

TOWNSHIP OF UNION BOARD OF EDUCATION
REGULAR MEETING MINUTES – January 21, 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, January 21, 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 7:03 p.m.

PRESENT AT ROLL CALL:

Dr. Guy Francis, Mrs. Sherry Higgins, Mr. Ronnie McDowell, Mrs. Nancy Minneci, Dr. Kalisha Morgan, Mrs. Linda Richardson, Mrs. Kim Ruiz, Mrs. Mary Lynn Williams

ABSENT AT ROLL CALL:

Mr. Vito Nufrio

ADMINISTRATORS PRESENT:

Mr. Gregory Tatum, Mrs. Annie Moses, Mr. Gerry Benaquista, Mr. Manuel Vieira, Mr. Barry Loessel, Mrs. Sandra Paul, Mrs. Anne Hart, Mrs. Maureen Guilfoyle

ALSO PRESENT:

Afshan Ajmiri Giner, Esq.

Mrs. Ruiz 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. Higgins read the District’s mission statement.

COMMENTS FROM PUBLIC ON RESOLUTIONS:

None

Approval of Minutes:

Moved by Mrs. Ruiz, seconded by Mrs. Higgins, that the following minutes be approved:

1. September 10, 2019 – worksession
2. September 10, 2019 – executive session
3. September 17, 2019 – executive session – hearing
4. September 17, 2019 – regular meeting
5. September 17, 2019 – executive session #1
6. September 17, 2019 – executive session #2

DISCUSSION:

None

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

NAY: None

ABSTAIN: Dr. Francis, Mrs. Ruiz (9/17/19 minutes)

MOTION CARRIED

Communications

REQUEST FOR LEAVE CORRECTION – ASHRAF

Request for leave – Correction - FMLA followed by unpaid child rearing leave under NJFLA from Lisa Ashraf, school counselor-Kawameeh Middle School, November 26, 2019-May 29, 2020, return date of June 1, 2020.

LETTER OF RESIGNATION – BOND

Letter of resignation from Marsha Bond, part-time bus aide-Transportation Department, effective December 16, 2019.

LETTER OF RETIREMENT – DIONISIO

Letter of resignation, for the purpose of retirement, from Angela Dionisio, paraprofessional-Battle Hill Elementary School, effective March 1, 2020.

LETTER OF RESIGNATION – FEARON

Letter of resignation from Lesley Fearon, paraprofessional-Union High School, effective January 17, 2020.

LETTER OF RETIREMENT – HORN

Letter of resignation, for the purpose of retirement, from Sherri Horn, math teacher-Union High School, effective July 1, 2020.

REQUEST FOR LEAVE – ASKEW

Request for intermittent unpaid FMLA from Robert Askew, custodian-Union High School, January 6, 2020-April 6, 2020.

REQUEST FOR LEAVE – LICKS

Request for paid medical leave from Suzanne Licks, teacher-Livingston Elementary School, February 17, 2020-May 3, 2020.

REQUEST FOR LEAVE – WISIAK

Request for paid child rearing leave followed by unpaid FMLA/NJFLA from Tara Wisiak, school psychologist-Connecticut Farms Elementary School, April 20, 2020-June 30, 2020.

LETTER OF RETIREMENT – DREHER

Letter of resignation, for the purpose of retirement, from Maureen Dreher, English teacher-Union High School, effective July 1, 2020.

LETTER OF RESIGNATION – FULLER

Letter of resignation from Terence Fuller, paraprofessional-Union High School, effective February 14, 2020.

LETTER OF RESIGNATION – WRIGHT

Letter of resignation from Erica Wright, front door greeter-Franklin Elementary School, effective January 28, 2020.

REQUEST FOR INTERMITTENT LEAVE – GRAUL

Request for intermittent FMLA from Kathleen Graul, 10-month secretary-Burnet Middle School, January 1, 2020-June 30, 2020.

REQUEST FOR LEAVE – LEUNG

Request for paid child rearing leave and unpaid FMLA/NJFLA (concurrently) from Christina Leung, general and vocal music teacher-Washington Elementary School, March 16, 2020-June 23, 2020.

REQUEST FOR LEAVE – MINITELLI

Request for paid medical leave from Jayne Minitelli, teacher-Hannah Caldwell Elementary School, February 25, 2020-April 9, 2020.

REQUEST FOR INTERMITTENT LEAVE – NORMAN

Request for intermittent FMLA from Sarah Norman, art teacher-Washington and Battle Hill Elementary Schools, January 9, 2020-February 7, 2020.

REQUEST FOR LEAVE – PERMISON

Request for paid maternity leave from Daiana E. Permison, Spanish teacher-Union High School, April 24, 2020-June 15, 2020.

