more computers in those classes. He said that the Supervisors at the middle school level will be responsible to sit with Ms. Lischak, Mr. Tatum and him to come up with a curriculum for Math Plus and English Plus that is different from what it is right now; this will cover the sixth and seventh graders. Dr. Jakubowski said that he was excited about Ms. Lischak's enthusiasm but the district must take "baby steps" to get the program started. He said in the eighth grade a program has been instituted for students that are "least at risk". Dr. Jakubowski said this is a mandatory program which adds a math and a language arts course in place of one elective period during the year. He said that Mr. Ghiretti and Mrs. Ford the two Supervisors at the middle school level, are very open to suggestions to see what can be done. Dr. Jakubowski said that the SuccessMaker program is being expanded into the fifth grade. Mr. Figueiredo said that Ms. Lischak and Ms. Moutis distributed written information to the Education Committee and he thought that it would be a good idea to distribute this information to all board members. He felt that it contained helpful information regarding the success of the use of the SuccessMaker program at the elementary level. Dr. Jakubowski has informed elementary principals that they must make the SuccessMaker program available to students as much as possible. Mr. Perkins asked if the program is available and accessible to parents on a home study basis. Dr. Jakubowski said that a license was required to use the program. Mrs. Gaglione said that SCORES in Union Center utilizes this program and parents can send their children there for a fee. Mr. Perkins asked how much the district pays for licenses for this program.

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Ms. Dunn said that she would have to look it up. Mrs. Gaglione thought that each license was about \$1500. Dr. Jakubowski said that the district has hundreds of licenses. Mr. Perkins asked if the license was based on a "per user" basis. Ms. Dunn thought that the licenses were purchased in blocks of thirty (30). Mr. Figueiredo said that he asked if there was a way that he could access the program to see what the program does. He said that he was told he couldn't. Mrs. Gaglione said that Ms. Moutis suggested that if the board wanted to she could bring in her contractor and the contractor could demonstrate the program for the board. Dr. Jakubowski said he thought this would be a very good idea. He said that Ms. Moutis was very concerned early last year because the results of the SuccessMaker program was not being evaluated by the regular classroom teachers. Dr. Jakubowski said that this is when he stressed to the elementary principals that he wanted all students to use the program as much as possible. He said that he only knew about the SuccessMaker program what Ms. Moutis has shared with him. Dr. Jakubowski said that Ms. Moutis believes very strongly in the SuccessMaker program and this is why he wants to expand this type of program to the middle schools. Mr. Manochio asked if the Curriculum Directors and the Supervisors meet with the building principals to convince them about the positive outcomes of these programs. Dr. Jakubowski said that the Director of Curriculum preschool through 5 has direct contact with all of the elementary principals. He said that at the principals meeting the Director of Curriculum preschool through 5 will attend that meeting. Dr. Jakubowski said that the Director of Curriculum 6-12 will attend the meetings of the middle school and high school principals. He said that Ms. Lischak will be working directly with Mr. Ghiretti and Mrs. Ford. Mr. Manochio thought it was key to have the building principals buy into this program and the teachers will follow them. Dr. Jakubowski said the addition of the two supervisors K-5 will allow the high school supervisors to stay at the high school. He said that the high school is the district's least priority level at this time. Dr. Jakubowski hoped that the extra help at the elementary level should eventually filter to the high school level as students' progress through the system. Mr. Perkins asked how accurate the prediction was with the SuccessMaker program. Dr. Jakubowski said it was 93% in language arts and 96% in mathematics. Mr. Manochio asked how many of the district's first graders remain in the district through eighth grade. Dr. Jakubowski said that he did not know the present percentage but it was not how many first graders stay in the district until the eighth grade but the interesting number is those students who enter after the first grade. He said that the last time he looked at these percentage students who entered the district in kindergarten, grade 1 and grade 2 and stayed in the district until grade 8, there was an average of 95% of those students who passed the state test. Dr. Jakubowski said that the results of the tests now include all students; he said there was a time when special education students were exempt from the testing. He said that the district still averaged 75% of students passing the test of those students who entered in grades 3, 4 and 5. Dr. Jakubowski said that the problem area was those students who entered in grades 6, 7 and 8 and only about 40% of those students passed the test. He said that he always believed that if a student enters the district in kindergarten through second grade, he could almost predict that 95% of those students will pass the eighth grade test.

EDUCATION/STUDENT DISCIPLINE COMMITTEE/DISCUSSION ITEMS

French Field Trip

Dr. Jakubowski said that every year Mrs. Morrow's French students have gone on a trip to Montreal. He said that the principal at Kawameeh Middle School has questions as to whether or not the students should be allowed to go on this trip. Dr. Jakubowski said that he needed to speak to Mr. Bell again. He said that the approval of this trip might have to wait until October, because it would not be fair to approve it before he was able to speak to Mr. Bell about his concerns. Dr. Jakubowski said that Mrs. Morrow sends him photos of the trip each year and the students really enjoy this trip. Mr. Figuereido said that this trip is scheduled to take place after testing is complete. Dr. Jakubowski said that Mr. Bell left him a message that he did not want to approve the trip and he wanted to find out why. He said that he thought the students should be allowed to go on the trip as it is a part of the educational process. Mr. Manochio asked how many students would be going on the trip. Dr. Jakubowski said that there is usually a bus load of students who attend. Mrs. Gaglione asked if the students pay for the trip and if the district pays for chaperones to accompany the students on the trip. Dr. Jakubowski said that if the trip takes the students out of school any days, the district must pay for a substitute. He asked the board if Mr. Bell agrees to approve the trip, would the board okay putting a resolution on the agenda for the regular meeting. All board members said they would agree.

