

TOWNSHIP OF UNION BOARD OF EDUCATION
REGULAR MEETING MINUTES – JANUARY 15, 2019

NOTICE OF MEETING:

TO ALL BOARD OF EDUCATION MEMBERS:

The regular meeting of the Board of Education of the Township of Union was held on Tuesday, January 15, 2018 at 7:00 p.m. at the Union High School Library, 2350 North Third Street, Union, New Jersey pursuant to notice sent to each member.

Mrs. Minneci called the meeting to order at 7:05 p.m.

PRESENT AT ROLL CALL:

Mrs. Sherry Higgins, Mr. Ronnie McDowell, Mrs. Nancy Minneci, Dr. Kalisha Morgan, Mr. Vito Nufrio, Mrs. Nellis Regis-Darby, Mrs. Linda Richardson, Mrs. Kim Ruiz, Mrs. Mary Lynn Williams

ABSENT AT ROLL CALL:

None

ADMINISTRATORS PRESENT:

Mr. Gregory Tatum, Mrs. Annie Moses, Mr. Gerry Benaquista, Mr. Gregory Brennan, Mr. Barry Loessel, Mrs. Sandra Paul, Mrs. Anne Hart, Mr. Craig Wojcik

ALSO PRESENT:

Nishali Amin Rose, Esq.

Mrs. Ruiz led the Board and audience members in the Pledge of Allegiance.

Mr. Brennan read the statement required under the “Open Public Meetings Act”, a copy of which is on file in the office of the Board Secretary.

Mrs. Regis-Darby read the District’s mission statement.

COMMENTS FROM PUBLIC ON RESOLUTIONS:

Mr. Monge stated tonight the auditors are going to make a presentation and it is unfortunate that the public comment is before their presentation about the audit that is being voted on. I’m not sure if we would have an opportunity once the auditors complete their presentation if the public will be able to ask questions about their presentation? Maybe we can hold the public comment until after that presentation if at all possible. I would like everybody else to have public comments. Mr. Brennan stated John Moony of Nisivoccia will speak to your comment.

Mr. Moony stated not to go into the audit just yet, tonight we don’t have the audit to present. There is something that is holding us up from the State and keeping us from presenting our entire audit. Once we get the information from the State then we will be able to issue the

report and the subsequent meeting to that, that is when you will be accepting the report and the corrective action plan. You might have them on the agenda tonight but you can't accept the audit tonight we can only discuss it.

Mr. Monge asked is that going to be removed from the agenda. Mr. Brennan stated we will remove that – we have two items on the agenda – one is the acceptance of the comprehensive annual financial report and the other one is the corrective action plan (F-13/F-14) – so we will wait until it is finalized.

Mr. Monge stated so F-13/F-14 will be tabled and in your report tonight if you could make sure you elaborate on your findings of the management report. It is unfortunate for the public and the Board that there is two pieces of F-13 in the back-up – the comprehensive annual financial report and then behind that is a summary of those findings which is the management report and that is really what the Board should be focused on. As a resident it would have been nice to be able to have those two items separated. We could have talked about those findings and hopefully in your presentation you will be able to detail those.

APPROVAL OF MINUTES:

Moved by Mr. Nufrio, seconded by Mrs. Williams that the following minutes be adopted:

1. September 11, 2018 – worksession
2. September 11, 2018 – executive session #1
3. September 11, 2018 – executive session #2
4. September 18, 2018 – regular
5. September 18, 2018 – executive session #1
6. September 18, 2018 – executive session #2

DISCUSSION:

None

AYE: Mrs. Higgins, Mr. Nufrio, Mrs. Regis-Darby, Mrs. Richardson, Mrs. Williams,
Mrs. Minneci

NAY: None

ABSTAIN: Mr. McDowell, Dr. Morgan, Mrs. Ruiz,
Mrs. Minneci (executive sessions #2)

MOTION CARRIED

COMMUNICATIONS:

LETTER FROM NEW JERSEY BASEBALL UMPIRES ASSOCIATION

Request from NJ Baseball Umpires Association to use the Union High School Cafeteria on April 9, 2019 from 6:00 p.m. to 9:30 p.m. (certificate of insurance to be provided).

LETTER OF RESIGNATION – ATZBI

Letter of resignation from Michael Atzbi, science teacher-Union High School, effective February 19, 2019.

LETTER OF RESIGNATION – EGAN

Letter of resignation from Elizabeth Egan, teacher-Connecticut Farms Elementary School, effective January 14, 2019.

REQUEST FOR INTERMITTENT LEAVE – CARRERO

Request for intermittent FMLA leave from Kristen Carrero, teacher-Jefferson School, December 13, 2018 - June 30, 2019.

REQUEST FOR INTERMITTENT LEAVE – CORSENTINO

Request for intermittent FMLA leave from Mary Anne Corsentino, math teacher-Burnet Middle School, December 10, 2018 - June 30, 2019.

REQUEST FOR LEAVE – ROBERTS

Request for paid child rearing leave followed by unpaid leave under FMLA/NJFLA (concurrently) from Shareenah Roberts, classroom assistant-Burnet Middle School, February 19, 2019 - June 6, 2019.

REQUEST FOR LEAVE – VILLARINO

Request for paid child rearing leave followed by unpaid leave under FMLA/NJFLA (concurrently) from Darcy Villarino, special services teacher-Franklin Elementary School, March 11, 2019 - June 23, 2019.

REQUEST FOR LEAVE UPDATE – RAND

Update to request for paid child rearing leave followed by unpaid leave under FMLA/NJFLA (concurrently), September 27, 2018 – March 29, 2019.

LETTER OF RETIREMENT – ECKMAN

Letter of resignation, for the purpose of retirement, from Susan Eckman, teacher of career education-Union High School, effective February 1, 2019.

REQUEST FOR INTERMITTENT LEAVE – KRUPA

Request for intermittent FMLA/NJFLA (concurrently) from Constance Krupa, Accountant, Special Services-Hamilton School, January 1, 2019 – December 31, 2019.

REQUEST FOR INTERMITTENT LEAVE UPDATE – SIDERMAN

Request for update for intermittent FMLA leave from Jason Siderman, special education teacher-Jefferson School, January 3, 2019 – June 30, 2019.

REQUEST FOR LEAVE – KAUFFMAN

Request for paid medical leave followed by unpaid FMLA from Randi Kauffman, speech language specialist-Battle Hill Elementary School, November 19, 2018 – March 11, 2019.

REQUEST FOR LEAVE – GARCIA

Request for FMLA/NJFLA leave (concurrently) from Laura Garcia, special services teacher-Union High School, February 14, 2019 - February 22, 2019 (tentative).

REQUEST FOR LEAVE – NICASTRO

Request for intermittent NJFLA from Joyce Nicastro, kindergarten teacher-Connecticut Farms Elementary School, January 11, 2019 – February 22, 2019.

REQUEST FOR EXTENSION OF LEAVE – CHI

Request for extension of paid medical leave from Virginia Chi, school nurse-Washington Elementary School, new return date March 1, 2019 (tentative).

REQUEST FOR INTERMITTENT LEAVE – FOX

Request for intermittent unpaid ;FMLA from Patricia Fox, bus driver-Transportation Department, December 13, 2018 – December 13, 2019.

Mrs. Minneci stated I would like to take a minute to extend our condolences and deep sympathy to the family of Sabora Clark who was a second grader at Hannah Caldwell. He passed away on January 3rd. I would like the family to know how deeply sorry we are for their loss. I went to the wake and it was amazing to see the school community and the Township support for the family.

SUPERINTENDENT’S REPORT:

Mr. Tatum stated just a point of order, we will move the auditors to be the last presentation. We have a number of presentations and one is the oratorical contest winners here tonight. I will ask Mrs. Mangerella to introduce our speakers for this evening.

Mrs. Mangerella stated we have the first place and second place oratorical contest winners here.

Arthanious Shafik presented his American Legion Oratorical speech – appended to minutes.

Ayokunnumi “Faithful” Oluwakuyide presented her American Legion Oratorical speech – appended to minutes.

Mrs. Minneci stated you are both fantastic. Thank you. They are the product of our school system so thank you to our teachers and thank you to them.

Mr. Tatum stated would the parents stand and be acknowledged for their children. They did an outstanding job and I think we should also thank our representatives from the American Legion for coming by.

Mrs. Mangerella stated she is going on to the next level – the State’s.

Craig Wojcick stated a few months back we sent out a survey to the entire District – parents, students, teachers – about the culture and climate of our schools. The parents, students and teachers received the surveys via email and grades K-5 received it in their computer class. The responses were lower than what we would like and as we move forward we will make some changes to address those concerns by making sure on Genesis that we have as many correct

emails of parents. We will send an all call so that everyone knows that we are doing a District survey.

For the students we talked about a controlled period to be sure that we reach out to everybody and get everybody to respond. We want the data to be as accurate as possible. All the students from K-5 were doing their computer class so we have close to 100% responses.

The data identifies areas of concerns and strength and effectiveness as we move to address these concerns; to sustain the areas that we are good in and address areas that we have issues. We provided this survey at the beginning of the year and we will do another one at the end of the year. We will use that as a benchmark to see that we are making progress as we move forward. The responses are not meant to be a reflection on the students or parents. Some questions reference students but parents also responded. This data is meant to guide the District and show us the areas that we need to make adjustments, corrections and none of this data is a reflection on parents or the students.

Mr. Wojcik presented the District Culture and Climate Survey (September-December 2018 – appended to minutes).

Mrs. Regis- Darby stated what is the next steps in terms of neutral areas? What are the plans? Mr. Wojcik stated it is a bit vast because there are a lot of those neutral areas. We do have things in place already. The next group will be coming up here. As far as our staff is concerned and getting them involved, helping them interact and working together – they will speak more to you about it – the RTI – even the students where they feel more involved in the process and that will certainly help towards that. Up here at the high school involving the school and the class and the future ready initiative and the professional development that we have in place throughout the District. There is a lot of that related in the future ready schools and stuff that we have to put in place and the initiatives that I put in place as well for the technology side of things. We do see a lot of improvements in those areas. Even at this point we should already see movement from those neutrals into positives.

Dr. Morgan asked what was the parent participation? Mr. Wojcik stated overall we had about 2500 responses. The parent side was close to 600 – which is not ideal. Dr. Morgan stated did we consider parents that might not have access to the internet? Can we have Chrome Books set up so they could have an opportunity? Mr. Wojcik stated absolutely but unfortunately this platform was introduced very late but there are a lot of things that we can put in place. I believe this is a state survey so you have to have a window of only 5-day.

Mrs. Moses stated we have a window – but not five days. This is our first year having a platform and we wanted a platform because we wanted true hard data and we put it out via email. Prior to doing this we put it out on the website you have everybody doing it – some people with no concerns, some people just because. We want to be very authentic with the data that we are getting because the data will help us to improve, if we have concerns and to keep and sustain what we have that is positive. This was done in the month of September. We are now in January. We will send out via email, through our app – we will have parents have an opportunity to come in to the schools between the times up to 4:00 p.m. to come in and use our facilities.

