

TOWNSHIP OF UNION BOARD OF EDUCATION  
REGULAR MEETING MINUTES – March 17, 2020

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, March 17, 2020 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 7:00 p.m.

PRESENT AT ROLL CALL:

Dr. Guy Francis, Mrs. Sherry Higgins, Mr. Ronnie McDowell, Mrs. Nancy Minneci, Mr. Vito Nufrio, Mrs. Linda Richardson, Mrs. Kim Ruiz (by phone), Mrs. Mary Lynn Williams

ABSENT AT ROLL CALL:

Dr. Kalisha Morgan

ADMINISTRATORS PRESENT:

Mrs. Annie Moses, Mr. Gerry Benaquista, Mr. Manuel Vieira, Mr. Barry Loessel

ALSO PRESENT:

Mr. Lester Taylor, Esq.

Dr. Francis led the Board and audience members in the Pledge of Allegiance.

Mr. Vieira 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. Richardson read the District’s mission statement.

COMMENTS FROM PUBLIC ON RESOLUTIONS:

None

Approval of Minutes:

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

1. November 12, 2019 – worksession
2. November 12, 2019 – executive session
3. November 19, 2019 – regular

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

NAY: None

ABSTAIN: Dr. Francis, Mrs. Richardson (11/12/19 only),  
Mrs. Minneci (11/19/19 only)

MOTION CARRIED

Communications:

REQUEST FROM UNION RAMS FOOTBALL

Request from Union Rams Football to use UHS Harry R. Cooke Memorial field football snack stand, rest rooms and associated parking for a Bike Blessing fundraiser on Sunday, May 3, 2020.

CORRECTION IN RETURN DATE – MELKOWITS

Request for paid medical leave from Valerie Melkowits, paraprofessional-Hannah Caldwell Elementary School, return date March 2, 2020.

LETTER OF RETIREMENT – FOX

Letter of resignation, for the purpose of retirement, from Patricia Fox, part-time bus driver-Transportation Department, effective June 24, 2020.

LETTER OF RESIGNATION – ZAVALETA

Letter of resignation from Luis Zavaleta, part-time bus driver-Transportation Department, effective February 18, 2020.

LETTER OF RESIGNATION – DOAMEKPOR

Letter of resignation from Margaret Doamekpor, part-time bus assistant-Transportation Department, effective February 20, 2020.

LETTER OF RETIREMENT – VARGA

Letter of resignation, for the purpose of retirement, from Maria Varga, paraprofessional-Battle Hill Elementary School, effective July 1, 2020.

LETTER OF RETIREMENT – WALSH

Letter of resignation, for purpose of retirement, from Carol Walsh, paraprofessional-Connecticut Farms Elementary School, effective July 1, 2020.

LETTER OF RETIREMENT – WEBER

Letter of resignation, for purpose of retirement, from Clair Weber, 12-month secretary-Special Services/Hamilton School, effective July 1, 2020.

REQUEST FOR LEAVE EXTENSION – CARLIN

Request for extension of unpaid FMLA leave from Anthony J. Carlin, paraprofessional-Battle Hill Elementary School, new return date April 1, 2020.

**REQUEST FOR LEAVE – COHEN**

Request for paid medical leave followed by unpaid FMLA from Amanda Cohen, science teacher-Kawameeh Middle School, April 20, 2020-June 15, 2020.

**REQUEST FOR LEAVE EXTENSION – DeLUCA**

Request for extension of unpaid non-FMLA child rearing leave from Meghan DeLuca, English teacher-Burnet Middle School, new return date May 1, 2020.

**REQUEST FOR LEAVE – STERLING**

Request for paid child rearing leave from Tara Sterling, television production teacher-Union High School, May 22, 2020-June 24, 2020.

**REQUEST FOR LEAVE EXTENSION – GEORGE**

Request for extension and update to current leave from intermittent to consecutive unpaid FMLA followed by unpaid non-FMLA medical leave from Sheren George, paraprofessional-Burnet Middle School, new return date April 1, 2020.

**REQUEST FOR INTERMITTENT LEAVE – ARRIETA**

Request for intermittent FMLA concurrently with NJFLA from Lidia Arrieta, paraprofessional-Jefferson School, March 1, 2020-June 23, 2020.

**CORRECTION TO LEAVE REQUEST – LEUNG**

Correction to request for paid child rearing leave followed by unpaid FMLA/NJFLA from Christina Leung, vocal/music teacher-Washington Elementary School, March 2, 2020-June 23, 2020.

**REQUEST FOR LEAVE – NEWELL**

Request for paid child rearing leave followed by unpaid FMLA/NJFLA from Michelle Newell, school psychologist-Jefferson Elementary School, May 26, 2020-December 1, 2020.

**REQUEST FOR LEAVE – PLACCA**

Request for paid child rearing leave followed by unpaid FMLA/NJFLA from Nicole Placca, Spanish teacher-Jefferson School, May 11, 2020-November 27, 2020.

**REQUEST FOR EXTENSION OF LEAVE – ASKEW**

Request for extension of current intermittent unpaid FMLA leave from Robert Askew, first shift custodian-Union High School, now through June 29, 2020.

**LETTER OF RETIREMENT – MOORE**

Letter of resignation, for the purpose of retirement, from Cynthia Moore, bus driver-Transportation Department, effective March 2, 2020.