REQUEST FROM UNION SEPAG

Request from Union SEPAG requesting the use of three classrooms on either April 11, 2020 or April 25, 2020 for SPAN's transition mini-conference.

LETTER OF RESIGNATION – HERRIEJON

Letter of resignation from Anthony Herriejon, paraprofessional-Hannah Caldwell Elementary School, effective January 31, 2020.

LETTER OF RESIGNATION – MELODY

Letter of resignation from Matthew Melody, security officer-Union High School, effective January 1, 2020

REQUEST FOR EXTENSION OF LEAVE – ROMANYSHYN

Request for extension of FMLA/NJFLA (concurrently) followed by unpaid non-FMLA/non-NJFLA from Danielle Romanyshyn, teacher-Battle Hill Elementary School, through June 24/2020.

REQUEST FOR INTERMITTENT LEAVE – MANOCHIO

Request for intermittent FMLA/NJFLA (concurrently) leave from Fernanda Manochio, accountant-Central Office, January 21, 2020-March 15, 2020.

Superintendent's Report:

Mr. Tatum stated Mr. Benaquista please come up to recognize our retirees.

Mr. Benaquista stated twice a year I have the honor of recognizing some of our employees that retired. Three out of the four I had the privilege of working with.

The following retirees are being recognized tonight: Barbara Morele – café/playground assistant at Battle Hill since 1999. Always interacting with our kids and helping whenever they needed. Congratulations for all your years of service and we appreciate your time and energy that you put in for caring for our kids. Mr. Tatum stated support people for our students are part of what makes our schools operate more smoothly. It is honor to recognize their services and everyone, no matter what role they play in the district, they all make contributions to the success of our schools. Thank you very much for all the years of your service.

Mr. Benaquista stated Kathy Brooks – special services teacher since 1989 and teacher of the year twice and that is an accomplishment in itself. She has gone above and beyond and always doing extra curriculum with our students. Congratulations on your retirement and your success. Mr. Tatum stated congratulations – you have served a number of years in the classroom as well as outside of the classroom. Everywhere you go you are supporting our students. Thank you very much for your years of service.

Mr. Benaquista stated Helene Lateiner – in the district since 1990 – known best for her work in the health office. I have always been able to count on Helene and her husband Ron. A key person in our health office and helping in the athletic department with Mrs. Ionta and her team. Thank you for your services. You and Ron are very special to me.

Ron Lateiner – in the district since 2008 as a security guard, another person you can count on and an asset to the building and building relationships with our kids which is a big part of being a security personnel today. It is not just about security it is about getting to know our kids. Thank you for all your services.

Mr. Tatum stated this couple will enjoy their time together. It has been a pleasure working with both of you.

Mr. Tatum stated that Franklin School will not be giving a presentation tonight.

Principal Michelle Warren is here to give a presentation for Connecticut Farms Elementary School.

Mrs. Warren stated good evening and thank you for having us here tonight. I have some of my staff here and well as my family – my family and children. A school cannot be successful

without the commitment between a parent and the student and our staff. I have an extremely great staff and great school to be working with. I have brought staff and students because it is easier to hear from them. Mr. Filan is here tonight – our amazing music teacher with some of our students, followed by Mrs. Parkhurst our guidance counselor who will share with you an education plan in our building and last is a video clip with our students called Book Talk.

Mr. Mark Filan conducted the 4th grade choir and the following students “What I am” and “One Small Step”: Ved Shah, Angelo Crescenzi, Elias Osei-Fosu, Jakai King, Cassandra Lim, Mia Wedele, Camar Jones, Isabella Colon, Tristian Ynchausfegui.

Mrs. Jennifer Parkhurst stated I’m a counselor at Connecticut Farms School – I am here with some of my wonderful 4th grade students. They are wonderful leaders and they are part of my student council and they came tonight to share some mindfulness activities that we do in our school.

Social and emotional learning – Academic Social Learning and SEL is a process through which children and adult develop important skills like understanding emotions, setting and achieving goals, showing empathy for others, maintaining positive relationships and making responsible decisions. There are many studies and a lot of research that make SEL activities and programs with short and long-term outcomes for students even later on in life.

How can mindfulness help us with social emotional learning? Mindfulness is an awareness that comes to us through paying attention on purpose in the present moment which seems like a simple concept but in this fast paced world it is not an easy skill to have. We wanted to teach that to our students so they would respond to stressors rather than react to them. The keys that are taught through mindfulness – self-awareness, which is the ability to recognize your own emotions and how they enforce your behavior; try to understand the perspective of others and to show empathy for other people. Self-management – regulating your emotions and behaviors and important relationship skills with each other.

This year through Title IV funding in our district allowed us to host a workshop for all the staff in our school which we did before the first day of school. The workshop trained our staff to use the yoga for classroom program with our students. It was a great way to start the school year on a positive note.