They can also go to the library or any place as long as they have an email. If they don't have an email, we will make sure that they have an opportunity to come in and take a paper assessment. This data tells us a whole lot. It tells us we are open to the thoughts and ideas of our students, teachers, parents – our students for the very first time went on and did something that speaks to their day and time of the 21st century. In our collaboration that neutral piece says that we are not consistent and that is how they see it. Surveys are the perceptions of your client – of your people that we serve and if that is their perception – good, bad or indifferent – we have to hear it. It is not something that we can't do because we are educators and we can do what we need to do to service our children. It is good to see what we need to do. If our kids say we need to clean more than we clean more. If our kids say our teachers need to help us more with our homework, they will do that because that is the evidence that we have and that we are going to rely on and bring it to the Board of Education to tell you why we need to do what we need to do for our students. We will bring in more engagement because sometimes parents can't come to PTA meetings and situations because they are working. We want to hear their voice in surveys. Surveys to me are very important. In the beginning we want to see what we need to do – we look at it and work towards it – our goals are about it. This is just one survey of many surveys that our children will have as it pertains to their learning in the classroom and other things that will help the teachers. This is just the beginning on how we are incorporating the community, the child, the parents – all the stakeholders because we want everyone to see what is going on and everyone has input on how to move the District forward.

Mrs. Ruiz asked is the survey offered in another language – if a parent isn't fluent in English are they still able to access the survey? Mr. Wojcik stated yes. I can't tell you how many languages it was offered in but I was able to offer it in multiple languages and that is one of the reasons why we liked this platform.

Mrs. Higgins asked did you send out a reminder because I check my email constantly and I did not get the survey. Mr. Wojcik stated it goes to whatever email is in Genesis. Every day the survey is open a reminder email was sent out only to those people that did not finish or start the survey and I had a reminder sent out every day that the survey was open. If that is the case we need to make sure that the email in Genesis is correct.

Mrs. Regis-Darby asked which schools had the best participation? Mr. Wojcik stated it was certainly the elementary schools because we were able to do it in the classroom. Like I said this was a new platform and we certainly identified some areas of concern and ways to improve our responses and the number of responses that we received. Having the students sit down during their computer class was effective and we were close to 95% of the student responding. Doing that in the high school levels, during homeroom or a period where we have everybody, especially as something as important as our climate and culture survey – to making sure that we get as many responses as possible would make our data as accurate as possible so our decisions as appropriate as possible.

Mr. McDowell asked will there be a follow-up survey – a response to the data – a corrective action plan – a follow-up survey? Mr. Wojcik stated we will do it again in June. There have already been changes and things that they have implemented in the District since this survey came out. We sat down with the building principals and vice principals not too long ago.

We gave them a chance to review it and make sure they understand the issues that are going on in that school and changes will be made to address their concerns. Mr. McDowell asked were you able to do the data by schools? Mr. Wojcik stated I was able to do that with staff and student data but if a parent did not answer the question about what school they were associated with so in the future survey what I will do is allow the parents to click on multiple schools because my concern was when I was creating the question was what if a parent has multiple students but there is certainly a way to give the ability to click on multiple schools and we will associate that data with multiple schools.

Mr. Tatum stated very nice job.

Jason Malanda, principal of Kawameeh Middle School stated we are here tonight to share their newest initiative on our PLC journey.

Presentation by Jason Malanda and David Shaw – Kawameeh Middle School – appended to minutes.

Mr. Malanda stated that Mr. Shaw put more hours in staring at numbers and creating charts and I can't thank him enough for all the hard work he put in so far. I'm proud and honored to work with these professionals.

Mr. Tatum stated I want to reflect back on where this all started a couple of years ago. It started with professional development and the conversations with Central Office regarding implementation of this program. As a former middle school principal, just the scheduling of classes and shaving periods is a huge undertaking. You have teacher buy-in and improvement in the morale and you have the volunteering from teachers to do things is a testament to the fact that you are working and are serious about this and getting the training and implementing it. I also know the other middle school has been brought into this concept and how pleased I was that you are working together. As so many things that we encounter in this District, as we seek to improve things, we look at things at from a conceptional standpoint of view on paper but once again we see the reality of it and the fact that this program is moving forward. Knowing and understanding that everything is not going to be 100% full proof in its first implementation but I will say with the work of Mrs. Moses and Mr. Benaquista helping to guide this with you it has to be echoed that through this collaborative effort we are making progress and keep up the good work.

Mrs. Regis-Darby stated congratulations and moving students out of intervention is always a big thing and that will save the District a lot of money. The middle school students coming in at a low grade level than the District as whole we need to take a look at what is happening at the middle schools and the elementary schools. If they are coming in below than we need to go back and see what is happening there. My suggestion is that the District should be taking a look at the national reader panel and also the great work behind the five pillars of literacy which you mentioned the two of those so the District should be looking at that. If we want our students to learn to read that is where it starts – phonics, fluency, comprehensive and vocabulary.

Mr. Tatum stated at the risk of stealing any thunder from Mrs. Moses office – one of the things that I will tell you is when the test scores did come in – Mrs. Moses said to me was take a look the transition from grades 5 to 6 and that was a huge concern that we have had and one thing that we are working on as a districtwide planning initiative was really to take a look at transitioning in the District and how configuration of grades would also improve the 6th grade. The 6th grade is very critical age level and the fact that information as Mr. Wojcik said earlier is that the data speaks to specific initiatives and how we are going to improve those initiatives and I think the fact that we implemented this program and we are moving in the direction as you suggest and a taking a hard look at transition from grades 5 to 6 as well as 8 to 9. Those are things that we are taking a look at. All of this is connected – the summer bridge programs – all are tied to the whole idea of transitioning students. We will continue to take a look at that. We do take our data and feedback very seriously. I thank all the staff members who came forward tonight and let's keep this moving forward.

Mrs. Moses stated for the record that is why looking at data we make decisions that we make from supervisors K-5, pre-k to 5 to now pre-k to 4 and high school supervisors 5 to 12 and based on that evidence that we have that decisions are made so that is why that information is very important. I want to end by saying that is only the beginning.

Mr. Tatum stated Franklin School will not be presenting tonight.

Student/Staff Attendance: Student - 91.6%; Staff - 94.7%

Mr. Tatum presented the HIB report which is required to be reported two times a year – first and second periods by the New Jersey Department of Education. The HIB report for period from September 2018 through December 2018 is appended to E-4 of the minutes.

Upcoming Events: The United Community Center is holding its annual Martin Luther King celebration on Monday, January 21st at Hannah Caldwell from 12:30 – 3:30pm. Next District Planning Committee Meeting will be on Tuesday, January 29th at 6:30pm.

Now it is time for the auditors to give their report.

John Mooney from Niscovaccia stated I'm here tonight with Raymond Sarinelli. We are the auditors for the District. We touched on earlier about the fact that we will not be able to take any action tonight. We have been waiting for information from the State of New Jersey, Division of Pensions, for a required note that must go in your audit. They have been very delinquent in getting this information to us. Your audits were initially due on December 5th. We originally received information today from the State of New Jersey, Division of Pensions and now the new deadline is February 13th. They gave us four weeks after the information was issued. They issued it today so hopefully we can turn this around very quickly and get you an actual audit. That audit will be able to be accepted and the corrective action plan will be able to have action taken on it.

With that in mind, the Gatsby 75 pertains to other post-employment benefits so it does not affect any of your day-to-day operations, it does not affect how you ended the year

financially. About a week ago tonight we met with the Finance Committee for over an hour and went into great detail about the audit – both numbers and recommendations that we have. I don't plan on going into that in great detail tonight.

Just a couple of highlights where you are at – you ended the 2017 year with a little over \$21 million in overall fund balance. You ended the 2018 year with a little under \$10 million in surplus. There is approximately \$11 million reduction in your overall fund balance. Some of that – more than \$5 million of that is a reduction in your capital reserve accounts because you went ahead and did capital projects during last year where you took money to use in those projects. The one item that we are concerned about and we would like to see you improve upon going forward is you lost or you had a reduction of excess surplus to a tune of about \$6.5 million. You are not regenerating that surplus like you were year after year. We discussed this with the Finance Committee and kicked around a few ideas that they will bring to you and you can go forward with the second half of the year with those in mind to try to regenerate some of that surplus.

What excess surplus is the State will allow you to maintain 2% of your expenditures as your surplus – plus or minus a few exceptions. Anything above or beyond that excess surplus goes back to the taxpayers as a reduction of the tax levy in a subsequent year budget. We don't see the excess surplus at the levels we did three years ago. It is coming down. You have to keep in mind that of your budget approximately 80% of your budget is salary, wage and benefits. The big center of your budget is just salary alone. You have to keep that in mind going forward. It is a huge amount. Of your budget last year I think it was around \$132 million – there was about \$1 million that wasn't spent. When you are spending more than 99% of your budget, this is what happens. You start to see the decline in surplus. Your revenues on the other hand are staying pretty firm. You are not receiving a whole lot of additional aid from the State on a year-to-year basis. You see your expenditures going up and up. We just ask that you keep that in mind as you go forward and make decisions. Look to generate surplus. Make a freeze on expenditures that you won't need. Things to keep in mind as you go forward so this doesn't snowball into a bigger issue down the line.

Like I said with your capital reserve account for a District this size – you had about \$7.5 million at the end of 2017. At the end of 2018, that was down to \$1.6 million. Again in a District this size I don't necessarily know if that is enough. Having that excess surplus or having that surplus you will be able to regenerate your capital reserve rather than having all that money going back as a taxpayer break in subsequent years. You can isolate some of that money and move it into your reserves to help reestablish them.

Of that \$1.6 million I know that \$1.1 million is already in this year's budget. Realistically right now you should have about \$500,000 left in there. This could be a potential problem going forward if there are projects you are looking to do.

With that said all of your other funds are functioning the way they are supposed to be – your special revenues is functioning correctly, your capital projects is functioning correctly, debt service and even food service. Food service you still have a healthy surplus – it went down a little bit this year but the overall surplus in food services is \$1.2 million of which about \$450,000

is unassigned or undesignated which is your real true surplus because the rest are all capital items offset by depreciation. That is the numbers portion of your audit.

There were a handful of recommendations. We had six recommendations in this year's audit. Two of them were repeat recommendations. There are several of them which I consider "housekeeping" type issues that can be cleaned up and corrected going forward. I will go through them briefly. There were a few purchases that were made before purchase orders were established. This is something that is prevalent in many of my districts something that we have to report on. We didn't see many but we did see a few so we do have to put in the audit what we find.

Title I grant funds – they are your special revenue grants. It is a reimbursement based and we ask that you turn around and request that money more quickly than you have in the past. It helps with your cash flow. Make it a quarterly request for reimbursement as opposed to twice a year. Just to bring that money down and into the District.