**REQUEST FOR LEAVE – RIVERA**

Request for unpaid child rearing leave under FMLA/NJFLA (concurrently) from Michael Rivera, full-time bus driver-Transportation Department, April 11, 2020-May 25, 2020.

### Superintendent's Report:

Mr. Benaquista stated that we have two presentations tonight – Lisa Gorab, Esq. and Mr. Vieira.

Lisa Gorab, Esq. from the law firm of Wilentz, Goldman & Spitzer stated the following: I represented the Board many years ago and I will be representing you again. Why did you have to hire a bond counsel? When a district issues obligations, it is just a fancy word for a loan, you are borrowing money and that is the simple part. The complex part is your obligations to issue your bonds, your leases or securities – more than that they are tax-exempt securities. When you issue them you need to comply with state, school security laws; federal security laws and tax laws. A bond attorney is someone who specializes in that area and that is why you needed bond counsel. I know your general counsel does a lot of work but I wanted you to know why you needed a specialized attorney.

You are going forward with an ESIP – you are in the process of doing an ESIP which is an Energy Savings Improvement Program. It is where you are undertaking energy conservation measures, lighting, boilers, other things that save money and the good thing is you are able to finance these projects over 15-20 years with no tax impact because the improvements you are putting in place saves energy. We have due diligence along with your other professionals that the verified savings from those improvements cover the lease bond payments. That is why it is tax neutral – the law that you are operating under is a financing law. Of course you could have undertaken these improvements other ways but this ESIP law allows you to do two things – to finance it with a lease or bond and finance it in a way that it can have no tax impact. That is why the laws that govern it and how you do it very precociously.

You sought through an RFP for ESCO – Energy Services Company – that company that you appointed pursuant to that process, Schneider Electric, is essentially your general contractor for this project. They are going to do an analysis of what projects you can do. They are going to calculate the energy savings which will be third-party verified and they are going to work with you to determine what projects can fit within this ESIP. For example, lighting – it saves a lot of money and it is very cheap. Let's say you do a million dollars in lighting and it pays for itself in five years. You may also want to do a roof. A roof takes a long time to save energy – let's say that is a 25-year payback and you do that for a million dollars. So you do lighting for a million and a roof for a million – lighting has a 5-year payback and a roof has a 25-year payback – you blend those two projects together and you get a 15-year payback. You can finance that project for 15 years and the savings will pay for the 15-year lease or bond. That is very simple and your project will have a lot more than just lighting and roofs but that is a simple example of how you need to balance and blend your improvements. You can't finance all roofs because you won't have the savings. That is a process that Schneider Electric is bringing you through.

Once that occurs, you will have a plan in front of you. It will be called an Energy Savings Plan and it is going to lay out all the improvements, all the savings and you are going to approve it if you like it. If you approve, it is submitted first to a third-party verifier, a separate entity, that says the savings were calculated correctly – savings are critical to the project. Then it is submitted to the BPU for approval. It is only at that point that you can finance the project.

There are a lot of speed bumps to get over before you get to that process. It is my job, along with your administrator's job, Schneider's job to bring to you a project that makes financial sense that you like and can approve.

Where we are is you appointed Schneider, they have spent considerable amount of time with you and your projects, working with your facility's person and trying to see what improvements can get done and you can select from. Now we are at a juncture and it relates to a resolution that is on the agenda for a Power Purchase Agreement.

The Power Purchase Agreement has to do with solar panels. You can buy solar panels and put them on your schools. They would produce energy and produce energy for that school. A portion of the energy of the school can be produced by the solar panels. Why don't public entities do that? Why do homeowners do it? Because there are federal tax credits available to homeowners of solar panels. They are called investment tax credits. You don't get them because you don't pay taxes. That tax advantage is lost on a public entity that owns the solar panels. An industry has been created called a Power Purchase Agreement Industry. It is a private entity that you solicit through a process – they own the panels, they put them on your facility and they will sell you the power. The savings comes in is where you are paying PSE&G twelve cents a kilowatt hour, the vendor that you select through a competitive process is going to sell it to you, and I'm going to make this up, for four cents. That eight cents is your savings.

When your project, like a PPA which has no capital outlay but produces savings, you can imagine that is helpful to an ESIP because it produces savings at no cost and that is why Schneider has suggested that you consider a Power Purchase Agreement as part of your project. The resolution on this evening authorizes a competitive process for the PPA.

I have no fees in connection with this. It is part of Schneider's fees. You are not paying them any additional fees. Why are we doing it now before you finalize your ESIP? Because the estimate of savings from these solar panels on your facilities is probably between \$3-4 million over 15 years – that is a big savings and that is a chunk of money that you are going to rely on to help you pay off your lease or bonds. The idea is to get ahead of the curve, the RFP process, see if the solar provider is going to give you three or four cents – what the lowest bid will be and then you will lock in some of your savings ahead of time before you start spending money.

That is why we advised the Board through a committee meeting that we don't think you should move ahead with the ESIP without having your solar in front of you. You need to have the solar because it is such a big part of the savings locked in before you go forward and that is the resolution that is on tonight.