FISCAL AND PLANNING COMMITTEE:

Mrs. McNeil said that the Fiscal and Planning Committee met prior to the meeting to discuss the agenda items. She presented the agenda to the board. Mr. Figueiredo commented that the interest rates on the investments are very low. Ms. Dunn said that each month various banks are called to solicit quotes for interest rates.

Ms. Dunn also mentioned the new regulation which covered the board approving field trips for students. She said that the board must approve the destination, whether its paid for with district money or paid for by each student going on the trip. Ms. Dunn said that ultimately the board will have to come up with a maximum dollar figure for field trips for the year. She said that she would always have the field trip requests available for the board to review if necessary and a grid outlining the trip and the costs will be attached to the agenda as backup. Ms. Dunn said that she had sent an e-mail to all staff members in the district and hopefully the procedure is very clear and if she needs to modify the request form, she will. Mr. Manochio asked if the regulations differ for out of state or out of country travel. Ms. Dunn said they did not but the regulations do question out of state travel but the new regulations that will be put in place by the end of the month should clarify the requirements. She said that the focus is that student travel is for educational purposes and not solely for entertainment. Ms. Dunn said that the trips should be nominal in cost; the board must pre-approve the destination and establish an annual

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maximum amount approved for student travel. She said that the principals have mentioned to her that there are students who are out of district for approximately 30 days out of a school year on field trips. Ms. Dunn stated that the Department of Education has indicated that a district must be accountable by the Board of Education that it has a knowledge base on how money is being spent in the district. Mrs. Gaglione asked if it will be up to the board to make the call on if a group goes on a trip. Dr. Jakubowski said that was the case, especially any trip which takes students out of the state. Ms. Dunn said that the new request form requires that the faculty member taking students on a trip indicate whether the monies for the trip are coming from the general fund budget or if the students are paying for the trip and is the transportation being furnished by the district or by an outside vendor. Mrs. Gaglione said that she would also like to know if the chaperones are being paid by the district or are paying their own way. She said that she felt that if Ms. Dunn thought there was something astronomical on a field trip request, the board should not have to be the one to deny the request. Ms. Dunn said that the principals are very much on board with the new request system. Dr. Jakubowski said that the middle school and high school principals especially like the new process.

OPERATIONS COMMITTEE:

Mr. Ruhl said that the committee met earlier in the evening and he presented the agenda to the board. Mr. Ruhl stated that Mr. Magliacano gave the committee an update on the progress of the football field and it is moving along. He said that there will be a football game on the new field on Saturday. Mrs. Gaglione said that she has been passing the field three or four times per day during the summer and she was really impressed with the hard work of the workers installing the new turf. Mr. Perkins said that he had sent an e-mail to Dr. Jakubowski and Mr. Magliacano to ask if the manufacturers of the Field Turf were any of the three that were being sued by the State of California. He said he had not received a response and he assumed that the answer was "no". Mr. Magliacano said the answer was "no". Mr. Damato said that the company that is installing the turf has a company name registered in all fifty states. He said that same field turf company is the same company that is installing our turf. Mr. Damato said that the turf which was installed on the football field has been tested for all of the things that were the subject of the lawsuit in California and it tested negative. Mr. Perkins asked if any of the defendants in the lawsuit involved in the manufacturing of the turf which is being installed on the high school field. Mr. Damato said that Field Turf has a company in each state. Mr. Perkins asked if they were separate entities. Mr. Damato said that they were separate corporations but he did not know if they were owned by the same person. He said that he knew that the product being installed on the field did not contain anything harmful. Mr. Perkins asked how he knew that. Mr. Damato said he knew that because the product was tested and the results were given to the architects. Mr. Perkins asked if the product

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was warranted. He said that he wanted to make sure that the board can say to assure its constituents. Mr. Perkins asked if the district had a formal representation from the manufacturer that warrants that the product is safe. Dr. Jakubowski said that he would speak to Mr. Potter to see what information he had. Mrs. Gaglione said she thought that this discussion was had before the board approved the project. Mr. Perkins said that subsequent to that discussion, the lawsuit was filed and it was filed against three corporations and Field Turf is one of them. He asked beside the promotional information received by the district, how is the board assured that this product does not contain the same materials as those that are the subject of the lawsuit. Mrs. Gaglione asked that any information that Mr. Potter has be forwarded to the board members. Mr. Figueiredo asked what was still left to be done on the field so that it will be ready for Saturday. Mr. Magliacano said that all of the numbers, hash marks and all the extras that are on the field are complete. He said the only thing left is that a layer of rubber and sand have to be put down which is a three step process and it takes about two days. Dr. Jakubowski said that he has been told that the moment the process is done, the field can be utilized.

Mrs. Salazar had some questions on the amounts listed in the Comprehensive Maintenance Plan (resolution O-5). Mr. Magliacano said that the amount listed under 2007-2008 are amounts that were actually spent and the amounts listed under 2008-2009 are projected amounts. He said that since it is only a few months into the year, he said he did not know what problems would happen this year. Mr. Magliacano said that the descriptions are the same because it generalizes all of the possible things that could go wrong in a building that would have to be addressed by the maintenance department. Mr. Abraham stated that the actual budget for Franklin School for 2007-2008 was \$44,912 and the projected budget for 2008-2009 \$34,190; why was there a decrease and yet the description is the same? Mr. Magliacano said that if you look at the plan, the 2009-2010 amount is the same as 2008-2009. He asked Ms. Dunn why it is done that way. Ms. Dunn said that if the board looks at the backup for resolution O-4, Form M-1 gives the minimum targeted expenditure for each school over a ten year period. She said that there is only one year where the district was at the minimum level. Ms. Dunn said that the district generally budget more money, however, during the school if one school needs something, money is taken from another school. She said that as long as the district does not fall below the 2% over a ten year period, the district is allowed to do it. Ms. Dunn said that if the board looks at Form M-1, it shows that the district is significantly in the ballpark for all of its buildings. She said that she always uses the current budget as the baseline for the following year. Ms. Dunn said that this is an easy way to do it but it does not have to be done this way. She thought that this year Franklin School had some issues. Ms. Dunn said that there have been times that she has told Mr. Magliacano could not transfer money from another building because he would be going below the minimum