There were a few pay-to-play forms that were missing from documents that we looked at. This was something that Manny asked me to look into because he believes they are all there and we still have to do that so this one might even come out and we talked to Manny and we can determine if they are actually there.

There was one bid for a project that exceeded the amount authorized and that is something that we had to note in the audit as well. If you have a project that you set a threshold for and the bids come in over that threshold either the threshold has to be adjusted or the bid has to be rejected. We noticed that one in there so we had to put it in the audit.

There are receivables in the food service fund – students come in for lunch, they are not part of the free or reduced programs but they don't have money to pay for lunch. They receive an alternate lunch which they ultimately still have to pay for. Those receivables are not being collected. We discussed issues on how we are going to do that. Maybe the food service company can help you out in collecting. You don't want to get into the habit or in the position of being a collection agency but those receivables are collectible and by all means you should be going after them and aggressively collecting them.

The final recommendation was for the student activities fund. There were certain bank reconciliations/receipts that were not recorded correctly and we just look to have you investigate any reconciling items or your business office reconcile any of those.

Other than that – every time we come here, the office, Manny and Greg – they do an excellent job of getting the information needed very timely and quickly and they should be commended for that. You have a great staff. We work very well with them and it is a relatively smooth audit. With that any questions?

Mrs. Regis-Darby stated I'm trying to understand that 196-page document. One of the first things that I noticed was on page 2/3 – a letter from Mr. Brennan and Mr. Tatum and I

looked at 2017 and 2018 letters and it is the same letter. I think as a District we have made a lot of progress in terms of initiatives so that should be updated.

The second thing is we are still having trouble as you mentioned with the deposits being recorded in a timely manner. Which schools are still having those issues because we had a big deal with that last year and we talked about the policies in place and for the schools to deposit the moneys in the bank at the appropriate time and I also believed that schools that are not doing that should be held accountable moving forward. So I want to know which schools are still not following the policies? Mr. Mooney stated I don't have the specifics with me tonight but I will go back to it and I will get you an answer for that sometime tomorrow.

Mrs. Regis-Darby stated the next thing – I'm a big money saver for the Board and who is losing Title I money on page 174 – I think this is something we should look at as a District – why is it that we are losing Title I money when it is as simple as applying for the grant. I don't think as a District we can afford losing that money especially when we are in that need that you said we are. Mr. Mooney stated I believe someone was hired or position includes going in and putting that requisition for that. Even though it is a recommendation in the audit this year, going forward I don't personally see that being an issue but it was an issue in the prior year.

Mr. Tatum stated that was one of the things that I worked with the Board of Education maybe two years ago that I didn't think we were utilizing Title I funds correctly and we did just put someone in place to oversee that because I thought we were carrying over too much money from year to year and it not being spent appropriately. A lot of the money has been repurposed and I think you will see moving forward that is something that we will show improvement on. The person we have now is really on top of that. There is a lot going on that you will see and I think this Board and former Board members have been very supportive about working together to bring the Title I funding a little closer to the mat.

Mrs. Regis-Darby asked what schools are not recording the depositing of funds when they are supposed to. Mr. Mooney stated like I said I don't have these specific instance but I will get back to you.

Mrs. Regis-Darby stated Mr. Tatum, that page 1, 3 and 4 with the seven initiatives that the District has been doing – is it possible to work on that because I feel we have made progress with those initiatives and it should be reflected. The public is viewing that and when we say we are still trying to initiate the one-to-one at the high school – we have done that so we should be saying that.

Mr. Tatum stated Mr. Brennan and I will have to take a look at that. Mr. Mooney stated I can hold off on the audit and putting those final numbers in or if we have to deal with the notes until you get back to us and we can make the changes. It is not a done deal just yet. We are still talking about it.

Mrs. Regis-Darby asked what is your opinion the biggest increase? I think I already know the answer but I want to hear it from you. Mr. Mooney stated the salary area – the salaries are big especially with benefits – that represents a large portion of your budget and there were

some instances where there is a position control roster where initially people weren't being budgeted for but they were added subsequent to the budget. We would like you to keep an eye on that and keep that in the back of your mind as you go through the year and if you replace anybody or hire any new people – make sure that there is room in the budget as you go through the year before you hire people.

Mrs. Regis-Darby asked what is your opinion on our special services department and it is really big and I just want to know your opinion on that going forward? Mr. Mooney stated the costs can fluctuate tremendously and there was even a spreadsheet that was done by your business office that shows from 2012-2013 - \$26 million in expenditures to 2018-2019 with a projected \$38 million – you are talking \$12 million over a span of six years so it is huge and it is something that is out of your control because you don't know who is coming into the District at any given year but you bear the brunt of that. That is why it is good to have that surplus on the side just in case there is an influx of students that you are transporting, need special assistance, you have to have those funds available and that is why it is imperative that you take a look at your surplus situation on an annual basis and throughout the course of the year.

Mr. Tatum stated one comment on your finding regarding unbudgeted positions. I want the auditors to take a closer look at that because one of the things that I have identified was that and shared some information with Mr. Brennan today – some of those unbudgeted positions happen to be tenured employees and they should have been budgeted for so one of the things that I want to see moving forward is those people that are in the budget and those people that have been replaced by people that have resigned or retired are reflected appropriately. Unfortunately we go back and forth about this quite often that in some cases those numbers are misrepresented and I have the information that supports the actual number. In terms of a new hire, starting in September it is approximately 12 teachers. Mr. Brennan stated I just want to clarify that what he is talking about is 17-18 not 18-19 – what we discussed.

Mr. Nufrio stated you mentioned one project was over the projected amount. Do you know what project that was? Mr. Brennan stated I think it was the HVAC for this library. Mr. Loessel do you want to comment on that? Mr. Nufrio stated I don't think it is necessary. I know we had some issues in the past with the lights for the high school.

I listened intently – the excess surplus – I understood that for the last three years come down considerably and that we are permitted by the State Statute to hold up to about 2% of the overall budget and at some point we had over \$7 million – can you clarify again what excess surplus is but before you do that the second part is when you indicated that you saw \$6.5 million but \$6 million was used – did I get that right? And now we are down to \$500,000 – can you explain that? Mr. Mooney stated there are a lot of numbers that go into it. There was a decrease of overall fund balance of \$11.5 million – about \$6.5 million was for your capital projects so that is something that you don't see reoccurring if you don't do projects year after year. Where we do see a reduction in that excess surplus is three years ago it was \$6.1 million. Last year it was \$1.4 million. This year it is \$880,000 so you can see that number coming down drastically over the years and you have to put that money back into your budget as a reduction of the tax levy. You are getting fewer tax dollars and using more of your surplus to operate your District in that year when that excess surplus comes due. If you maintain a level of excess surplus which is

consistent and steady it evens out that tax base and you are able to operate without having major swings in the tax rate on an annual basis. If it is at \$880,000 that will go into your 2020 budget. You won't see that negate a tax collection until 2020 but by then it is hindering your 2% of what you can raise the taxation over the years. You are getting hurt that way because you are already bringing that number down and the 2% is based on what your rating the taxes. It is hitting you in different levels and one of those concepts that you may only hear once a year so it needs a little more to sink in but the reduction in that means that you are not generating the surplus that you were once generating. Whereas three years ago you generated \$6 million excess over where you are today or it was \$6 million three years ago and \$800,000 today. When you can generate that excess surplus and get that up, you will be able to stabilize where your tax rate and tax base is and you won't see any major fluctuations up or down in asking the public for tax dollars.

Mr. Nufrio asked where was the \$500,000? Mr. Brennan stated capital reserve. Mr. Mooney stated that was budgeted into your budget last year to take it from that capital reserve. If you have excess surplus and your excess surplus at the end of this year was instead of the \$880,000 it was \$3-4 million, you can decide to take \$2-4 million of that and put it in your capital reserve to replenish your capital reserve accounts. It is a flow of money rather than having it as excess surplus in a subsequent year budget – you are using that money now so you don't have to ask the taxpayers for money at a later time. You really don't have the ability to do that with \$880,000.

Mr. Nufrio stated I'm sure you have seen this kind of occurrence elsewhere and I heard your recommendation which seems easy but it is not. How does the District go about to balance its books because we are not mandated to own 2%, it is recommended but the recommendation is based on fact that there may be unforeseen occurrences, some devastation and we don't have the money because we used up the surplus so where do we draw that because it has to come from the general fund to replenish whatever we don't have in capital funds? Mr. Mooney stated it would come through the budgeting process and going forward with your budgets when you look at your revenue and it stayed flat, it is hard to compete with rising expenses when your revenue is not moving and without getting additional State aid or tax dollars and getting just the minimum tax dollars – a 2% increase – it is very hard to compete with the rising costs that you have. Where does the money come from? It is a tough question to ask because maybe there is a spending freeze that is put on at a certain point during the year and non-essential purchases don't happen. Maybe you look into transportation – these are the things that we talked about in the Finance Committee meeting – maybe you look at transportation and increasing the mileage to the State required mileage rather than busing at 1-1/2 miles – you bus at 2 miles. Things that could be done but they will be hard decisions to make but they are out there and there is some flexibility out there. It is just a matter of making those decisions.

Mr. Nufrio stated in your preliminary audit, did you notice any unusual transfers of money that perhaps were too unusual and perhaps should be curbed? Mr. Mooney stated nothing stood out that we would consider unusual. There was additional funding used or put into your budget from extraordinary aide. There were transactions that we have seen like that but that helps offset the costs of the day-to-day operations and it is a legitimate justified insertion into the budget. We also moved in \$275,000 from what we have as emergency reserve for unforeseen expenses that came up during the course of the year. When you hire whether it is aides or

teachers and you are paying health benefits – when teachers are added those are unforeseen circumstances and you are able to take from that emergency reserve fund and you were able to take \$250,000 and you bring that out of reserve and into your budget. That is stuff that we try to hold off having you make but if you need to make it, you make it. Again your budget was \$132 million and at the end of the day there was \$1.1 million of budgeted appropriations that weren't spent. You are spending a great deal of your budget – over 99% of your budget.

Mr. Nufrio stated would be safe to say that short of getting a win fall which is not likely to happen, hopefully we will get an increase from the State but that is never guaranteed but the only way to bring some balance to the numbers would be to be extremely conservative in the future. Mr. Mooney stated yes.

Mrs. Richardson stated with the transfers, it concerns me, because we have a lot of transfers going back and forth. Are we transferring to cover one item and then retransferring back to recover something that we are short in one area so we transfer over so then we have to transfer back into the original area because we are short? I'm just concerned that there is an inconsistency of transfers.