You already approved Schneider and their fees. With respect to our fees, we charge fees that are related to the issuance of the obligations. If you go forward and this ESIP doesn't happen, there are no fees for our services. Bond counsel is different. We don't charge hourly we charge by transaction. If the transaction fails, we don't get paid.

Our fees for the ESIP are \$15,000 plus \$1.00 per thousand dollars of obligations. If you did a \$10 million ESIP it would be \$15,000 plus \$10,000 so a flat fee of \$25,000. That fee plus all the other professional fees on this ESIP is paid for from the financing. The district does not out-of-pocket in terms of your general fund for those fees. That is how the financing fees work on the ESIP.

I think that the resolution would allow the Board to proceed forward with the RFP for the PPA, get a little ahead of the curve and see where the rates are and to be able to lock in a significant amount of savings.

Dr. Francis stated I wish this would sometimes be presented during the worksession so we could have more time to ask questions – this meeting is a short meeting because of what is going on. It would have been nice to have had this information beforehand.

Mr. Taylor stated this presentation was coordinated through the administration primarily at a request and/or in response to questions from Ms. Ruiz last week about the fees being charged etc. I do understand and it is a good point to have a presentation but I don't think the presentation was anticipated but for the questions about the fees. Your point was well taken and your administration will take that in mind the next time you are in a transaction like this. They can be guided going forward.

Mr. McDowell stated we have to have an energy savings plan for the bonds, what we are voting on tonight is a power purchase agreement and that will be part of the energy savings plan. Ms. Gorab stated that is exactly right. Mr. McDowell stated but we won't be issuing any bonds. Ms. Gorab stated not for a while. I am happy to come to any of the meetings to answer any questions. This is not a simple transaction.

Mr. Nufrio asked at what point would it be hard to finalize? Ms. Gorab stated we sold 15-year bonds last week at 1.9%. Yesterday, 3.2% - that is a big change. The coronavirus is wreaking havoc with the market – that might control how much you might get done on this ESIP. I think by the summer, when we should be finalizing this, the markets will hopefully have equalized out. Something like that might cause the Board to say we are stepping back. Legally you are not ready to finance and I don't think that is an issue but something could occur that would cause you to say we are not moving forward. Maybe something falls through in the power purchase arena and China's solar panels get so expensive that it no longer makes sense and that is when you would be guided to step back and reevaluate this.

The actual plan won't be approved until months from now. There is a lot of work to be done.

Mrs. Richardson stated as chairperson of fiscal and operations, we talked about this last week – you presented to the fiscal and operations committees and this is just to solicit bids and it is the first step to looking into what solar power would cost. That was discussed with us and I want to make sure everyone on the Board understands that we had an advantage of having you in our committee meeting for about half hour going through this. It was really researched and

discussed. Ms. Gorab stated this resolution only authorizes an RFP. Any award or continuation would be done by formal action of the Board at a later date.

Manuel Vieira, the Business Administrator, presented the following 2020-21 budget presentation. He stated that this will be brief but there will be a longer presentation on April 30<sup>th</sup> which is our public hearing date. Hopefully the coronavirus will be cleared up by April 30<sup>th</sup> and that you will be able to attend the public board meeting for the hearing.

Township of Union Public Schools consists of 10 schools – 7 elementary, 2 middle and 1 high school. There are 7,200 students consisting of 6,000 general education students and 1,200 special education students. Total staff is 1,200 consisting of 1,058 full-time staff and 142 part-time staff.

The budget consists of three funds: General Fund - \$131,845,513; Special Revenue Fund - \$7,100,637 and Debt Service Fund - \$1,804,650 for a total of \$141,750,800.

The proposed budget: State aid increase: 1.2% (\$393,478); Local tax levy increase: 2.0% (\$1,831,433).

Budgeted Fund Balance (district savings account) for the 2020-2021 school year is \$1.2 million more than the 2019-2020 school year.

Key dates: March 20, 2020 – adoption and filing of tentative budget to Executive County Superintendent; April 16, 2020 – advertise budget in the Union County Local Source; April 20, 2020 – last day for Executive County Superintendent to approve budget.

Tax impact on average homeowner: General Fund (increase) \$61.81; Debt Service Fund (decrease) -\$3.21 for a total of \$58.60. Rate increase of 1.22%.

Description	Revised 2019-2020 Budget	Proposed 2020-2021 Budget	Increase (Decrease)
Gen & Sch Admin/Central Svs/Tech	\$9,723,321	\$9,879,970	\$156,649
Capital Outlay/Capital Projects	\$974,581	\$1,443,766	\$469,185
Debt Service	\$2,863,750	\$2,804,650	(\$59,100)
Employee Benefits	\$21,294,715	\$22,490,000	\$1,195,285
Instruction	\$71,128,491	\$70,412,677	(\$715,814)
Operations/Maintenance	\$10,166,618	\$10,527,850	\$361,232
Student Support Services	\$15,559,301	\$15,714,584	\$155,283
Transportation	\$6,658,930	\$8,477,303	\$1,818,373
Total	\$138,369,707	\$141,750,800	\$3,381,093

Budgetary per pupil cost:

Township of Union:

School Year	2016-17	2017-18	2018-19	2019-20	2020-21
Actual Costs	\$14,565	\$15,139	\$15,171		
Revised Budget				\$15,651	
Proposed Budget					\$15,740

State Average:

School Year	2016-17	2017-18	2018-19	2019-20	2020-21
Actual Costs	\$15,259	\$15,809	\$16,599		
Revised Budget				N/A	
Proposed Budget					N/A

Increases in the budget are due to health benefits, UTEA salaries and special services expenditures.