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percentage because the expenditure has to be shown within that particular account because the State is saying that based upon a certain square footage and a certain amount of money, the district is required over the year to show that it put a good faith effort expenditure for district facilities. Mrs. Gaglione asked where the money that is not utilized for a building goes. Ms. Dunn said that it goes back into the fund balance. Mrs. Gaglione asked if the same amount must be put in the following year. Ms. Dunn stated that there is a minimum amount that must be budgeted. Mr. Ruhl asked how the figure for replacement value is arrived at. Ms. Dunn indicated that there is a formula within the budget document which is used to determine this figure.

Mrs. Salazar also wanted to comment on the improvement of the forms and documentation for disposal of textbooks. She felt that they were more orderly than previous forms. Mrs. Salazar asked if this could be done for other large items that the district discards. Mrs. Gaglione asked if a form is filled out for vehicles that are sold or discarded. Mr. Magliacano said this procedure is not followed because vehicles and equipment must be advertised for bid before they can be discarded. Mrs. Gaglione asked that more information be given when a large item is being advertised for disposal.

Mr. Abraham said that there was a discussion about rental of the football field because it will be a desirable place. He said that Mr. Magliacano mentioned that there has always been an established rental fee to use the football field. Mr. Abraham asked what could be done about the "uninvited" parties that decide to use the field and what happens if these parties create a problem with the field. Mrs. Gaglione said that she thought it was agreed that some sort of signage would be posted at the field. Mr. Magliacano did not think that a sign would discourage individuals from going on the field. Mrs. Gaglione thought it would be beneficial if a sign was posted about unauthorized usage. Mr. Magliacano said there is such a sign already posted. Dr. Jakubowski said that if the district needs to put up a few more signs so that they are more visible, it will be done and secondly, he would ask the police department to ride by the field more frequently. He said that if any unauthorized individuals are on the field the district must prosecute. Mr. Perkins said that there are surveillance cameras in other areas of the district; why not put the field under video surveillance. Dr. Jakubowski said that could be done. Mr. Ruhl asked if the field would be secured in some way. Dr. Jakubowski said to secure the field to try to prevent individuals from going on it is difficult and it would also mean that the track would be secured from use by the public. Mr. Perkins said that he used to be someone who thought that the track was a community asset that should be utilized by all of the community however, he is more and more thinking that the facility is more of an asset for educational purposes primarily and it should be closed and not allow use by the public. He said that there are plenty of other places where people can walk. Dr. Jakubowski said he

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did not care one way or the other and the board could make whatever decision they wanted but the board needs to be prepared for the public to come to a board meeting to complain. Mrs. Gaglione said that she thought if the district put up signage and if the district finds that use of the facility is being abused, then the board can do something about it. She said that if the field is totally locked up, the board will have to put money into fences and other security measures. Mr. Manochio asked what capabilities the district had besides signage. He said that if he is passing the field on a Sunday and see individuals playing soccer on the field, what should he do. Dr. Jakubowski said to call the police department. Mr. Manochio asked what the police department would do. Dr. Jakubowski said that the police department has asked the district to put up signs at its locations. He said that there are things that the board must consider and look into. Dr. Jakubowski said one option would be to secure the area as best as it can but there will be consequences. Mrs. McNeil asked Dr. Jakubowski if he has spoken to the Police Chief regarding this issue. Dr. Jakubowski said that he would do that. Mr. Damato said he assumed that the district would allow the public to use the track in the evenings. Dr. Jakubowski said as of right now that was his intention but the discussion tonight seems to indicate one option would be not to allow public use of the track. Mr. Damato said that the track has become a community resource and he thought it would be very difficult to deny access. Mr. Ruhl suggested that signage indicate that a permit would be required to use the field. Mrs. Gaglione thought that would be a good start and in the future if the board sees abuses that cannot be controlled by telephone calls to the police department, then more stringent measures can be implemented. Mr. Ruhl said that there was a fee for renting the football field when it was natural grass; will the district still utilize that same fee. Mr. Magliacano said that the rental fees for 2008-2009 were already approved by the board. Mr. Ruhl said that there are groups who have expressed interested in using the field. Mr. Magliacano said that other groups can use the field as long as it is available. Mrs. Gaglione asked if the board could make a modification on the rental fee for the field. Mr. Magliacano said that the board could do whatever they want. Ms. Dunn suggested that Mr. Magliacano call other districts that have a Field Turf field to see what they charge for use of the field by outside groups. Mrs. Gaglione thought this would be a good idea to get a competitive rental rate. Dr. Jakubowski said that once he looks at the schedule of events at the field for district groups, the field will probably not be available as much as people think.