Mr. Mooney stated from our approach and opinion on it, a budget is a dynamic document and it is never going to be budgeted exactly correct for anything. Sometimes throughout the course of the year you take from a line item – you don't anticipate that there is going to be expenses charged to that line item in the future but then they do arise so you may take from the right pocket and put it in the left and cover the expenses there but then something unforeseen comes up and you have to transfer from somewhere else. As far as we are concerned, it is not an issue here. We get the report from the County Superintendent and we take a look because you are limited on your transfers. You can't exceed a certain percentage. We do take a look at that and audit that but there is nothing that has come to our attention that we think is "abuse" for the lack of better terms. We don't see anything really. You are covering to cover expenses and when your budget is that tight and when you are spending that much of your budget there are going to be areas that exceed the budget that you put in place and you have to get it from somewhere to cover it because you can over expend your budget line items; that is a bigger problem. My concern is because you cut it so close year after year that someday that can potentially happen. There could be some kind of over expenditure situation but it wasn't an issue this year nor last year.

Mrs. Richardson stated when the budget is originally prepared, some areas are not sufficiently prepared and then we have to put money in – take it from somewhere else. Mr. Mooney stated correct. I don't want to say it is not correctly prepared it is a function. Mrs. Richardson stated I said sufficiently meaning that not expecting something to occur, not knowing that we are going to need another teacher or aid then we have to find someplace else to make up that. Mr. Mooney stated yes – agreed.

Mr. Nufrio stated you talked about these things in the past – Mr. Tatum we discussed at length how the line item transfers are sometimes necessary. But by the same token we recognize that in the past with special education department was deficient in terms of how much money they needed and perhaps because I don't have a recollection of clear transfers that were done but

that some of the money that should have perhaps gone – kept in that department were perhaps borrowed and not replenished. With that in mind hopefully we are still being vigilant about that.

Mr. Tatum stated in our last budget meeting about a week or so ago, we found that except for those students who have entered the District because we did a correction action plan if you recall last year regarding just that issue – except for new students coming in and transportation which has increased substantially in that area – the other areas have been pretty much monitored and are in pretty good shape – much better than the previous two years. I think it goes back to the question that Mrs. Richardson was asking – unanticipated situations. I gave an example last week at the worksession that we had five new students enter one building as of January 1st – all presenting different needs that came with them from different school districts and we are obligated by regulation to ensure that they are in place – support services – we are obligated to have that. The thing I don't understand and I never understood for years is after we take on these responsibilities, that there is no more monetary supplementation provided for us to ensure that but we have to take it out of our budget.

Mr. Nufrio stated I recall reading articles from School Boards Association that the State was looking to address the exact issue. Mr. Tatum stated I read the same one, I know what you are talking about. Mr. Nufrio stated that the State was contemplating setting aside some funds to assist the districts that are facing those types of situations because what you just described last week is if a child is coming in and requires out-of-district placement, that could be a cost of nearly \$100,000 and there was five of them and that number is probably higher than what we budgeted for. That is why it is imperative that we don't touch money that has been appropriated because that money that was appropriated may not be sufficient to handle what we currently have let alone what may occur within the next six months to a year.

Mr. Tatum stated I will add that one we had present last school year was a trend that we uncovered in the last three years and both Mr. Brennan and Mr. Vieira gave tonight that we have had an increase that was really not planned for in the budget in our school for paraprofessionals – approximately \$650,000-\$700,000 over a three-year period. I think that number is pretty fair to say and that is over the years and we met with a group of parents to discuss that – that is why we had to do reductions in terms of those that were not mandated because again those students by law have to have an aide with them but by the same token we noticed it was a trend every year – spending that kind of money despite the fact that money had been allocated to ensure that the students had it but those weren't anticipated – one aide we are talking about \$50,000 for salary and benefits for each one. You multiple that by the number of aides that we increased – just for an example the five we just talked about coming in January – we didn't budget for it - \$200,000 right there.

Mr. Nufrio stated transportation you eluded to – just by changing the distance requirements – we did that in the past. Mr. Tatum stated I don't think it was done. Mr. Nufrio stated not during my time on the Board – I recall that there was a change prior to that which increased the distance. Mr. Brennan stated we are below the State average. Mr. Nufrio asked what is the current mileage? Mr. Brennan stated we have it at 1.5 for elementary and the State is at 2 miles. Mr. Nufrio stated that is elementary what about the rest? Mr. Brennan stated the high school we are at 2 miles – we are at State level. Just for the record, a school budget is a plan and

correct me if I'm wrong but plans change and it is a school district and things happen – out-of-district placements, all kinds of things happen in this District or any school district. With a budget this tight you are going to have transfers and John you do audits in other districts, this is not out of the ordinary to see transfers being done and it is also monitored by the County. If you transfer more than 10% from one line into another you have to get County permission from the County B.A. and the County Superintendent. So there are controls in place so I don't want you to think that crazy transfers are going on within the Business Office – it is not happening. Mr. Mooney stated that is absolutely correct. Mr. Brennan stated one more thing I want to say is this District is as John pointed out, we have basically flat revenue. Last year we got an additional \$1.4 million in transportation aide for special education. Of our \$130 million operating budget, we have 2% on the tax levy – not on the whole budget. We have 2% on \$90 million and it only comes to \$1.7-\$1.8 million. Everything else is flat. Our expenditures/appropriations we have salaries going up 2.7% for the UTEA and last year we got slammed with a 12.8% increase in health benefits – 5 % going up on a \$100 million and that equates to salary and benefits. You are going up \$5 million and you are only bringing in \$1.7 million and thankfully we got \$1.4 million additional. Just to see where we are at and we have been doing this for the last couple of years. We were able to patch it up with surplus but it catches up to you after a while and that is why we are in this predicament – bottom line.

Mr. Tatum stated one last thought – you also have to look at the trends of State aide – not just over the last few years but over a 10-year period. Looking at the trends, the District lost millions of dollars. Actually our increases over the 10-year period is about \$1.7 million. Where the issue comes in that you mentioned about the diminishing of surplus – absent the backbone of the budget with the excess surplus unfortunately it does create a deficit. I think Mr. Brennan explained it well that the revenues remain flat. The long-term effect of losing the millions of dollars in this District – to the tune of about \$15 million – has been really hard to recover from. That is the reality of it all and I think a lot of times we don't want to have that conversation but it is real. People forget that there are initiatives that are mandated by the State of New Jersey and federal government that we have to do and we try to make decisions that will enable us to keep moving the District forward. The things that we have given to students over the years despite all the financial issues that we have in this District it shows that some way we are putting our face to the page to try to ensure that what we do have is sufficient to keep our District running. We are looking at other funding sources and that is why we have the person we have now and we will continue to look at how we can use those funds in a more efficient manner. To the tune of actually repurposing \$428,000 just this school year alone in Title funds – repurposing of salaries. There is a lot going on to try to work with this deficit. Our pre-k funding that we brought in all those things and trying to ensure that we maintain the quality of education and at the same time keep the lights on.

Mr. Mooney stated if you have any question feel free to reach out to him. The Business Office has my information.

EDUCATION/STUDENT DISCIPLINE COMMITTEE RESOLUTIONS:

Upon recommendation of the Superintendent of Schools, the following resolutions were moved by Mrs. Regis-Darby, seconded by Mrs. Richardson, for adoption:

E-1. AFFIRM SUPERINTENDENT’S RESOLUTION OF HIB

Affirm the Superintendent’s resolution of Harassment, Intimidation and Bullying (HIB) conclusions for the month of December 2018, in accordance with the information in the hands of each Board member.

E-2. APPROVE CURRICULUM GUIDES

Approve the following curriculum guides:

1. Grade 5 – Social Studies
2. Grade 7 – Social Studies Honors
3. Grade 7 – Social Studies
4. Grade 8 – Social Studies Honors
5. Grade 8 – Social Studies
6. Preschool Curriculum
7. Grade 5 English
8. English Lab 9
9. English Lab 10
10. College Study Skills
11. English Lab 11R
12. English Lab 11
13. English Lab 12
14. Journalism
15. Public Speaking
16. College Writing
17. Graphic Novel
18. Holocaust and Genocide Literature
19. Young Adult Literature
20. Creative Writing Nonfiction and Media
21. Creative Writing Fiction and Poetry
22. Introduction to Writing and Style
23. Honors Corporate Internship
24. Financial Literacy
25. Marketing
26. Business Leadership
27. Cooperative Marketing
28. Business Law
29. Accounting I
30. Accounting II
31. Computer Apps I
32. Computer Apps II
33. Cultural Studies
34. Grade 5 Social Studies
35. Grade 6 Social Studies
36. Grade 7 Honors Social Studies
37. Grade 7 Social Studies
38. Grade 8 Social Studies
39. Grade 8 Honors Social Studies
40. Economics
41. Honors Humanities
42. Humanities
43. Introduction to Law
44. Advanced Placement Government and Politics
45. Psychology
46. AP Psychology

47. Sociology
48. AP European History
49. AP Government & Politics
50. AP Psychology
51. US History I
52. Honors US History I
53. US History II
54. Honors US History II
55. World History
56. Honors World History
57. AP Comparative Government
58. Physics
59. Honors Biology
60. Hollywood Science
61. Grade 5 Science
62. Geophysics
63. Grade 6 Science
64. Grade 7 Science
65. Grade 8 Science
66. Grade 9 Science
67. Action Chemistry
68. Biology
69. Chemistry Honors
70. Environmental Science
71. Forensic Science
72. AP Physics I
73. AP Physics II
74. AP Chemistry
75. Human Anatomy & Phys
76. Business Ethics
77. Hospitality and Tourism Marketing
78. Business Management
79. Criminal Justice
80. Everything Business
81. Fashion Marketing
82. Financial Literacy
83. Keyboarding
84. Marketing Education
85. Public Relations
86. Sports and Entertainment
87. General Art Grades 6-8
88. Advanced Ceramics Grades 10-12
89. Advanced Drawing Grades 9-12
90. Advanced Painting Grades 10-12
91. AP Photography HS Grades 10-12
92. AP Music Theory Grades 10-12
93. Band Grade 5
94. Concert Band Grades 6-8
95. Chorus Grade 3
96. General Art Grades 3, 4, 5
97. Chorus Grade 8
98. Chorus Grade 4
99. Concert Chorus Grades 9-12
100. Concert Band/Wind Ensemble Grades 9-12
101. Digital Arts I: Grades 9-12
102. Digital Arts II: Grades 10-12

103. Craft Grades 9-12
104. Digital Arts III: Grades 10-12
105. Design Fashion: Grades 9-12
106. Digital Arts IV: Grades 10-12
107. Drawing: Grades 9-12
108. General Music Grade 7
109. General Music Grade 6
110. General Music Grade 5
111. General Music Grade 1
112. General Music Grade 3
113. General Music Grade 2
114. General Music Grade K
115. General Music Grade 4
116. Band Group Lessons Grade 3
117. Concert Band Grade 3
118. Ensemble Orchestra Grade 3
119. String Group Lessons Grade 3
120. String Group Lessons Grade 4
121. Concert Band 4 Grade 4
122. Orchestra 4 Grade 4
123. Chorus Grade 5
124. Group Lessons Grade 6
125. Group Lessons Grade 7
126. Group Lessons Grade 5
127. Group Lessons Grade 8
128. Advanced Musical Theatre Grade 10-12
129. Ceramics/Sculpture Grades 9-12
130. Jazz Ensemble Grades 9-12
131. General Art Grades 9-12
132. Musical Theatre Grades 9-12
133. Wind Ensemble Grade 9-12
134. Music Theory Grade 9-12
135. General Art: Grades K, 1, 2
136. General Art: Grade 6-8
137. Orchestra Grade 5
138. Orchestra Grade 6-8
139. Orchestra Grade 9-12
140. Painting Grade 9-12
141. Photography II
142. Photography I
143. Photography III
144. Photography IV
145. Show Choir Grade 10-12

E-3. APPROVE STUDENT PARTICIPATION IN JOINT ICE HOCKEY PROGRAM

Approve agreement to continue participation of students from Township of Union Public Schools in a joint ice hockey program with students from Kenilworth Public Schools and Springfield Public Schools for the 2019-2020 and 2020-2021 school years, in accordance with the information in the hands of each Board member.