Health Benefits	March 1, 2018-February 28, 2019	12.8% increase
	March 1, 2019-February 28, 2020	6.5% increase
	March 1, 2020-February 28, 2021	5.9% increase
	Average increase for 3 years	8.4%

UTEA Salaries	2017-2018	2018-2019	2019-2020
Certified Staff	2.70%	2.70%	2.70%
Support Staff	3.00%	3.00%	3.00%

Special Services expenditures averages 7.0% increase over the past 5 years - \$195 million; the special ed budget is around \$40 million a year.

See presentation attached to minutes and meeting video for full presentation.

Dr. Francis asked how much in cuts are we expecting in the next school year? Mr. Vieira stated we have to reduce the proposed budget by about \$5 million which accounts to approximately 60 positions. We are going to try to through scheduling, some class sizes will increase, and through attrition minimize any job loss.

Dr. Francis asked when does this need to be transmitted? Mr. Vieira stated it is due into the County on Friday, March 20<sup>th</sup>. We send it to the County and they have a month to review it. Mr. Benaquista stated our high school and middle schools are looking at scheduling and other areas that we can cut to save positions through attrition and we already started working on that. I can't answer for Mr. Tatum, he has a lot on his desk as far as where he anticipates cuts coming from. The \$5 million will not just be positions – scheduling next year may look a little different moving forward as well as some other areas. We have been working together. Mr. Tatum has said at many meetings that we are at a point now for the last few years we cut x-number of positions, we can't keep putting it on the positions we have to find other ways. We will meet with special services to reduce on that side of the budget as well. I know Mrs. Conti has some

plans as well to hopefully reduce the professional services in different ways. Hopefully Mr. Tatum will be able to roll out some stuff to you at the next meeting but right now we are still working on it. It has been a work in progress for the last few years where we worked through the summer to minimize the actual people that were affected. We will continue to do that to make sure that we are not impacting the people and finding ways to keep them.

Mr. McDowell stated you said there was \$200,000 in capital reserves, do we have any plan in place to build that back up again. Mr. Vieira stated through the ESIP that would cover our construction projects going forward. Mr. McDowell stated emergency repairs? Mr. Vieira stated any maintenance repairs is from the general fund budget. The capital reserve money is for larger construction projects. We don't have any plans because the only way to fund it is through excess surplus. It is very tight moving forward.

Mr. Nufrio asked are there any plans on how to approach the 60 people and the cuts – is there any plans to further privatize? Mr. Benaquista stated not to my knowledge.

Mrs. Ruiz stated I heard someone say that we would work on these cuts through the summer to minimize the impact on staff and I appreciate that but I would ask that we try to not take it as far as we did last year where we had staff, especially the paras, not knowing what their status was – that caused a lot of stress. I ask that we work towards resolving the cuts sooner rather than later so that we can give our staff/paras some peace of mind. Mr. Benaquista stated I agree 100%. We will be working diligently but sometimes if we are not at that exact number – we don't stop until we get it right with the least amount of impact on our staff.

Gerry Benaquista presented the following Superintendent Report:

The presentations that were originally on the agenda will be brought back at a later agenda. February 2020 Attendance: Students: 94.4%; Staff : 93.4 %.

Coronavirus Update: On Friday, March 13th it was decided that all Township of Union Public Schools will close until further notice. After the superintendent spoke to local health officials and the county department of education, he decided to move forward with the plans, submitted and approved by the state, for remote learning. This plan includes paper and/or electronic learning platforms for all students in grades pre-k through 12. This plan also accounted for our special needs population both in-district and out-of-district. The superintendent also developed a meal distribution plan, in conjunction with our school meals provider and school business administrator, for those students eligible for free or reduced lunch. Families were surveyed and those who expressed a need were able to pick up a Chromebook for their student to use at home during remote learning.

The overall feedback on today's remote learning has been positive. Students are excitedly engaged in online lessons with their teachers. Educators, like 2nd grade teacher from Hannah Caldwell, Mr. Manderichio, have even taken the initiative to create video lessons to create a virtual classroom to keep students engaged.

As we get further directives from the state we will keep families informed.

## Education/Student Discipline Committee Resolutions

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

E-1. *Agenda item reported at March 10, 2020 worksession (Report on HIB-2/19-3/10/2020).*

## E-1-1. SUPERINTENDENT'S REPORT OF HIB

Superintendent's Report of Harassment, Intimidation and Bullying (HIB) for the period March 11, 2020 to March 17, 2020, in accordance with the information appended to the minutes (*no vote required; for reporting purposes only*).

E-1A. *Agenda item approved at March 10, 2020 worksession (affirm HIB-2/12-2/18/2020)*

## E-1A-1. AFFIRM SUPERINTENDENT'S DETERMINATION OF HIB

Affirm the Superintendent's determination of Harassment, Intimidation and Bullying (HIB) for the period February 19, 2020 to March 10, 2020, in accordance with the information appended to the minutes.