PERSONNEL COMMITTEE:

Mr. Manochio said that the committee met with the Superintendent regarding the agenda items. He presented the agenda. Mr. Manochio asked if there would be some additional names for resolution P-1 next week. Dr. Jakubowski said there would be more names next week. He said that there are a few interviews that would be completed this week. Mr. Manochio stated that resolution P-4 regarding class changes

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of employees would be pulled from the agenda because these changes could not be put in place until the UTEA contract was ratified. Dr. Jakubowski said that in the past the district would pay employees who have changed their pay class even though no contract was in place, but this year there is an indication that this should not be done. He asked Mr. Damato if the board could pass the resolution. Mr. Damato said he did not see the purpose of passing this resolution if the contract must be ratified before the changes can go into effect. Mr. Manochio asked if the principal assigned the personnel or the tasks listed in resolution P-5. Dr. Jakubowski said that the individuals listed are security monitors who work during the summer and help in the Department Supervisors' Office to distribute new books. Mrs. McNeil asked if the district needed two medical inspectors. Dr. Jakubowski said the district did need two because these doctors are used for workers' compensation cases and other issues. He said it is for the district's convenience. Dr. Jakubowski said that Dr. Gallick is responsible for all student injuries and athletic matters. Mr. Damato said that the only doctor who got a raise was Dr. Mullick who got a raise last year and the reason for the raise is that Dr. Mullick must review every sports physical form that was done in the entire district. Dr. Jakubowski said that Dr. Mullick is also used when transportation requests for medical reasons are received and she must review those requests. Mr. Manochio mentioned that within the past few weeks several students in other districts had died while participating in athletic activities; he said that each of these students had a physical prior to participation and he wanted to know if the board of education or the doctor who performed the physical be responsible. Dr. Jakubowski said that it was the district's requirement that all athletes have an annual physical. Mr. Damato said that the athletic physical is a very general physical and is relatively inexpensive. He said that it probably is not designed to detect any type of blood issues; usually no EKG or scans are usually performed.

POLICY COMMITTEE

Mr. Perkins stated that the first two policies (Nepotism Policy, File Code 4119.21 and Honest and Ethical Dealings with Vendors Policy, File Code 3327) are required by the new regulations from the Department of Education. He said that these policies must be adopted by October 1st. Mr. Perkins said that these two policies follow the regulations almost precisely. He said that Mr. Damato drafted these two policies. Mr. Perkins said that there is a provision in the nepotism regulation that allows a local board to refer in the case of promotions of a relative, who is already on the payroll, to the Executive County Superintendent for review but it is discretionary. Mr. Perkins said that the Ethical Dealings with Vendors Policy is one that restricts the ability of vendors to make contributions to the campaigns of board of education members. He said that the Substance Abuse Policy, File Code 5131.6 has been previously distributed and has already been discussed by the board at previous

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meetings. Mr. Perkins said that many people put in many hours of work and he apologized for the long delay in getting this policy adopted but sometimes it is very difficult to say what you want to say. He asked if there were any questions regarding any of the policies. Mr. Perkins said that he and Mr. Damato have also spoken about a provision in the regulation that talks about relationships with public relations and professional services which restricts the district's ability to engage the services of an outside public relations consultant but even more problematic for him in some ways are the restrictions that are placed on the employment of the providers of other professional services. He said that there was no specific deadline for the board to adopt a policy regarding these issues but it was Mr. Damato's feeling that it should be done in an expeditious manner and since the district is coming up on self monitoring, he felt this was one of the things that the district would be asked about as well. Mr. Perkins said that next month he would submit a proposal with regard to this policy. Mrs. Gaglione asked if any actions taken by the board prior to October 1st would be covered by the first two policies. Mr. Perkins said that was correct. He said that the nepotism policy did not preclude an individual from running for the board and becoming a board member because they have a "relative" who is an employee of the board of education. Mrs. Gaglione said that she believed that she had already signed forms from the high school regarding this substance abuse policy. She said that this policy is contained in the high school student handbook and the student had to have a form signed by a parent/guardian so that the parent/guardian was aware of the drug abuse policy. Mr. Perkins said that when this policy was being discussed, he questioned the use of nutritional supplements such as vitamins, etc. He said that the wording in the policy was changed to "banned" nutritional supplements to clarify that issue. Mr. Perkins said that this policy pretty much follows the law. He acknowledged the effort of the committee which spent a lot of time coming up with this policy. Mrs. Gaglione asked if Mr. Perkins could supply her with the names of the teachers and administrators who were on the committee so that she could acknowledge them at next week's meeting.

APPROVAL OF BILLS

Mrs. Gaglione asked the board to review bills for approval at next week's meeting.

UNFINISHED BUSINESS

Dr. Jakubowski distributed professional learning focus sheet for the board's information. He said that this indicated programs that would be run by the district during the school year for professional development. Dr. Jakubowski said that Mrs. Mangarella presented a program on the second day of the New Teacher Orientation regarding discipline, etc. He wanted to remind the board that on Saturday morning the district would be dedicating the soccer field as "Jim Jeskey Field". Dr. Jakubowski said that the program would begin at 9:30 a.m. prior to the boys' varsity soccer game.