The grant I received through the Union Township Education Foundation allowed us to purchase the materials to implement the programs in our school this year. Every homeroom class received a yoga for classroom card deck. Each classroom has it displayed. The blue cards are for breathing techniques, purple are for mindful meditation and there are also yoga poses. The grant also allowed us to purchase two books about mindfulness for every homeroom so teachers could review those concepts with students.

One of the things we implemented was a daily reminder to start our day off on a positive note. We have announcements every morning and we have a themed day for each day of the week. We start off with mindful Mondays, gratitude Tuesdays, wellness Wednesdays, self-talk Thursdays and first breathe Fridays. It is a nice way to start off our days on a positive note.

We have other mindful activities – coloring pages for wellness Wednesdays to allow the student to have a calming break or to take it home. Our school also uses a platform called Classroom MoJo and we participated in a world’s largest mindful moment in May and that was a great introduction to mindfulness for our students and there are also lessons on there with a little character Mojo that teachers do with their students in the classroom.

Students who presented with Mrs. Parkhurst were: Ved Shah, Kassandra Lim, Elias Osei-Fosu and Tristan Ynchaustegui. (Presentation appended to minutes)

Mrs. Warren stated Mrs. Parkhurst has been instrumental in making sure this is implemented everyday by making the morning announcement and reminding them each and every day what the focus is for the day. It has been truly an exceptional piece in our school and with our students. Given that we live in a world that is very high paced and stressful, we all can take a lot from this presentation. We hope that our children will be able to utilize this as they grow older. Thank you Mrs. Parkhurst and Mr. Filan.

Mrs. Warren stated we are trying to implement Book Talk video to promote the love of reading. Book Talk video was played at meeting.

Mrs. Warren stated we have multi-cultural day tomorrow so you are welcome to come over to see the amazing things that are happening. Thank you.

Mrs. Minneci stated that you for the great presentation and thank you to your students and staff.

Mrs. Ruiz stated Book Talk is an excellent idea. All schools should adopt that.

Mr. Tatum stated an exceptional job, thank you very much.

Mr. Tatum presented the Harassment, Intimidation and Bullying Report (HIB) for the period of September-December 2019. The report is appended to the minutes as E-5.

Mr. Tatum presented the Student Safety Data System Report (SSDS) – Period 1 – 2019-2020 (formerly Violence and Vandalism Report). The report is appended to the minutes as E-6.

Mr. Tatum presented the suspension statistics report for 2019. The report is appended to the minutes under the Superintendent’s Report.

Mr. Tatum stated that he plans on giving a monthly report and quarterly report at Board meetings.

Student and staff attendance for December are 93.7% and 91.5%, respectively.

Upcoming events – next district planning committee meeting will be on Thursday, February 13 at 6:30 p.m.

Dining to Donate – Tiff’s Restaurant is January 30, 2020. The Education Foundation will receive 10% of all purchases including gift cards and take out.

Education/Student Discipline Committee Resolutions:

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

E-1. SUPERINTENDENT’S REPORT OF HIB

Superintendent’s Report of Harassment, Intimidation and Bullying (HIB) for the period January 15, 2020 to January 21, 2020, in accordance with the information appended to the minutes (*no vote required; for reporting purposes only*).

E-1A. AFFIRM SUPERINTENDENT’S DETERMINATION OF HIB

Affirm the Superintendent’s determination of Harassment, Intimidation and Bullying (HIB) for the periods December 11 to December 17, 2019 and December 18, 2019 to January 14, 2020, in accordance with the information appended to the minutes.

E-2. APPROVE STUDENT CLUB – UNION HIGH SCHOOL

Approve the establishment of the following student club: Social Skills Club – Dr. Jamie Stillwell and Connor Wills – advisors (no stipend requested), in accordance with the information appended to the minutes.

E-3. APPROVE CONTRACTS – COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED

Approve Service Contract(s) with the State of New Jersey, Department of Human Services, Commission for the Blind and Visually Impaired, for educational services for students in the District for the 2019-2020 school year, in accordance with the non-public information appended to the minutes.

E-4. APPROVE SETTLEMENT AGREEMENT AND RELEASE

Approve Settlement Agreement and Release for S.P., in accordance with the non-public information appended to the minutes.

E-5. APPROVE STUDENT SAFETY DATA SYSTEM REPORT (SSDS)

Accept the Student Safety Data System Report (formerly Vandalism and Violence Report) for period one of the 2019-2020 school year, in accordance with the information appended to the minutes.

E-6. 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 2019 through December 2019, 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-7. APPROVE HOME SCHOOLED STUDENTS TO PARTICIPATE IN ATHLETIC PROGRAM

Approve A.R. and J.R., high school students who are home schooled, to participate in the athletic program of Union High School.