## E-2. APPROVE PARENT/PUPIL TRANSPORTATION CONTRACT

Approve NJDOE Student Transportation Contract – Parental Contract for Student Transportation for special education student attending Banyan School at the rate of \$48.53 per day (not to exceed \$7,000) for the period January 13, 2020-August 31, 2020, in accordance with the non-public information appended to the minutes.

## E-3. APPROVE REVISED 2019-2020 SCHOOL CALENDAR

Approve revised 2019-2020 school calendar, in accordance with the information appended to the minutes.

## E-4. APPROVE USE OF BATTLE HILL ELEMENTARY SCHOOL AND HAMILTON BUILDING

Approve Battle Hill Elementary School (July 2020) and the Hamilton building (June 25-August 31, 2020) for Extended School Year program (ESY), ESY services, CST testing and/or home instruction.

E-5. *Agenda item tabled for further discussion (student club: UHS Halaqa).*

## E-6. APPROVE CURRICULUM

Approve the following curriculum, in accordance with the information appended to the minutes.

1. AP Computer Science
2. Honors Calculus

E-7. APPROVE TEACHERS TO ATTEND NJEA TEACHER LEADER ACADEMY  
Approve the following teachers to attend the NJEA Teacher Leader Academy: Mary Ellen Patricco, Dana Bobertz and Nicole Jacinto. Tuition will be paid for through Title IIA funds.

E-8. *Agenda item tabled to future meeting (2020-2021 calendars)*

E-9. APPROVE SETTLEMENT AGREEMENT AND RELEASE  
Approve Settlement Agreement and Release for F.N., in accordance with the non-public information appended to the minutes.

E-10. APPROVE SETTLEMENT AGREEMENT AND RELEASE  
Approve Settlement Agreement and Release for O.B, in accordance with the non-public information appended to the minutes.

E-11. APPROVE SETTLEMENT AGREEMENT AND RELEASE  
Approve Settlement Agreement and Release for F.B, in accordance with the non-public information appended to the minutes.

DISCUSSION:

None

AYE: Dr. Francis, Mrs. Higgins, Mr. McDowell, Mr. Nufrio,  
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 Mr. Nufrio, for adoption:

F-1. TREASURER’S REPORT  
That the Treasurer’s Report dated February 29, 2020 be accepted.

F-2. SECRETARY’S REPORT  
That the Secretary’s Report dated February 29, 2020 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 February 29, 2020 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/ Manuel E. Vieira  
Manuel E. Vieira, Board Secretary

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Dated

Pursuant to N.J.A.C.6A:23-2.2(h), we certify that as of February 29, 2020 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 appended to the minutes.

**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 appended to the minutes.

**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 appended to the minutes.

**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 appended to the minutes.

**F-8. APPROVE LIST OF 2019-2020 STATE CONTRACT VENDORS**

Approve the amended list of the 2019-2020 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 appended to the minutes.

**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 appended to the minutes:

School	Account/Department	Vendor/Description	Amount
Connecticut Farms Elementary School	Grade 1	Essex County Turtle Back Zoo – 1 <sup>st</sup> grade field trip	\$1,080.00
Union High School	3290/Athletics	BSN Sports – estimate for team jackets for field hockey team through fundraisers	\$3,000.00
Union High School	2043/Career Ed-HOSA	Rutgers School of Health Professions – dynamics of HC in Society test	\$2,310.00

Burnet Middle School	Drama/Stage Crew	Audio Inc. – audio equipment for school play	\$5,187.95
Burnet Middle School	Yearbook	Jostens – pay for 2019 yearbook	\$5,272.20
Burnet Middle School	Music/Band	Save Around – purchase fundraising books	\$2,275.00
Burnet Middle School	PBSIS/School Store	Oriental Trading – launch of PBSIS/School Store	\$1,048.89
Union High School	2018/Senior Awards	Policeman’s Benevolent Assoc. – Student TBD	\$1,000.00
Union High School	2018/Senior Awards	Khalid Shahid Memorial Scholarship – Student TBD	\$2,000.00
Union High School	2018/Senior Awards	Khalid Shahid Memorial Scholarship – Student TBD	\$2,000.00
Union High School	2018/Senior Awards	Douglas M. Krueger Memorial Scholarship – Student TBD	\$1,000.00
Union High School	2018/Senior Awards	Douglas M. Krueger Memorial Scholarship – Student TBD	\$1,000.00
Union High School	2018/Senior Awards	Douglas M. Krueger Memorial Scholarship – Student TBD	\$1,000.00
Union High School	2018/Senior Awards	Wayne Russo Memorial Scholarship – Student TBD	\$2,500.00
Union High School	2018/Senior Awards	ConnectOne Bank – Student TBD	\$1,000.00
Union High School	2018/Senior Awards	Connecticut Farms Church Heritage Scholarship – Student TBD	\$1,000.00
Union High School	2018/Senior Awards	Vogel Memorial Prize for Excellence in French – Student TBD	\$1,000.00
Union High School	2018/Senior Awards	Jason Lopes Memorial Award – Battle Hill PTA – Student TBD	\$1,000.00
Union High School	2018/Senior Awards	Crystal Sretchen Memorial Award – Battle Hill PTA – Student TBD	\$1,000.00
Union High School	2018/Senior Awards	Battle Hill Alumni Scholarship – Student TBD	\$1,000.00
Union High School	2018/Senior Awards	UHS Class of 1968 – Student TBD	\$1,000.00
Union High School	2018/Senior Awards	Union EMS Unit of Union – Student TBD	\$1,000.00
Union High School	2018/Senior Awards	Chamber of Commerce – Student TBD	\$2,000.00
Union High School	2018/Senior Awards	Chamber of Commerce – Student TBD	\$2,000.00
Union High School	2045/Instrumental Music	Goodies Factory-spring trip fundraiser	\$2,799.50
Union High School	2227/Senior Class	Its’s a secret - Project graduation vendor	\$55,000.00
Union High School	2226/Farmer Fam	A&B Promotions – to pay cost of football state champ t-shirts	\$3,045.25
Union High School	2044/Interact Club	Gift of Life NJ – donation to support life-saving operations	\$2,000.00