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He said that invitations have been sent out and this event has been posted in each school. Dr. Jakubowski said that the new scoreboard will be ready to be unveiled and a proclamation will be read and will appear as a resolution on next week's agenda for adoption by the board. He said that the event will take place right on the soccer field. Dr. Jakubowski said that Mr. Jeskey and his family will be present. He said that he would have test scores as a part of the Superintendent's Report next week. Dr. Jakubowski said that he has already received cycle two scores for third and fourth grade scores. He distributed copies of scores that have been received. Dr. Jakubowski said that in all schools the language arts scores for the third graders made AYP and were higher than the State average. He said the same can be said for the math scores in the third grade. Dr. Jakubowski said that the fourth grade scores were a little different in that the scores are a little below the State average and only two schools, Hannah Caldwell and Washington, met the AYP score. He was most impressed with the language arts scores from Franklin School that in the past were at 60% and last year Franklin School scored 70.7% which is amazing. Dr. Jakubowski stated that all schools, except Franklin School which was very close, were at AYP. He thought the math scores at Franklin were not accurate but he would speak to Ms. Moutis and distribute a corrected sheet next week. Dr. Jakubowski said he was very impressed at what the district is doing at that level. He said that the scores for fifth, sixth, seventh and eighth grades will not be as good because a new test was given and statewide schools are thirty to forty percent lower than they were the year before. Mr. Perkins asked what the explanation for this was. Dr. Jakubowski said that a new test was given and the bar was changed after the test was given. Mr. Figueiredo said that prior to the new test, if a student got 25% of the questions correct, they would be proficient but now students must get 50% of the questions correct and that is why the scores have changed so drastically. Dr. Jakubowski said that the cycle two scores for these grades have not yet been received. He said that not receiving the scores has put a crimp on the AAP program at the middle school. Mr. Perkins asked what the analysis was from the Department of Education for raising the bar. Dr. Jakubowski said that the analysis from the Commissioner of Education is that New Jersey wants to raise the bar. He said that Commissioner also believes that every high school student in New Jersey should have to pass Algebra II, Chemistry and Physics and take a test to get a diploma. Mr. Figueiredo said that in the year 2014 the State of New Jersey expects 100% of students to meet AYP. Mr. Perkins asked if the district can anticipate that the students in the third grade will continue at this level of success as fourth graders. Dr. Jakubowski said that he hopes as the program continues the current third grade, their scores in the fourth grade will be better than the current fourth graders that have not had as many years on the program. He said that the population changes are very limited from last year's third grade to this year's fourth grade and they will be getting another year on SuccessMaker. Mr. Manochio thought that there was a big drop off in the fifth grade. Dr. Jakubowski said that fifth grade scores were the best scores in the district for the first three years that the fifth

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graders took NJASK. Mr. Figueiredo said that the state did not raise the bar on the third and fourth grade scores this year, but it will be done next year. Mr. Perkins asked why the difference between the third and fourth grade scores. Dr. Jakubowski thought the difference between third and fourth grade was because the third graders were on SuccessMaker starting in the second grade and fourth graders have not had as much opportunity to use the program. He said he thought the third grade teachers bought into the program more quickly than the fourth grade teachers. Mr. Manochio said that when he was teaching, building principals always tried to put their better teachers in grade four and eight because those are the scores that were reflected on the State Report Card. Dr. Jakubowski said that he encourages building principals to put their best teachers into teaching in the AAP program as those are the students who are at risk. He said that the SuccessMaker program was started only for the students who were in basic skills, then the program was moved to all third grade students and then to the fourth grade students.

Dr. Jakubowski said that he had anticipated some parents in attendance at tonight's meeting due to some transportation issues. He said that the issues that are coming up are simple; students who live within the walking distance want to be transported. Dr. Jakubowski said that some parents want their students to be transported from one place to get to school, but then another place to get home. He said that families that live off of Stanley Terrace believe that the students should be bused because they pay taxes and it is the responsibility of the Board of Education to transport their students. Dr. Jakubowski said that Ms. Dunn, Mr. Zurka, Mrs. Calderone and Mrs. Wagner have worked very hard. He said that it was a credit to those that were mentioned that parents are not present at the meeting tonight. Dr. Jakubowski wanted to give the entire transportation department credit along with Ms. Lombardi, Ms. Dunn's secretary, who is always pleasant to the parents even though often the parents are not nice at all. He said that the district is doing everything possible to try to accommodate students. Ms. Dunn said that there was one highlight in the transportation department. She said that there was a kindergarten student who was so excited about her new bus pass that she slept with it under her pillow. Mr. Abraham wondered if the district should go to the "two mile" standard as allowed by law instead of the one and one half mile that it has been going by for the elementary students. He said that the board has discussed this issue in the past and he knew there would be major fallout over it but in order to get away from the "haggling" over 1.43 miles or 1.46 miles. Mrs. Gaglione said that the issue was discussed in the fiscal committee meeting as to whether or not the district should go to the state regulations of two miles for transportation purposes. Dr. Jakubowski said that if Central-Five became an elementary school again, the district would be able to do it because no elementary student from Vauxhall would have to be bused and no fifth grade students would have to be bused. Mrs. Gaglione asked if it will jeopardize any state funding if the district is under the state limits. Ms. Dunn said that the state is looking to see if the district has a transportation efficiency quota of over 120%, there