E-4. APPROVE JANUARY REPORT – NJDOE – HIB

Approve the Township of Union Public Schools January report presented by Superintendent as required by the New Jersey Department of Education of Harassment, Intimidation and Bullying (HIB). The report provides the public with the information collection

from September 2018 through December 2018, as well as the number of incidents per school building, status of investigations, HIB investigators, nature of the HIB reports and the discipline resulting from the report findings. The HIB report also includes all training of school district personnel, building programs and assemblies during the time period.

E-5. APPROVE ESTABLISHMENT OF BEHAVIORAL DISABILITIES PROGRAM – JEFFERSON ELEMENTARY SCHOOL

Approve establishment of the Behavioral Disabilities Program at Jefferson Elementary School, effective September 1, 2019, in accordance with the information in the hands of each Board member.

E-6. APPROVE ESTABLISHMENT OF RESOURCE PROGRAM – IN CLASS SUPPORT/IN CLASS REPLACEMENT – FRANKLIN ELEMENTARY SCHOOL

Approve establishment of the Resource Program – In Class Support, In Class Replacement for kindergarten at Franklin Elementary School, effective February 1, 2019, in accordance with the information in the hands of each Board member.

E-7. APPROVE ESTABLISHMENT OF AUTISM PROGRAM – BATTLE HILL ELEMENTARY SCHOOL

Approve establishment of the Autism Program for kindergarten through fourth grades at Battle Hill Elementary School, effective February 1, 2019, in accordance with the information provided to each Board member.

DISCUSSION:

Mrs. Regis-Darby stated E-3 – last week I said it wasn’t signed by all three parties. Mrs. Minneci stated it is.

AYE: Mrs. Higgins, Mr. McDowell, Dr. Morgan, Mr. Nufrio, Mrs. Regis-Darby, Mrs. Richardson, Mrs. Ruiz, Mrs. Williams, Mrs. Minneci

NAY: None

ABSTAIN: None

MOTION CARRIED

FISCAL AND PLANNING COMMITTEE RESOLUTIONS:

Upon recommendation of the Superintendent of Schools, the following resolutions were moved by Mrs. Richardson, seconded by Mrs. Williams, for adoption:

F-1. TREASURER’S REPORT

That the Treasurer’s Report dated December 31, 2018 be accepted.

F-2. SECRETARY’S REPORT

That the Secretary’s Report dated December 31, 2018 be accepted.

F-3. CERTIFY TREASURER’S AND SECRETARY’S REPORT

Pursuant to N.J.A.C. 6A:23-2.11(a), I certify that as of December 31, 2018 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district Board of education pursuant to N.J.S.A. 18A:22-8 and 18:22-8.1.

/s/ Gregory E. Brennan
Gregory E. Brennan, Board Secretary

Dated

Pursuant to N.J.A.C.6A:23-2.2(h), we certify that as of December 31, 2018 after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.2(d)3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. This certification is solely based on the information provided by the School Business Administrator and Board Secretary and is assumed by the Board to be correct.

F-4. APPROVE APPROPRIATION TRANSFERS

Approve appropriation transfers in accordance with the information in the hands of each Board member.

F-5. APPROVE LIST OF CONTRACTS/PURCHASE ORDERS

Approve the attached list of contracts and/or purchase orders pursuant to the requirements of N.J.S.A. 18A:18A-5 (bid exceptions to requirement for advertising) and 18A:18A-10(a) (purchase through State agency; procedure), in accordance with the information in the hands of each Board member.

F-6. APPROVE DISTRICT WIDE TRAVEL AND RELATED EXPENSES

Approve district wide travel and related expenses pursuant to the requirements of N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7 and Board Policy File Code 6471 and in accordance with the information in the hands of each Board member.

F-7. PRE-APPROVE DISTRICTWIDE STUDENT FIELD TRIPS

Pre-approve districtwide student field trip destinations and purposes pursuant to N.J.A.C. 6A:23A-5.8 in accordance with the information in the hands of each Board member.

F-8. APPROVE LIST OF 2018-2019 STATE CONTRACT VENDORS

Approve the amended list of the 2018-2019 State Contract Vendors pursuant to N.J.S.A. 18A:18A-10(a) (purchase through State agency; procedure) to facilitate schools' purchasing, in accordance with the information in the hands of each Board member.

F-9. APPROVED LIST OF CONTRACTS/PURCHASES (STUDENT ACTIVITY)

Approve the attached list of contracts and/or purchases pursuant to the requirements of N.J.S.A. 18A:18A-5(21) (paid by funds raised by or collected by students), in accordance with the information in the hands of each Board member:

School	Account/Department	Vendor/Description	Amount
Burnet Middle School	Band	Cherrydale Farms – band fundraiser	\$2,691.00
Union High School	46/Key Club	NJ District Key Club – field trip payment – convention in Long Branch	\$7,160.00 (not to exceed)
Union High School	2190/Athletics	UHS St. Jude Event – donate proceeds to St. Jude Children’s Hospital	\$13,000.00 (estimate)

F-10. APPROVE 2018-2019 OUT-OF-DISTRICT STUDENT PLACEMENT LIST

Approval be given to amend the 2018-2019 out-of-district student placement list, in accordance with the information in the hands of each Board member.

F-11. APPROVE FUNDRAISERS

Approve the following fundraisers, in accordance with the information in the hands of each Board member:

Event Name	Date	Purpose
Scratch & Help	1/16 – 3/16/19	UHS/Boys Soccer – to raise funds for boys’ soccer program – pre-game meals, end of season banquet etc.
Pretzel Sale	1/25 - 5/31/19	UHS/National German Honor Society – to raise funds for field trip to German Art Gallery in New York
Food Drive	5/1 5/31/19	UHS/Healthcare Occupation Students of America (HOSA) – a food drive for homeless people living in New Jersey
T-Shirt Sale	2/1-3/1/19	Kawameeh/Drama Club – raise funds for production of Aladdin Jr. and provide students with a production t-shirt
Flip Give	1/15-4/15/19	Kawameeh/Gifted & Talented Club – provide funding for 8 th grade G&T trip to Philadelphia
Valentine’s Grams	2/1-14/19	Kawameeh/Student Council – to raise funds for 8 th grade trip

F-12. ACCEPT DONATIONS

Accept the following donations, in accordance with the information in the hands of each Board member:

From	For Use By	\$/Item
Union Plaza Diner Corp	Special Services Department	\$2,000.00
Debmar/Mercury, LLC	Union High School (Nicholas Ferroni)	\$1,500.00

F-13. *Agenda item tabled at January 15th meeting to February meeting (CAFR).*

F-14. *Agenda item tabled at January 15th meeting to February meeting (CAP).*

F-15. APPROVE INCREASE TO PETTY CASH ACCOUNT

Approve an increase to the petty cash account for costs associated with students' IEP driven Community Based Instruction (CBI) at Burnet Middle School in the amount of \$600.

F-16. *For informational purposes only – vote not required.* List of legal services for the 2018-2019 school year, in accordance with the information in the hands of each Board member.

F-17. APPROVE AMENDMENT TO RESOLUTION – FIRST CHILDREN

Approve amendment to Resolution F-25 approved by Board of Education on May 15, 2018 for First Children for BCBA consultation (includes consultation and/or functional behavior assessments) to District students and staff at the rate of \$100 per hour and ABA therapist at the rate of \$45.00 per hour (not to exceed \$205,000.00) for the 2018-2019 school year (Account #11-000-216-320-01-19), in accordance with the information in the hands of each Board member.

DISCUSSION:

Mrs. Minneci stated after discussion with Mr. Tatum, F-13 and F-14 will be removed because the audit wasn't completed.

Mrs. Regis-Darby stated F-7 – do we have an update and who is going on the trip to New York City. Mrs. Moses stated the field trip is for the middle schools for the Academy so it includes several trips throughout the year. All the students that are in the Academy program – 6th, 7th and 8th. Mrs. Regis-Darby stated the back-up just stated they were going to the 911 Memorial. It doesn't say anything about other trips and it doesn't include anything about the Academy. I'm confused about that. Mrs. Moses stated I spoke with Mr. Harrell and that is the information that I got. It is for the Academy – 6th, 7th and 8th grades – for Kawameeh and Burnet. Mrs. Regis-Darby asked is there new backup? Mrs. Moses stated I'm being told that the dollar amount went down to \$3,000 plus. Mrs. Moses stated they are only including one because one of the trips is an overnight stay so that may have been the total for all the field trips. Mrs. Cappiello told me they only put one and it went down to \$3,363. Mrs. Regis-Darby stated that is for 911 for 6th, 7th and 8th grade? Mrs. Moses stated yes. They are going for a total of nine trips. What I see here is a total of nine trips – district cost, total cost – they are going to 911 – Burnet – 6th, 7th and 8th graders.

AYE: Mrs. Higgins, Mr. McDowell, Dr. Morgan, Mr. Nufrio, Mrs. Regis-Darby,
Mrs. Richardson, Mrs. Ruiz, Mrs. Williams, Mrs. Minneci

NAY: None

ABSTAIN: Mrs. Minneci (Vendor #85992 only)

MOTION CARRIED

OPERATIONS COMMITTEE RESOLUTIONS:

Upon recommendation of the Superintendent of Schools, the following resolutions were moved by Mrs. Richardson, seconded by Mr. Nufrio, for adoption:

O-1. APPROVE SECURITY DRILL/BUS EVACUATION REPORTS

Pursuant to N.J.S.A. 18A:41-1 and P.L. 2009, Chapter 178, approve the following security drill and bus evacuation reports for the 2018-2019 school year, in accordance with the information in the hands of each Board member.

O-2. APPROVE REQUEST FROM NJ BASEBALL UMPIRES ASSOCIATION

Request from NJ Baseball Umpires Association to use the Union High School Cafeteria on April 9, 2019 from 6:00 p.m. to 9:30 p.m. (certificate of insurance to be provided).