Union High School	2045/Music	Penske – rental truck for Boston Trip	\$700 (not to exceed)
Kawameeh Middle School	17/Music	Metro Fundraising – payment pretzel fundraiser	\$1,922.00
Kawameeh Middle School	41/Musical Production	C&R Graphics – printing of playbills and posters for Children of Eden Jr.	\$1,395.00
Kawameeh Middle School	17/Music	Music in the Parks – pay for Music in the Parks competition (vocal)	\$6,770.00
Kawameeh Middle School	41/Musical Production	Production Associates – lighting equipment rental for Children of Eden Jr.	\$2,817.07
Kawameeh Middle School	17/Music	US Coachways – bus to Music in the Parks competition in PA	\$5,508.36
Kawameeh Middle School	41/Musical Production	CMT Sound Systems – sound for production of children of Eden Jr.	\$4,540.00
Kawameeh Middle School	17/Music	Music in the Park – pay for Music in the Park competition (instrumental)	\$2,750.00
Union High School	3202/Athletics	Collins Sports – estimate for items to sell in field house and gym	\$3,000.00 (estimate)

**F-10. APPROVE 2019-2020 OUT-OF-DISTRICT STUDENT PLACEMENT LIST**

Approval be given to amend the 2019-2020 out-of-district student placement list, in accordance with the information appended to the minutes.

**F-11. APPROVE FUNDRAISERS**

Approve the following fundraisers, in accordance with the information appended to the minutes:

Event Name	Date	Purpose
Philly Pretzel Sale	4/23/2020	Connecticut Farms – raise funds for field trip
Apparel Sale	3/18-6/30/2020	UHS/track team – raise funds for spring track
Sweatshirt/T-shirt Sale	3/18-6/30/2020	Washington/Guidance – raise funds to purchase prizes for Washington Wages
Auntie Anne’s Catalog Sale	4/1-30, 2020	UHS/HOSA – raise funds for HOSA Club activities

**F-12. ACCEPT DONATIONS**

Accept the following donations, in accordance with the information appended to the minutes:

From	For Use By	\$/Item
Bottling Group LLC-FSV	Union High School	\$394.09

**F-13. APPROVE DISTRIBUTION OF FUNDS – UHS SENIOR SCHOLARSHIP AWARDS**

Approve distribution of funds from the following Union High School Senior Scholarship Awards: (a) \$100 – Dora D. Feins Achievement Awards Fund, (b) \$90 – Dora D. Feins

Achievement Awards Fund (cost of two plaques), (c) \$100 – Myrtle V. Hassey Awards Fund (two awards - \$50 each), (d) \$1,500 – Bob O’Dell Scholarship Fund, (e) \$1,000 – Ellen S. Rever Memorial Scholarship Fund (two awards - \$500 each), (f) \$1,000 - Anna Zofay Slobodanyk Memorial Fund (two awards - \$500 each).

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*RESOLUTIONS F-14 THROUGH F-18 CONCERN THE PROPOSED BUDGET FOR THE 2020-2021 SCHOOL YEAR*

**F-14. APPROVE GENERAL FUND TAX LEVY**

Approve the General Fund tax levy of \$93,403,084 in the 2020-2021 school year, in accordance with the information appended to the minutes.

**F-15. APPROVE WITHDRAWAL FROM CAPITAL RESERVE TO CAPITAL OUTLAY (FUND 12)**

Approve withdrawal from Capital Reserve to Capital Outlay (Fund 12) in the amount of \$330,000 for the following projects, in accordance with the information appended to the minutes:

1. Bathroom renovations – districtwide	\$ 82,500.00
2. New flooring – districtwide	\$ 55,000.00
3. Masonry – districtwide	\$ 27,500.00
4. Asbestos – districtwide	\$ 66,000.00
5. New gym floor – Battle Hill	<u>\$ 99,000.00</u>
<b>TOTAL:</b>	<u><u>\$330,000.00</u></u>

**F-16. APPROVE TRAVEL EXPENDITURE MAXIMUM**

Approve Travel Expenditure Maximum (\$85,000), in accordance with the information appended to the minutes.

**F-17. APPROVE ESTABLISHING A MAXIMUM DOLLAR LIMIT – PROFESSIONAL SERVICES**

Approve establishing a maximum dollar limit for professional services (\$3,124,000), in accordance with the information appended to the minutes.