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is a potential of jeopardizing funding. She said with the new funding formula which came in December transportation is still not fully "funded." Ms. Dunn said that she just transmitted to the Executive County Superintendent a survey asking for particular information regarding the district's transportation department such as the vehicles, license plates and the DRTRS. She said the key to the district receiving funding is simple and that is to have efficiency. Ms. Dunn said that this means to get as many riders as you can on a route and to use district buses many times. She said that presently the district triple tiers its routes; buses are used during the middle of day and the buses are used for athletic trips. Ms. Dunn said that the district has good utilization of its vehicles but ridership is another key issue because depending upon where a particular bus is going, there may be a 54-passenger bus with only 25 riders on it. She said when the district files a state report, the state will look at this as a factor and the state may say that the district make its radius bigger for the particular assignments and in increasing the radius there will be more students to fill a bus, but this means that there are students who will have to go further to a particular bus stop. Ms. Dunn said that she is trying to get efficiency and having a subscription busing program is a plus for the district because the district is able to put riders on a bus that is not full. Dr. Jakubowski said that issue of the students in the Stanley Terrace area is that there is a bus that goes down Stanley Terrace with special education students on board. He said that parents are saying, "if the bus comes down Stanley Terrace, why can't we just let students get on?" Dr. Jakubowski said that the parents are willing to pay the bus fee. He said the issue is there are no regular bus stops along Stanley Terrace and the district's policy is clear about that; secondly, this is a particular type of bus and he was not sure about the mixture of students on the vehicle. Dr. Jakubowski said that he rarely assigns any student from the Vauxhall area to Franklin School to keep a racial balance. He said there is no racial balance at Franklin School compared to the rest of the community anyway right now. Dr. Jakubowski said that some of the buses going to other elementary schools from the Vauxhall area are at maximum peak. He said he felt that the district's buses were efficiently used. Ms. Dunn said that she has one bus that is assigned 71 high school students in the afternoon and as for Burnet Middle School, there are approximately 1,075 students in that building and out of that number only 40 are bused. She said that the group in the Stanley Terrace area was requesting transportation to Burnet Middle School but she felt that if transportation was opened up for this group, why not open it up to all groups in the community.

Mrs. Gaglione said that about six months ago, she thought that every board member gave in their e-mail address and that address would be posted on the webpage. She said that all of the board's e-mail addresses are not posted. Mrs. Gaglione said she did not think it was the responsibility of each individual on the board to get information posted. Mr. Damato said he agreed, but some board members wanted their e-mail addresses posted and some did not. Mrs. Gaglione wanted to

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know what the procedure would be in the future in order to keep the board information updated on the web page. Dr. Jakubowski said that this is the first time that individuals have concerns. He said that every year when new board members are put on the board, a new list is generated in the business office which is distributed. Mrs. Gaglione said that when the new list is generated in April, she believed that unless someone says that they do not want their e-mail posted on the website, all board members e-mails should be updated on the site.

Mrs. Gaglione asked if the district would be going forward with the Central-Five project. Dr. Jakubowski said that he did not know yet what funding will be available for this project. He said that he has met with representatives from the Vauxhall community; some of the groups want Central-Five to become an elementary school some do not. Ms. Dunn distributed copies of the new funding program which is divided into two submissions, particular submission times and the types of projects have been categorized. She said that she hoped this information would give the board a heads up as to what the time lines are, the categories of the projects and what the district needs to do in order to either apply for funding or if the district does not get funding what it can do in order to get state debt service aid.

Mrs. Gaglione said that the board needed to decide whether it was going to move forward on the Administration Building project. Mr. Abraham said that before the meeting, Mr. Damato brought up questions with regard to the cost of this project. He said that at the Planning Session in August, he had asked Mr. Potter what the cost of the project was and Mr. Potter said it was \$3.7 million. Mr. Abraham said that the project plan which was distributed later by Potter Architects indicates that the projected cost was up to \$4.2 million. He said that the district no longer has all of the money necessary to complete the project. Mr. Abraham said that in discussion it also came up that the present occupants of the board office would have to be relocated for at least one year, while the addition was being done. He said that this would be an added cost because a place would have to be found to house these individuals. Mr. Abraham said that the original building on Lousons Road that the board had looked out years ago is now in the process of going through foreclosure. He said that Mr. Damato also pointed out that to the left of that building, there is another building that is up for sale. Mr. Damato said that he received a call from the individual who owns the building for sale on Lousons Road who said that if the board was still looking for space, he would be willing to negotiate a price to sell the building to the district. He said that he has discussed this with Dr. Jakubowski and the Central Office administrators. Mr. Damato said that there are a lot of different things that interplay on what the board needs to do. He thought that the administrative offices need to have more storage space; there is a need for more parking for buses and the district needs a bigger IT department. Mr. Damato thought that everyone was in agreement about these essential issues. He said that the rest of the things in Mr. Potter's plan

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look very nice but it may financially go beyond what the district is prepared to spend on an administration building. Mrs. Gaglione said that the money which the district has, was approved in the bond referendum. She asked if it could be used to purchase a new building. Mr. Damato said it could not. He said that he did speak to Ms. Gorab about this issue and she said that the money that was allocated to renovate the administration building must be used for renovations of the present building and cannot be used to purchase another building. Mrs. Gaglione asked where the money would come from to purchase the new building. Mr. Damato said that the source of the funds was not discussed. Mr. Abraham wanted to know what Dr. Jakubowski's take was on displacing the entire central office for this renovation to be completed. Dr. Jakubowski said that the bottom line was once he was told that an addition could not be put onto the end of the administration building because of EPA issues, the only other alternative was to "go up". He said originally he was under the impression from discussions with Potter Architects that the office staff could remain the building while the addition was going on. Dr. Jakubowski said he thought spending \$4.2 million for renovations to the administration building is a waste of money. He said that he blamed himself that he was not more persistent in pursuing the purchase of the building on the corner of Lousons Road which was an absolutely perfect facility for the district's needs. Dr. Jakubowski said that an addition to the administration building will not give the district more parking for school buses and it will not give the mechanics more bays for repairing of vehicles. He said that he did not like that the Directors of Curriculum were housed in another building. Mr. Manochio asked why the building could not be extended. Dr. Jakubowski said it was the original plan to extend the building but then we told there would be a problem. Mr. Damato said that the building could be extended because the monitoring wells that are present in the area can be relocated but there would be a cost involved. Dr. Jakubowski said he thought that the original plan was dismissed because of the complications with the wells and that is when the district started looking for other avenues. He said that the extension was the plan which was part of the bond referendum. Mr. Damato said the only benefit he saw with the original plan was the addition could be built and maintain the occupancy of the present space and then move into the new space while renovations were being done on the existing space. He said that Mr. Potter had originally said that he could build a second floor on the administration building and the present occupants could remain in the first floor while the addition was being completed. Mr. Damato said that Mr. Potter has done more research on the building and way it is constructed and it has now been determined that the building will not be able to be occupied while the addition is being constructed. Mr. Abraham wanted to know where the board went from here. He agreed with the fact that spending \$4 million dollars on the administration building is kind of a waste. Mr. Abraham said that cost is on a conceptual plan that does not include the "moving" of staff from the facility to various locations or a location while the work is completed. He said that the district still has bond money left but it is earmarked to do renovations on the administration building.