DISCUSSION:

None

AYE: Mrs. Higgins, Mr. McDowell, Dr. Morgan, Mr. Nufrio, Mrs. Regis-Darby, Mrs. Richardson, Mrs. Ruiz, Mrs. Williams, Mrs. Minneci

NAY: None

ABSTAIN: None

MOTION CARRIED

PERSONNEL COMMITTEE RESOLUTIONS:

Upon recommendation of the Superintendent of Schools, the following resolutions were moved by Mrs. Williams, seconded by Mrs. Ruiz, for adoption:

P-1. PERSONNEL ACTIONS

Personnel Actions be approved in accordance with the information in the hands of each Board member.

P-2. APPROVE SUBSTITUTE LISTS

Approve Substitute Lists for the 2018-2019 school year in accordance with the information in the hands of each Board.

P-3. ACCEPT LETTERS OF RESIGNATION/RETIREMENT

Accept letters of resignation/retirement from the following staff:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Eff. Date</u>	<u>Reason</u>	<u>Notes/ Corrections</u>
Atzbi, Michael	Teacher of Science	UHS	2/19/19	Resignation	60-day notice given. Last physical day 2/15/19
Egan, Elizabeth	Elementary Teacher	CF	1/14/19	Resignation	Last physical day 1/11/19
Eckman, Susan	Teacher of career education	UHS	2/1/19	Retirement	

P-4. APPROVE LEAVES

Approve leaves for the following staff:

Name	Position	Location	Leave Dates	Leave Type Regarding updated info only.	Notes/ Corrections: All tentative approvals are pending required documentation.
Carrero, Kristen	Elementary Teacher	Jefferson	12/13/18- 6/30/19	Intermittent FMLA	FMLA entitlement not to exceed 12 weeks.
Corsentino, MaryAnne	Teacher of Mathematics	BMS	12/10/18- 6/30/2019	Intermittent FMLA	FMLA entitlement not to exceed 12 weeks.
Roberts, Shareenah	Classroom Assistant	BMS	2/19/19- 6/6/19	Paid Child Rearing Leave followed by Unpaid Leave under FMLA/NJFLA (concurrently)	FMLA/NJFLA entitlement not to exceed 12 weeks.
Villarino, Darcy	Teacher-Special Services	Franklin	3/11/19- 6/23/19	Paid Child Rearing Leave followed by Unpaid Leave under FMLA/NJFLA (concurrently)	FMLA/NJFLA entitlement not to exceed 12 weeks.
Rand, Tiffany	Elementary Teacher	Washington	Update 9/27/18- 3/29/19 Return 4/1/19	Update to Paid Child Rearing Leave followed by Unpaid Leave under FMLA/NJFLA (concurrently)	FMLA/NJFLA Entitlement not to exceed 12 weeks.
Krupa, Constance	Accountant- Special Services	Hamilton	Intermittent 1/1/19- 12/31/19	Intermittent FMLA/NJFLA (Concurrently)	FMLA/NJFLA Entitlement not to exceed 12 weeks.
Siderman, Jason	Teacher-Special Education	Jefferson	Update to leave. Now Intermittent 1/3/19- 6/30/19	Intermittent FMLA	FMLA entitlement not to exceed 12 weeks.

Kauffman, Randi	Speech Language Specialist	Battle Hill	11/19/18-3/11/19 Return 3/12/19	Paid Medical Leave followed by Unpaid FMLA Leave	FMLA entitlement not to exceed 12 weeks.
Nicastro, Joyce	Kindergarten Teacher	Conn Farms	Intermittent 1/11/19-2/22/19	Intermittent NJFLA	NJFLA only. NJFLA entitlement not to exceed 12 weeks.
Chi, Virginia	School Nurse	Wash	Update to Return 3/1/19	Paid Medical Leave Extension	Return date is tentative
Fox, Patricia	Bud Driver	Transportation	Intermittent 12/13/18-12/13/19	Intermittent FMLA	FMLA entitlement not to exceed 12 weeks.
Garcia, Laura	Teacher-Special Services	UHS	2/14/19-2/22/19	Intermittent FMLA/NJFLA (concurrently)	FMLA/NJFLA entitlement not to exceed 12 weeks.

P-5. APPROVE 2018-2019 ATHLETIC EVENT ASSIGNMENT FEES

Approve the 2018-2019 Athletic Event staff assignments at Burnet Middle School as follows: (a) Donna Sienkiw, (b) Steve Brown, (c) Qunaye Taggert.

P-6. APPROVE PUBLIC AGENCY COMPLIANCE OFFICER

Approve Gregory Brennan as Public Agency Compliance Officer (PACO) for 2019, at no cost to the District.

P-7. APPROVE 2018-2019 NON-UNIT HOURLY RATES LIST

Approve the 2018-2019 Non-Unit Hourly Rates List (half-day sub rates), in accordance with the information in the hands of each Board member.

DISCUSSION:

Mrs. Regis-Darby stated moving forward for Personnel – this is something for the attorney – if we have questions on Personnel can we go into executive session and not vote on personnel items here and then come back to the public to vote because we can't talk about personnel issues out here.

Ms. Rose stated correct – you can table that matter for now and move it to executive session and as long as it doesn't concern their actual employment, because if it were to concern the employment you would have to notify them, but if it is a basic question about the request you can table it for now, ask the question in executive session, come back out and vote on the matter then.

AYE: Mrs. Higgins, Mr. McDowell, Dr. Morgan, Mr. Nufrio, Mrs. Regis-Darby,
Mrs. Richardson, Mrs. Ruiz, Mrs. Williams, Mrs. Minneci

NAY: None

ABSTAIN: None

MOTION CARRIED

POLICY COMMITTEE:

Upon recommendation of the Superintendent of Schools, the following policies are moved by Mrs. Williams, seconded by Mr. McDowell, for adoption:

POL-1. APPROVE FILE CODE 9130/BYLAW-COMMITTEES

Approve File Code 9130/Bylaw - Committees, in accordance with the information in the hands of each Board member.

DISCUSSION:

Mr. Nufrio stated with regards to the two that were presented last week at the worksession I voiced my opinion concerning the aspects of the Superintendent and the Business Administrator was essential – that was the draft I submitted to Mrs. Richardson. She and I had a short discussion about that – she is the chair of the committee. Also the deletion of “from time to time” I thought was setting a new precedent in terms of mandating the president, whoever that may be, is then required by the wording to assemble ad hoc committees that is perhaps not necessary. I believe that was echoed by Mrs. Minneci and I still maintain that is part of the change that I still do not agree is necessary. Certainly it is what it is and we simply move on.

Mrs. Minneci stated a question for the attorney - when Mr. Nufrio said it is necessary each time – is that true – according to the way the policy is written. We have to have an ad hoc committee every time. Ms. Rose stated my interpretation of the revised policy that was a compromise between the proposed policies was that it would require that the Board President shall convene an ad hoc committee for each of the RFPs/RFQs.

Mrs. Regis-Darby stated going back to the audit – page 169 – the auditor talks about RFPs and why it is important that we go for RFPs because when we don't you spend extra money purchasing the stuff for the air conditioner for the high school – it is just to remind everyone – page 169 – they did make that recommendation that we should have RFPs. Mr. Brennan stated an RFP is for professional services. I know what you are saying but that is a bidding process and that is separate and apart of what we are talking about in this policy.

Mrs. Higgins stated I just want it to be clear, we are talking about an ad hoc committee for every RFP? Ms. Rose stated the language of the proposed policy does say for professional services. Mrs. Higgins asked professional services would include? Mr. Brennan stated health insurance broker, everything we went through this year – banking, health broker, property/casualty insurance, auditor, architect and engineer and I have those in house – the proposal that were returned but depending how we vote we might have a committee we might not but we have to review them.

Mr. McDowell asked isn't there a dollar for RFP's over a certain amount where you have to have an ad hoc committee – if it is below a certain number you can approve it yourself? Mr. Brennan stated with an RFP I am not aware of a dollar threshold but with any procurement quote/threshold and also the bid threshold – I can take a two quotes up until the \$40,000 mark otherwise it has to go out to bid.

As far as the RFP, the Board President will convene an ad hoc committee of up to four members. Mr. Nufrio stated and that is where “from time to time” was deleted which was sort of a complement to the other part of the paragraph that was separated. Mr. McDowell suggested last week to separate the two to make it more distinct. I simply said that there are professional services and I did in fact suggest that perhaps we should itemize or list the professional services that wouldn't require the president to assemble an ad hoc committee but the Board decided to go with what is currently on the table.

AYE: Mrs. Higgins, Mr. McDowell, Dr. Morgan, Mrs. Regis-Darby,
Mrs. Richardson, Mrs. Ruiz, Mrs. Williams, Mrs. Minneci

NAY: None

ABSTAIN: Mr. Nufrio

MOTION CARRIED

RESIDENCY COMMITTEE RESOLUTIONS:

Upon recommendation of the Superintendent of Schools, the following resolutions were moved by Mrs. Williams, seconded by Mrs. Higgins, for adoption:

R-1. APPROVE LIST OF STUDENTS REMOVED FROM ROLLS

Approval be given to amend the list of students removed from the rolls [three (3) students exited from December 1 through December 21, 2018 (1 from elementary, 1 from secondary and 1 from high school) or a total of nineteen (19) students for the 2018-2019 school year] who are not domiciled in this school district, in accordance with the non-public information in the hands of each Board member.

R-2. APPROVE TO REMOVE STUDENT

Approval to remove student #280835 from the attendance rolls as the student has been determined to be ineligible to attend the Township of Union Public Schools as a resident student.

R-3. APPROVE TO REMOVE STUDENT

Approval to remove student #226010 from the attendance rolls as the student has been determined to be ineligible to attend the Township of Union Public Schools as a resident student.

R-4. APPROVE TO REMOVE STUDENT

Approval to remove student #246025 from the attendance rolls as the student has been determined to be ineligible to attend the Township of Union Public Schools as a resident student.

DISCUSSION:

None

AYE: Mrs. Higgins, Mr. McDowell, Dr. Morgan, Mr. Nufrio, Mrs. Regis-Darby, Mrs. Richardson, Mrs. Ruiz, Mrs. Williams, Mrs. Minneci

NAY: None

ABSTAIN: None

MOTION CARRIED

APPROVAL OF BILLS:

Upon recommendation of the Superintendent of Schools and moved by Mrs. Richardson, seconded by Mrs. Ruiz, that the Board concur with the bills listed in the permanent bound register appended to the minutes and be ordered for payment.

DISCUSSION:

None

AYE: Mrs. Higgins, Mr. McDowell, Dr. Morgan, Mr. Nufrio, Mrs. Regis-Darby, Mrs. Richardson, Mrs. Ruiz, Mrs. Williams, Mrs. Minneci

NAY: None

ABSTAIN: Mrs. Minneci (Vendor #85992)

MOTION CARRIED

UNFINISHED BUSINESS:

Mrs. Regis-Darby asked has the District received the survey results from food services and if so what is the conclusion of the survey and the what is the status of the RFP for food services? I know we said end of January, beginning of February – want to see if you can send it out at the end of January and not February.