**F-18. APPROVE USE OF EXCESS SURPLUS FUNDS**

Approve the Board of Education to include in the General Fund Budget \$2,227,251 of the Board of Education’s excess surplus funds (@ 6/30/19 per audit) to help reduce the local tax levy.

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**F-19. APPROVE SUBMISSION DATE FOR STOP SCHOOL VIOLENCE GRANT**

Approve the date of March 2, 2020 as the submission date for the BJA’s STOP School Violence Grant Program.

**F-20. ACCEPT TAKE VAPE AWAY GRANT**

Accept Take Vape Away grant award in the amount of \$5,000 from the Hackensack Meridian Foundation.

**F-21. APPROVE INCREASE IN P.O. WITH FIRST CHILDREN LLC**

Approve an increase to P.O. #20-01115 with First Children, LLC to provide behavior support/assessments to district students and staff for the 2019-2020 school year from \$400,000.00 to \$750,000.00.

**F-22. APPROVE INCREASE TO PETTY CASH FOR CBI AT UHS**

Approve an increase to the petty cash account for costs associated with students' IEP driven Community Based Instruction (CBI) at Union High School in the amount of \$5,000.00.

**F-23.** *For informational purposes only – vote not required.* List of legal services for the 2019-2020 fiscal year, in accordance with the information appended to the minutes.

**DISCUSSION:**

None

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

**NAY:** Dr. Francis (F-21)

**ABSTAIN:** Dr. Francis (F-15)

**MOTION CARRIED**

**Operations Committee Resolutions:**

Upon recommendation of the Superintendent of Schools, the following resolutions were moved by Mrs. Richardson, seconded by Mrs. Williams, 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 2019-2020 school year, in accordance with the information appended to the minutes.

**O-2. APPROVE REQUEST FROM UNION RAMS FOOTBALL**

Approve request from Union Rams Football requesting the use of UHS Harry R. Cooke Memorial field football snack stand, rest rooms and associated parking for a Bike Blessing fundraiser on Sunday, May 3, 2020, in accordance with the information appended to the minutes.

**O-3. APPROVE COMPETITIVE CONTRACTING FOR SOLICITATION OF BIDS – SOLAR POWER PURCHASE AGREEMENT**

Approve resolution approving the use of competitive contracting for the solicitation of bids for a solar power purchase agreement to be undertaken in connection with the district's proposed ESIP and authorizing other matters in connection therewith, in accordance with the information appended to the minutes.

**DISCUSSION:**

None

**AYE:** Dr. Francis, Mrs. Higgins, Mr. McDowell, Mr. Nufrio,  
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 Mr. McDowell, seconded by Mrs. Richardson, for adoption:

**P-1A. PERSONNEL ACTIONS – NEW HIRES**

Personnel Actions-New Hires be approved in accordance with the information appended to the minutes.

**P-1B PERSONNEL ACTIONS – EXTRA PAY**

Personnel Actions-Extra Pay be approved in accordance with the information appended to the minutes.

**P-1C PERSONNEL ACTIONS – TRANSFERS**

Personnel Actions- Transfers be approved in accordance with the information appended to the minutes.

**P-2. APPROVE SUBSTITUTE LISTS**

Approve Substitute Lists for the 2019-2020 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:

Name	Position	Location	Eff. Date	Reason	<u>Notes/ Corrections</u>
Fox, Patricia	Part Time Bus Driver	Transportation	6/24/2020	Retirement	
Doamekpor, Margaret	Part Time Bus Assistant	Transportation	2/20/2020	Resignation	
Varga, Maria	Paraprofessional	Battle Hill	7/1/2020	Retirement	
Walsh, Carol	Paraprofessional	Connecticut Farms	7/1/2020	Retirement	
Weber, Clair	12 Month Secretary	Special Services/ Hamilton	7/1/2020	Retirement	

Zavaleta, Luis	Part Time Bus Driver	Transportation	2/18/2020	Resignation	
Moore, Cynthia	Bus driver	Transportation	3/2/2020	Retirement	

## P-4. APPROVE LEAVES

Approve leaves for the following staff:

Name	Position	Location	Leave Dates	Leave Type Regarding updated info only.	Notes/ <b>Corrections:</b> <b>All tentative approvals are pending required documentation.</b>
Carlin, Anthony J.	Paraprofessional- Special Services	Battle Hill	Extension through 3/31/2020 Return: 4/1/2020	Extension of Unpaid FMLA	FMLA Entitlement not to exceed 12 weeks. Org. FMLA leave began 1/15/2020.
Cohen, Amanda	Teacher of Science	Kawameeh Middle School	4/20/2020- 6/15/2020	Paid Medical Leave followed by Unpaid FMLA	FMLA Entitlement not to exceed 12 weeks.
DeLuca, Meghan	Teacher of English	Burnet Middle School	Return 5/1/2020	Extension of Unpaid NON FMLA/NJFLA Child Rearing Leave	FMLA/NJFLA time exhausted
Sterling, Tara	Teacher of Television Production	UHS	5/22/2020- 6/24/2020	Paid Child Rearing Leave	Use of sick days before/after only at this time
George, Sheren	Paraprofessional	Burnet Middle School	Extension through 3/31/2020	Extension and update to current leave from intermittent to consecutive unpaid FMLA followed by unpaid non-FMLA medical leave	FMLA entitlement not to exceed 12 weeks