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Mr. Perkins suggested that when the board makes a decision like this it be done by way of a staff study which is a written document which puts down the basic concepts so that the board would be able to look back and see what ideas were considered and what the analysis was. He said that this can be remedied by doing an analysis in writing so that the information is laid out in front of everyone. Mrs. Gaglione asked how much money is actually available for the renovation of the administration building. Ms. Dunn said that there is \$900,000 left from the original allocation in the bond referendum but there is another \$1.2 million that is unexpended funds from school facilities projects and that amount can be directed to the administration building project. She said that if the board chooses not to use the \$900,000 for the administration building, the \$1.2 million would go directly for principal debt payment. Ms. Dunn said that the \$900,000 could be redirected to another project upon voter approval. Mr. Perkins asked if Ms. Dunn could send an e-mail message to all board members that says exactly what she just said so that it can become a resource document. Mr. Manochio said that the board had previously discussed utilizing \$3.7 million for the administration building renovations; where did that money come from? Ms. Dunn said that in the 2008-2009 budget the voters approved a withdrawal from capital reserve for the administration building of \$1.750 million; so technically the board would have approximately \$3.8 million available right now to do anything to the administration building. She said that she already mentioned what would happen to the bond money and if at the end of June, 2009, the board determines not to use the \$1.750 million it would stay in capital reserve and then it can be used for whatever the board wants to do. Ms. Dunn said that if the board decides not to use the remaining bond money for the project, then the \$1.2 million will be used to pay down principal debt and the board has the ability to redirect that \$900,000 to another project upon voter approval. Dr. Jakubowski asked Ms. Dunn to tell the board what the \$1.2 million really means. Ms. Dunn said that the district was whole in its school facility projects and because the district spent under budget and realized grant monies, it considered the district as being "whole" and the district would be able to use the \$1.2 million toward the administration building if necessary. Dr. Jakubowski said that there is \$900,000 earmarked for the administration building and some renovations can be done. He said that windows could be replaced, etc. and make what exists better. Dr. Jakubowski said that it will not allow for the expansion of offices or the IT Department. He said that he could not see spending \$4.2 million on the administration building and then going to the community for a bond referendum in order to do the renovations at Central-Five. Dr. Jakubowski said that the money available to the district will not cover the entire Central-Five renovation project. He said that Central-Five, to him, was a greater priority than the administration building. Mrs. Gaglione asked how it will be determined what would be done at the administration building with the \$900,000. Mr. Manochio stated that even if the board spent the \$4.2 million on the administration building, there would still be no additional parking for buses. Mr. Damato said that projects to be done at the administration

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building should be priced out to see what can be done with the \$900,000. Mrs. Gaglione asked if the proposal would be forwarded to the board for consideration. She asked if the \$900,000 is used, can the \$2.1 million or the \$1.7 million still be used. Ms. Dunn said that if the \$900,000 is used on the administration building then the \$1.2 million can also be used on the administration building. Mr. Figueiredo thought that there should be a list made of things that needed to be done at the administration building such as new windows. Mr. Manochio thought that the superintendent should be drawing up the list, not the board. Dr. Jakubowski said that he was aware that there was a problem with exhaust fumes. Ms. Dunn said that this problem was addressed in the plans. Mr. Manochio did not think that the board members could make a determination as to what the priorities were in the building and what needed to be done.

Mr. Figueiredo asked about the status of the Connecticut Farms pre-school playground. Mr. Magliacano said that he was having a meeting next week with Head Start and the contractor and he felt that the work would begin very soon after that.

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Mrs. Gaglione said that sometimes when she visits the administration building, there is no posting as to who is in the building and who is not. She suggested that a white board be utilized to indicate who is in or out. Mrs. Gaglione said that this was just a suggestion. Dr. Jakubowski said that he would take it into consideration.

Dr. Jakubowski said that the district has buses that can no longer be used to transport students and the town would like to take them for use. He said that the district wanted something in return and it was decided that the town would give us a used leaf blower/vacuum and two years worth of rock salt and a key to the salt storage shed so that the maintenance department would have access to the salt supply. Dr. Jakubowski said that Mr. Damato was working on an interlocal agreement. Mr. Damato said that he was drawing up an agreement that would address all of the issues and it will be ready to be put on the agenda for the regular meeting next week for approval by the board. Dr. Jakubowski said that there would also be a resolution for public relations services which will be shared with the town. Mr. Manochio asked how many buses were involved. Dr. Jakubowski said that there were two buses. He asked Ms. Dunn how much the district could get for the buses if they were advertised for sale. Ms. Dunn thought that the district could get about \$2,000 for each bus. Mr. Ruhl asked what kind of buses they were. Ms. Dunn said that they were 1994 Blue Bird 34 passenger buses. Mr. Ruhl asked if the district had to stop using a vehicle after a certain time. Ms. Dunn said that we did. Mrs. Gaglione asked if when the town uses our gymnasiums for basketball and recreation league if that would be in this agreement. Mr. Damato said that would not be included. Dr. Jakubowski said the rental fees with the town are something different.