I mentioned this last week and I will mention now until January 2020 – please consider creating a dual language program as we transition our students in pre-k and kindergarten.

Mr. Brennan stated yes we did receive survey results from ARAMARK as of yesterday afternoon. The administration has decided that we would like to look at the results of that survey

and we will get back to you on how we are going to proceed. I did talk to the Superintendent and Mrs. Moses about this.

As far as the RFP for food services – something has arisen at the State level and maybe Deb Smith can comment on this – correct me if I'm wrong in stating this – what has happened at the State is that they are looking at changing some of the regulations for having food service as a professional service. Last week I downloaded the template from the NJASBO website to start modifying it for Union and wanted to get it out there – after being approved by the attorney. I heard this at my County meeting on Friday that the State is now changing the regulations so we are on hold. I don't know if you heard how long this is going to take? Deb Smith stated there will be a couple of options for districts and the State is going to change the language. Mr. Brennan stated I will keep the Board apprised of the situation and we will get it out as soon as the new regulations are developed and formulate an RFP that is accurate.

Mrs. Regis-Darby stated I think it is time sensitive. Keep in mind that if the Board decides to go with a different food service provider, that transitioning and turnover can take a long time. Please try to keep on the State so we know what we need to do. Mr. Brennan stated understood.

Mrs. Regis-Darby asked what is the website? Mr. Brennan stated I downloaded my template from New Jersey Association of School Business Officials. The site is NJASBO.org under resources.

Mr. Nufrio stated Mr. Tatum just a reminder that we need to hopefully schedule something with Officer Smith. I believe her month is March. I know I mentioned it last month. She did say that she would give her first preference but she did say to please reach out to her at the beginning of the year. So let's see if we can get that done so she can schedule something for both the middle school and the high school. She is highly recorded as an expert in her field.

This is unfinished business – customarily I would not respond to something that is said by a public individual at the microphone but I felt compelled to respond to this and customarily I don't jump to someone's defense when I know that person can defend themselves easily. But since my name was named as part of the comment and this was done by a resident/former Board member Dr. Francis and so I took upon myself to call Mr. Griggs from the Sciarrillo Cornell etc. law firm. He then sent a letter which he asked me to read to the Board in response to the allegation that Mr. Griggs had billed Dr. Francis independently for time or telephone conference which he may or may not have had. But the part that I took personal offense to was that in addition to that comment he indicated that it was done by my direction. I made no such direction and certainly the letter and I have copies of the letter if the Board members care to have it and I would like to enter this as part of the record and it is dated January 10th regarding Dr. Francis' comment.

Dear Mr. Nufrio: You have advised that Guy Francis as a member of the public and former Board of Education member at the recent Board of Education meeting commented that he received an invoice for legal services from our firm. The statement is incorrect and not accurate. At no time did our firm send Dr.

Francis an invoice for legal services. All invoices for services provided by our firm were provided to the Board of Education. Please contact me if you have any questions. Thank you. Very truly yours, Paul Griggs”

My only other comment would be if this issue is still unresolved then I would urge or encourage Dr. Francis to produce the invoice so as to dispute the response by Mr. Griggs.

Mrs. Richardson stated when we were talking about ARAMARK - Mr. Brennan I know you were doing an internal survey – is there any way we can do an external survey on food services in the school district to see where they stand. Just an idea – I don’t know if it goes out of the realm of what we can do. There are so many controversies here I think it would be fair to find out what is going on in other school districts – not just ours. Mr. Brennan stated we are not able to contact their parents. Mrs. Richardson stated no I mean administrators. Mr. Brennan stated administrators – doing a poll. I can always ask my constituents, colleagues and Mr. Tatum can do the same thing. Mrs. Richardson stated I’m not asking for negative or what – just to see what’s going on in other school district. Mr. Brennan stated get some feedback from my colleagues instead of a formal survey – that’s doable.

NEW BUSINESS:

Mr. Nufrio stated I just want to point out especially to the new Board members if you have not connected with the School Board Association – it is really important that you do that and provide them with your email so that you can receive bulletins and updates and also the most current one I received, I’m sure the rest of the Board received it as well, there is a presentation being done on February 13th at Cranford High School and it has to do with school law. There is also a credit extended to that. Anyone can go – this is from the County Boards Association so as a delegate I wanted to be sure to bring this to everyone’s attention. You should contact the School Board’s Association. Perhaps Mr. Brennan can be of assistance to you – reach out to him and he’ll give you the best possible information on how to contact them so that you can get the most recent updates and to be sure that you are in total compliance with having these workshops to attend. Thank you.

COMMENTS FROM THE PUBLIC:

Mr. Arminio stated sorry about my voice I was the announcer at the County tournament and I talked for 10 hours straight. What I would like to do is say some thank yous for my nine years on the Board. There are many facets to a child’s education and I want to thank the staff and the Board for teaching me that there is more to the education of a child other than a teacher I was for 30 years and teaching students in a classroom.

I would like to thank the parents and teachers who trusted me over the past nine years by their votes. My only desire was to make the District a better place for our children.

A very special thanks to Diane Cappiello for being a very special person. I thank Mrs. Richardson for the work we completed in policy and we spent many hours revising policy so that our Board could be as transparent as possible. I thank Mrs. Minneci for our enjoyable

discussions on election days over the past two elections and talking about life and education and time spent on the education committee together.

Thank you for Mrs. Higgins for your efforts in the technology area. Thank you for Mrs. Williams for volunteering for the Union County Ed Services Board. I know you will learn and you will appreciate what they do. I found it very rewarding for the nine years that I served.

I thank Vito for our long and lengthy discussions about education and life and for helping me through my year of presidency. I thank Mr. Monge and Dr. Francis for the friendship that has been forged and that will go on even though our time on the Board is over.

I thank Nellis for the many things that she has taught me about education. Since I retired as a teacher there are many changes in education and she brought me into the 21st Century and we also laugh a lot.

I wish the new people good luck and hope that your time on the Board is fulfilling. Dr. Morgan, Mrs. Ruiz and Mr. McDowell – I have listened to you speak and I know the Board is in good hands.

Mr. Brennan good luck with the budget; for the Central staff I know Mr. Benaquista and Mrs. Moses has the best for the students of Union always on their mind. I thank them for their leadership.

I do have to add that all the groups in our District have had their deserved raises for the past six years – the teachers, the support staff, maintenance and central office staff. Only one individual has not had any type of raise for years upon years – Mr. Tatum. It is an injustice of colossal proportion. I trust that the Board will rectify this in the near future. I thank Mr. Tatum for his innovative ideas on saving money and creating and supporting new programs for our children and trying to maintain peace in turbulent times and for all of you on the Board, please don't forget that the Relay for Life is coming June 1st. Thank you.

Dr. Guy Francis stated this is to address Board member Mr. Nufrio. I misspoke Mr. Nufrio. It is not far from the target. Let me go back – I reached out to Sciarrillo when I felt that as a Board member my voice and many other Board members' voices were not being heard and there were some things that I felt about Mr. Griggs not representing the full Board. I felt that Mr. Griggs was representing just you. When I reached out to Mr. Sciarrillo and asked him to come to a Board meeting because I wanted him to understand what the other Board members may express the concerns that they have. That being said Mr. Sciarrillo said sometimes the Board attorney can be perceived as just working for the board president and the superintendent. He said that he was going to speak to Mr. Griggs and get back to me. He didn't get back to me so he said if I didn't hear from him by Tuesday to give him a call. I called him Wednesday – gave him an extra day. My phone call was being intercepted by Mr. Griggs asking me why am I trying to contact Mr. Sciarrillo and I went on to explain what the issue was. That being said, he wined up charging the Board for \$400-500 because of that conversation but the reality is I asked to speak to Tony not necessarily Griggs. I thought Griggs shouldn't have even billed us for that.

I did receive an email from you Mr. Nufrio asking me to reimburse the Board and I replied to you as to what are you talking about Mr. Nufrio and you didn't get back to me. So I assumed and this is the way that I may have misspoke. I assumed you were referring to that but I have the email and I am going to forward it to all of you Board members from Mr. Nufrio saying that I need to reimburse the Board – why would I need to reimburse the Board? I'll forward that on to you. I didn't get an actual invoice from Mr. Griggs or the Sciarrillo group but I wouldn't have paid them anyway.

Beside from that I want to say to Mrs. Minneci thank you for not putting any conflicted Board members on personnel. I am quite sure if you reached out to New Jersey School Board they would probably have told you not to do that and I appreciate that.

I still see that there is heavy weight given to some people on the Board and the committee chairs of all the committees and I think there is some heavy weight, like last year, given to certain members of the committee and not others. I thought some of you guys could have more chair positions and not be one or two or three people. It is your prerogative and I still want to say thank you for taking into consideration personnel at least and not having any conflicted Board members. Good luck.

Suehay Monge stated Mrs. Darby actually asked a few of the questions that I was going to ask regarding the RFP. But I do want to make a comment – the woman from ARAMARK mentioned that there were additional options to consider so I just want to make sure and to clarify Mr. Brennan that we are not holding up that RFP for just some considerations and that we can't go ahead and move forward. You got clarification. Mr. Brennan stated I got clarification from ARAMARK and another food service company – it is because of State regulations.

Mrs. Monge stated I just want to up what Mrs. Darby said. I don't want to be in a situation where we are rushing to try to make a decision because it is going to be a transition. Will you have presentations also of those food services like bank services and other people have presented? Mr. Brennan stated I would think so.

Mrs. Monge stated I received the District's survey that went out from the District and it was really good and I felt it spoke to the quality of the foods and I think it will help the Board get an overall idea of what the issues are with the current food service providers are. The only thing I did get from parents is that it really didn't talk about breakfast and there was no option box for comments. I'm not sure if that can be adjusted. It probably only went out today but I wanted to give you that feedback. Everyone else thought it really did give the opportunity to be honest with what the issues are with the food.

This is one of the questions for the auditor that was actually brought up – what happens to the students eating the lunch and not paying for it? Is that something that the school service provider should be doing – collecting those fees – reaching out to parents if they are not receiving free and reduced lunch? Is that something that can be part of whoever the future food service provider going forward – put in the contract that they are the ones going after the parents for those payments. Do you know what the current total of that is? Mr. Brennan stated it is approximately \$180,000 but that is in a different fund – it is not in operations. Mrs. Monge

asked who pays for that? Mr. Brennan stated it is in Fund 60 which is the enterprise fund for food services. Who pays for that? We have to go collect. We talked to ARAMARK about that and this is over about 7-10 years of rolling balances. There is a policy in place – State mandated as of a year ago September. We instituted this policy that states a student is supposed to get an alternative lunch if they get to a certain threshold in the negative but what we are talking about now is getting a collection agency because we do not have the manpower and we don't want to get in the middle of going after certain students/parents that owe money and these are some sizeable bills. This is a culmination of many years in some of these cases. Mrs. Monge stated that is a really large sum of money. Mr. Brennan stated it is a large sum of money. It is not part of our operating budget just to make that clear to the public but it is a large amount of money and we need to go after it.