Arrieta, Lidia	Paraprofessional	Jefferson	3/1/2020-6/23/2020	Intermittent FMLA concurrently with NJFLA	FMLA/NJFLA entitlement not to exceed 12 weeks
Leung, Christina	Vocal/music teacher	Washington	3/2/2020-6/23/2020	Correction to previous approval of dates - paid child rearing leave followed by unpaid FMLA/NJFLA	FMLA/NJFLA entitlement not to exceed 12 weeks
Newell, Michelle	School Psychologist	Jefferson	5/26/2020-12/1/2020	Paid child rearing leave followed by unpaid FMLA/NJFLA	FMLA/NJFLA entitlement not to exceed 12 weeks
Placca, Nicole	Spanish teacher	UHS	5/11/2020-11/27/2020	Paid child rearing leave followed by unpaid FMLA/NJFLA	FMLA/NJFLA entitlement not to exceed 12 weeks
Askew, Robert	1 <sup>st</sup> shift custodian	UHS	Extension now through 6/29/2020	Extension of current intermittent unpaid FMLA leave	FMLA entitlement not to exceed 12 weeks
Rivera, Michael	F/T bus driver	Transportation Department	4/11/2020-5/25/2020	Unpaid child rearing leave under FMLA/NJFLA (concurrently)	FMLA/NJFLA entitlement not to exceed 12 weeks

**P-5. APPROVE STUDENT TEACHERS AND INTERNSHIPS**

Approve student teachers and internships for the 2019-2020 school year, in accordance with the information appended to the minutes.

**DISCUSSION:**

None

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

NAY: None

ABSTAIN: Mrs. Higgins (employee #11846), Mr. Nufrio (employee #10897)  
Mrs. Minneci (employee #8933)

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 [eight(8) students exited the month of February 2020 (6 from elementary, 2 from secondary) or a total of thirty-two (32) students for the 2019-2020 school year] who are not domiciled in this school district, in accordance with the non-public information appended to the minutes.

R-2. APPROVE TO REMOVE STUDENT

Approval to remove student #301330 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 #291310 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 #251274 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-5. APPROVE TO REMOVE STUDENT

Approval to remove student #270543 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-6. APPROVE TO REMOVE STUDENT

Approval to remove student #261071 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-7. APPROVE TO REMOVE STUDENT

Approval to remove student #388090 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-8. APPROVE TO REMOVE STUDENT

Approval to remove student #338139 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-9. APPROVE TO REMOVE STUDENT**

Approval to remove student #318101 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:** Dr. Francis, Mrs. Higgins, Mr. McDowell, Mr. Nufrio,  
Mrs. Richardson, Mrs. Ruiz, Mrs. Williams, Mrs. Minneci

**NAY:** None

**ABSTAIN:** None

**MOTION CARRIED**

**Technology Committee:**

Upon recommendation of the Superintendent of Schools, the following resolutions were moved by Dr. Francis, seconded by Mr. McDowell, for adoption:

**T-1. APPROVE LIST OF DEVICES FOR RECYCLING**

Approve list of devices for recycling, in accordance with the information appended to the minutes.

**DISCUSSION:**

None

**AYE:** Dr. Francis, Mrs. Higgins, Mr. McDowell, Mr. Nufrio,  
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 Mr. Nufrio, seconded by Mrs. Higgins, 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:** Dr. Francis, Mrs. Higgins, Mr. McDowell, Mr. Nufrio,  
Mrs. Richardson, Mrs. Ruiz, Mrs. Williams, Mrs. Minneci

**NAY:** None

**ABSTAIN:** None

**MOTION CARRIED**

**Unfinished Business:**

None

New Business:

None

Comments from the Public:

Ann Margaret Shannon stated president of the UTEA – three bills NJEA is working hard on for the last 18 months and in a position to vote on Thursday – Chapter 78 health, ESP due process and ESP privatization. Thank you Mrs. Minneci, Mr. Tatum, the Board of Ed and central office staff – we are up against a big crisis and things are running very smoothly. Thank you to the UTEA members for all their cooperation. Very proud of all of them.

Mrs. Minneci stated thank you to all the staff, central office, the schools, the lunch program – everyone for all their hard work to pull this off. How successful it is. We are thankful that we have such a great staff in this district.

Mr. Nufrio stated I want to wish the community a safe and healthy for the following weeks to come. Be safe and Happy St. Patrick’s Day.

Mr. Benaquista stated this learning journey is new to all of us and I want to commend our students, teachers, staff and administration for working together on this new journey. The success of this new journey that we are taking together is communication. If there is anyone that needs anything out there, please reach out to your building administrators; email to your teachers and if we communicate back and forth we will get through this. There are a lot of exceptional lessons going on out there – even though remote, they are creative. We have creative teachers meeting the needs of the students.

MOTION TO ADJOURN:

There being no further business before the Board in public session it was moved by Mr. Nufrio, seconded by Mrs. Higgins, that the meeting be adjourned at 7:55 p.m.

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

NAY: None

ABSTAIN: None

MOTION CARRIED

RESPECTFULLY SUBMITTED,

MANUEL E. VIEIRA  
BOARD SECRETARY