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Mr. Figueiredo thanked Mrs. Ditri for her work on the paperless agenda. He said that he has saved all the documents on his hard drive for future reference instead of having piles of paper. Mrs. Gaglione asked where the board would go in the future so that a paper agenda would not be necessary. Mr. Figueiredo said that the board is taking "baby" steps. Dr. Jakubowski asked why couldn't the agenda, at least for the worksession, be displayed on the flat screen so that board members would not need to have a paper agenda in front of them. Mr. Perkins said that the problem with that is during the course of the meeting when there is discussion each individual would be able to refer to the copy in front of them. He suggested that the agenda be put on the web page as opposed to sending the agenda to board members by e-mail and the next step can be a low-end laptop for each board member. Mr. Figueiredo said that Ms. Dunn mentioned that there may be laptops available for use. Ms. Dunn said not at the administration building but all of the schools have wireless cabinets that have laptops that can travel through the school. She said that original concept was that some of the wireless laptops at the high school could be set up for use at the meeting at the high school. Ms. Dunn said that she didn't think there were enough training laptops available at the administration building and they were very old and would not handle the program but she would have to check with the IT Department. Dr. Jakubowski said that for now why can't the information be sent home by e-mail and a hard copy be prepared for each board member for use at the meeting. Mr. Perkins said why do that when it is easier to post the agenda on the web page. Dr. Jakubowski asked how it was easier to post it on the webpage for reference at the meeting on Tuesday night. Mr. Perkins said he could just open the webpage on his laptop. Dr. Jakubowski said that would mean everyone would need a laptop for the meeting. Mr. Perkins said that there can be paper copies for those who did not want to use a laptop. Mrs. Gaglione asked what would happen for next week's meeting. Mrs. Ditri said that a new agenda with additional back up material would be sent home via e-mail on Friday and copies would be made for distribution at the meeting next Tuesday. (It was agreed that the board members would leave their agenda binders and updated binders would be available for board members at Tuesday's Regular Meeting.) Mr. Magliacano said that he was not against the concept of the paperless agenda but if he is sitting at home watching a board member on television, all he is going to see is nine people with laptops in front of them; who is he looking at? Dr. Jakubowski said that was one of the downsides but the board is not doing that yet. Mr. Magliacano said eventually we will get there. He said that the board members will be looking at their screens to follow the agenda and find backup. Mr. Perkins said that the board members do the same thing with the paper copy right now. Ms. Dunn said that she was presented in June to the State Board of Education and when she walked in to the room there were laptop computers on the table for each board member. She said the agenda was the only paper that was available for the public. Ms. Dunn said that there was a projection screen so that if the public asked any questions about any of the items, it could be put up on the screen. She said that

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audience could see the board members fine. Dr. Jakubowski said he did not have a problem with having a laptop in front of him. Mr. Abraham said he did not think the board should be "flaunting" this in front of the public when the board gets complaints from teachers and students that computers do not work in the schools, who does not have access to computers and he did not think that the board members should be sitting at a board meeting with computers in front of them. He thought that the board should take care of educational, in-house needs first before the board of education is taken care of. Mrs. McNeil agreed but thought that the district was saving money by going paperless. Mr. Manochio asked how much money was really being saved. Mr. Damato thought there was a savings of between \$5,000 and \$10,000 per year. Mrs. Gaglione said that the board would continue to move forward on this issue.

COMMENTS FROM THE PUBLIC

Mr. Donnarumma asked Dr. Jakubowski how much money was left from the original bond referendum and was there enough money available to cover the renovations to Central-Five. Dr. Jakubowski said that there was \$900,000 left from the original bond referendum which is earmarked for renovations to the administration building another \$1.2 million, because the board was frugal, in money which has not been spent. He said that there was not enough money to complete the Central-Five project. Dr. Jakubowski said that legally the money from the bond cannot be used for the Central-Five project. Mr. Donnarumma asked how much money was needed for the Central-Five project. Dr. Jakubowski said that there was some reserve money which could be used for Central-Five but there is an addition \$7 or \$8 million required to complete the project. Ms. Dunn thought that the district would need at least ten million additional dollars. Mr. Donnarumma thought it was a good idea for some money to go for tax relief and do a bond referendum for Central-Five. Ms. Dunn said that the money would not go to tax relief but it would go to debt service payments. Mr. Donnarumma wanted to know what building was being foreclosed. Mr. Abraham said it was the building that was next to the administration building on the corner of Morris Avenue and Lousons Road and it would probably take about six months for the foreclosure to go through. Mr. Donnarumma asked what the asking price was for the building. Mr. Abraham stated whatever the bank wants for it but that is part of negotiations. Dr. Jakubowski said that there is a total of approximately \$2.1 million dollars of which \$900,000 can be spent on the administration building and \$1.2 million, if not used for anything else, would be used for debt service relief.

MOTION FOR EXECUTIVE SESSION

Moved by Mrs. McNeil, seconded by Mr. Manochio at the Board go into Executive Session to discuss the personnel and labor 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. Abraham, Mr. Figueiredo, Mr. Manochio, Mrs. McNeil, Mr. Perkins,
Mr. Ruhl, Mrs. Salazar and Mrs. Gaglione

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

BOARD RETURNED TO PUBLIC SESSION AT 10:30 P.M.

MOTION TO ADJOURN:

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

Respectfully submitted,

JAMES J. DAMATO
BOARD SECRETARY