Mrs. Monge asked but someone is paying ARAMARK for the food – right because the kids are not getting free food – it is not on ARAMARK's dime – is it? It is on our dime. Mr. Brennan stated yes. Mrs. Monge stated something has to be done and I had no idea it was that large. Mr. Brennan stated yes it does.

Mrs. Monge stated parents have reached out to me; my son continues to have issues – he found a hair in his chicken and when I asked him if he had returned it he said no. He just took the hair out. When I asked him why he said that they would get upset with him if he went up and tried to change the lunch and that seems to be his concern with some of the staff and the high school. I can only speak to the high school because that is where he is.

He actually wrote an email saying that “the attitude of some of the workers are rude, the chicken patties are undercooked and the hamburger patties are soggy – the fries are undercooked and sometimes when they are serving food the food falls on another serving tray and it is left there”.

Mrs. Cappiello left meeting at 10:02 p.m.

Miguel Guzman stated three points I want to bring up – one is in regards to the survey – is there a way that the survey can be a survey for the high school, a survey for the middle school, a survey for the elementary school – broken down because I think sometimes our District is divided that way and I think it is good to make a better assessment and that's one. As for the second one as well which is the percentage – you are talking about 500 – there are 7,000 plus students in our District and a fraction of that is being represented in a survey. I don't think there is validity in the survey that only represents a small fraction of the population that it is trying to serve. I'm wondering if we can improve with getting those surveys done and getting the information to the public community at large so that people can know. Emails are not sufficient now a days – you have to take into consideration the timeframe that it is being sent out and all that comes into play.

Mrs. Moses stated every school had their own personal survey – families can go to the school and look at that and the principals are working individually which bring it all collectively at the District level. We did do that and we have that data. The second question – the State requires a culture and climate survey – to use the data to improve and the second can be as long –

it won't be short because there is a timeframe for the first is given by the State. When we give that survey if we have to share it with everyone than we will come back with that with the second survey. Dr. Martin gave some very good suggestions here and you are giving some good suggestions and we will implement that because as I said before "all hands on deck". All information be considered and put it forward. We will email. At PTA meetings and even if they come to the Board and we have computers over there so they can do the survey over there. We will do the survey before June because we have to put out the information over the summer and see where we are going and how much improvement we have. During second semester and we know we are doing testing so it will be more like in May and June and it will be a longer time to fill it out and give more input. We will look into doing it in the classroom for all kids to participate. On our first try there is always errors so we get better after getting that information.

Mr. Guzman stated the questions on the surveys are they made by us or they already a pre-requisite some of these questions? Mrs. Moses stated we do them based upon the previous data that we have. We speak with teachers. There is a lot of information that comes to the Board and we take those issues and formulate questions. We look at the questions that students bring to their building administrator. We look at the questions that are brought here. For example – the testing schedule and things like that. We have an education committee for that. Those questions are from when we talk with the committees that we have and concerns and we formulate and we look at the expectations that we have. For example one question was do you feel that expectation with homework and involvement with your teacher teaching with students, expectations we have for administrators and teacher collaboration, communication. We will look at all those things and formulate those questions. It may not apply to some but those are the concerns that we have and then we move from those to generate.

Mr. Guzman stated the reason I bring it up in all fairness is just try to bring to light that it is important to preserve the integrity of the survey. You are asking our own staff members questions, we want to make sure that we are preserving that integrity and that we are not ourselves trying to make on paper altering that outcome but that we are doing an honest assessment so that we are achieving the results that we are expecting. Mrs. Moses stated our questions don't come from teachers or principals. It is the evidence that we have and no one knows where the problems lie but these are the concerns over the four years that I have been here.

Mr. Guzman stated are there any chance for the Chrome Books to come home for 6th graders – possibly 6th or 7th graders? Mrs. Moses stated Mr. Wojcik is our education person and he works with the Chrome Books and that was our goal.

Mr. Guzman stated talking about the budget and I know things get rolled into the budget over the years and increases in expenses such as technology and fixing up buildings but I just want to encourage the Board to be prudent going forward. We have to get back to a place where we have a good threshold. With that being said I would like to encourage the Board and the administration to find individuals that are going to advocate on our behalf on the State level or whatever level we need to advocate so we can have an influx of whether through grants or whatever it is and that we are tapping into and exhausting all those resources so that we can better serve our students.

Paul Casey stated welcome and congratulations to Kim Ruiz, Dr. Morgan and Ronnie McDowell. I wanted to comment on the presentation that was done but first the kids were amazing – the presentation by Mr. Malanda – it was great to see what is happening with regards to the CORE program and the other initiatives that are happening at Kawameeh. I don't know what is going on at Burnet and Washington and the other elementary schools and high school regarding communication on these initiatives with parents. We didn't receive anything at Washington or at Kawameeh with regards to what is happening. My sons come home and they will tell me about what they are doing but they don't know the detail or the kind of detail that you are receiving. I would recommend that we ask our building principals to communicate to parents what these initiatives are because otherwise we are not being a true partner in that and I think a partnership between the schools, district staff and parents are critical and if we don't know what is going on we can't be an active partner in that so that is just a recommendation.

My second comment is regarding PARCC. I know PARCC is used in our District pretty extensively. We see in State level it is kind of going away so I'm curious how that is going to change what we do here in Union when we look at what kids need to do and one of the things they are looking at now is the PARCC score and is that something that will continue – what is the incentive for parents/kids to continue taking this test that is not going to be used at the State level?

Mrs. Moses stated the change is going to be very gradual. Mr. Casey stated you use the PARCC to determine if a kids gets into honors or AP. Mrs. Moses stated no. Mr. Casey stated it is one of the things. Mrs. Moses stated that is one piece of data that you can look at. If the child doesn't hold that it should not be an obstacle for keeping the child out of an AP. When you look at the criteria for AP courses there is a point system from what data that they have to the recommendations they have. If I'm in class and I feel that my teacher here I would like her to give me a recommendation, she can, not just because she is my English teacher, she should give a recommendation – you gave me the grade and you give me the recommendation because the recommendation is the grade so I should take any one of my teachers to give me a recommendation. I ask the parents to really look at it and the students should be able to look at that – this month was not my month. They need to know the points to get there. There is a rubric for them and there is a point system for the District and how kids can earn points and know what they are doing to get where they want to be.

Mr. Casey stated unless you are a parent that really is connected and active, you don't know what is rubric – I'm active and involved and I didn't know that. Is there a way to do a seminar for the parents to help them learn how to support their kids and getting into AP and honors classes. I think that would go a long way because there are kids in the District and probably deserve it and don't get the support at home and that is not fair to them and that is disenfranchising kids that really should be in the program because they may not have support that others have. Mrs. Moses stated I like that idea Mr. Casey. Maybe we can put something on the website for parents to click and see and hear what it is about.

Mr. Casey stated the committees of the Board I will echo Dr. Francis' comment – the leadership of those committees are heavily weighted in certain areas but one that stuck out to me

was Dr. Morgan is a principal in a high school and I thought she would be on the education committee. Mrs. Minneci stated I asked people to request what they wanted and that is not what she wanted. Mr. Casey stated o.k. but hopefully your voice will come out in other ways.

Jeff Money stated I have a few points and I will roll into them. I mentioned last week about legal. I asked the question that this month's legal was \$90,000 which is almost half of the budget – which is a line item for the District and I wanted to know what the District was going to do about that.

The maintenance budget – as a Board member I have been asking and we approved a budget for maintenance for the buildings and we were promised an answer and here I am as a resident and still asking the question – who did it, how was it done and why because it is skewed for some schools versus other schools.

The financing for the long-range facility plan – as a Board member I have been asking for at least three years and now as a resident I'm asking how are we going to finance the long-range facility plan that is now getting stale.

The auditor – I'm going to have a list of questions and I will copy the Board and Mr. Brennan said he would offer it up to the auditors. He mentioned the capital reserve the \$1.2 million being dwindled down to half a million dollars. As a Board member we had approved that if we could replenish that reserve to a one million dollar that the million dollars of projects that we have had this past year only half will go and the other half will go into reserves and that was not done. I would like feedback on that.

Lastly, the reorganization meeting on Thursday the 3rd, the public was disallowed to speak on proposed voting items. The attorney Lester Taylor said that the public – it wasn't necessary for them to comment and that the Board's agenda was legal and that is all on video. Unfortunately that was incorrect. Your bylaws 9322.1 states that "an organization meeting shall be a regular business meeting of the Board" which that reorganization meeting qualifies but the bylaws 9325 says that "meeting procedures state that such meeting shall follow an order that includes (f) which is public participation on the resolutions on the agenda before voting" and a second point "(m) that says at the end of the agenda public comments". Not only was he wrong in shutting down the public but openly states so and we were not allowed.

The other thing that also happened was that Mr. Brennan proceeded with the vote and allowed Mary Lynn Williams to vote via phone and cast the deciding vote for the Board President. Bylaw 9325.4 says "the voting methods states that all motions shall require for adoption a majority vote of those present and voting" and the key word is "present". As it pertains to precedence the meeting minutes from June 27 – Mr. Nufrio actually acknowledged the guidance of counsel that he couldn't vote because he was on the phone and it was noted that the Board Ed in the past it was part of a special meeting that folks were not in attendance would be able to vote over a phone and the reorganization meeting was a regular meeting. Ultimately at the end of the day the Board attorney stated that there was no policy that disallowed her to vote and stated that there was a majority of the Board members at the meeting that evening that

wanted remote voting. There wasn't one Board member that stated they wanted remote voting. It definitely wasn't a majority.

Lastly, Mrs. Ruiz pointed out that it was not a good idea, as attorney, that should not generate policy.

MOTION FOR EXECUTIVE SESSION:

Moved by Mrs. Ruiz, seconded by Mr. Nufrio, that the Board go into Executive Session at 10:23 p.m. to discuss the following subject matters without the presence of the public in accordance with the provisions of N.J.S.A. 10:4-12b.

- Matters which would constitute an unwarranted invasion of individual privacy – student matter

Please take notice that minutes will be taken of the discussion conducted during the executive session and the Board will disclose the minutes of the executive session 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.

Action may be taken when the Board reconvenes in public session.

AYE: Mrs. Higgins, Mr. McDowell, Dr. Morgan, Mr. Nufrio,
Mrs. Richardson, Mrs. Ruiz, Mrs. Williams, Mrs. Minneci

NAY: None

ABSTAIN: Mrs. Regis-Darby

MOTION CARRIED

The Board returned to public session at 11:30 p.m.

MOTION TO ADJOURN:

There being no further business before the Board in public session it was moved by Mrs. Richardson, seconded by Mrs. Ruiz, that the meeting be adjourned at 11:30 p.m. All present voting YES **MOTION CARRIED**

RESPECTFULLY SUBMITTED,

**GREGORY E. BRENNAN
BOARD SECRETARY**