E-8. APPROVE SETTLEMENT AGREEMENT AND RELEASE

Approve Settlement Agreement and Release for A.M., in accordance with the non-public information appended to the minutes.

DISCUSSION:

None

AYE: Dr. Francis, Mrs. Higgins, Mr. McDowell, Dr. Morgan,
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, 2019 be accepted.

F-2. SECRETARY’S REPORT

That the Secretary’s Report dated December 31, 2019 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, 2019 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

Dated

Pursuant to N.J.A.C.6A:23-2.2(h), we certify that as of December 31, 2019 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
Union High School	2072/Science	Villani – transportation for Hiking Club end of year trip	\$1,250.00
Union High School	2072/Science	Whitewater Challengers – pay for end of year trip activities	\$4,627.09
Union High School	2077/Music	Audio Inc. – audio equipment rental for UHSPAC production of White Christmas	\$4,915.89
Union High School	2045/Music	Gertrude Hawk – fundraising invoice	\$2,727.68
Union High School	2227/Senior Class	Dave & Buster's – senior class trip deposit	\$6,238.05
Union High School	2227/Senior Class	Dave & Buster's – senior class trip final total	\$20,000 (not to exceed)
Union High School	46/Key Club	NJ District Key Club – payment for NJ District Key Club convention at Ocean Place Resort	\$6,090 (not to exceed)

Union High School	2045/Music	World Strides – April Boston Trip Payment	\$20,250.00
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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
Super Bowl Contest	1/25-2/25/2020	UHS/Boys Basketball – to raise money for summer and fall league
Senior Class Fundraiser for Ms. UHS 2020	4/1-24/2020	UHS/Empowerment Mentoring Group/Club – to raise money to support the senior class and its year end activities by selling tickets and refreshments for the Ms. UHS event
Dine to Donate at Chick-fil-A	1/29-30/2020	UHS/Junior Class – to raise funds for junior class
Dine to Donate at Tiff's	2/1-28/2020	UHS/Junior Class – to raise funds for junior class
Dine to Donate at Burger IM	January 2020 (TBD)-February 2020 (TBD)	UHS/Senior Class – to raise funds for senior class activities and events
Panda Express Fundraiser	2/21/2020 and 3/13/2020	KMS/Student Council – to raise funds for 8 th grade trip to Forest Lodge
Clothing Online Fundraiser	1/22-6/30/2020	UHS/Girls Softball Club – to raise funds for softball team and senior night

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	\$215.28
Lifetouch National Studios	Washington Elementary School	\$2,696.50
Lifetouch National Studios	Burnet Middle School	\$2,865.50
Lifetouch National Studios	Jefferson School	\$2,009.50
Elyse Vena Togli MS CCC SLP	UHS/Club TESSLO	\$450.00
Lifetouch National Studios	Connecticut Farms Elementary	\$910.00
Lifetouch National Studios	Livingston Elementary School	\$2,173.80
Lifetouch National Studios	Franklin Elementary School	\$1,027.20

F-13. APPROVE SUBMISSION DATE FOR NJDOE GRANT

Approve the date of December 19, 2019 as the submission date for the New Jersey Department of Education (NJDOE) Expanding Access to Computer Science High School Courses Grant.

F-14. *Agenda item pulled prior to January 20, 2020 regular meeting (accept grants-Ed Foundation).*

F-15. *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.

F-16. APPROVE INNOVATIVE THERAPY GROUP – BEHAVIOR TECHNICIANS

Approve Innovative Therapy Group to provide registered behavior technicians to meet student needs at the rate of \$37.00/hour, not to exceed \$120,000.00 for the 2019-2020 school year, in accordance with the information appended to the minutes [Account #11-000-216-320-01-19/7043].

DISCUSSION:

Dr. Francis stated F-16 – it was mentioned by Ms. Hall last week at our worksession that the amount of money allocated came to about 3200 hours. I want to make sure that it is not just allocated to the registered behavior technicians – I saw a list of other professional providers listed as well. Mr. Vieira stated there are a list of different providers and it is allocated to all the different types of providers on the list. The intention is to have this agency work with our staff instead of contracting all these services, have our staff provide the service as a transition. In the long run to save money even though they have to pay this service right now.

Dr. Francis stated the date on it is December 16, 2019 – was any money spent yet? Mr. Vieira stated I would have to look into it but I would say no. Otherwise, it would be an unauthorized purchase order. Until I sign the purchase order, goods and services cannot be purchased by district staff.

Mr. Tatum stated the long-term goal is to reduce the rate because when the staff is trained, it will be a turnkey for other staff members. One of the things I mentioned last week about budgeting is about taking a look at where some of this money is going. If we can provide the service in the district, then we won't be spending the money that we are spending in the contract. That is the goal from my understanding.

Mrs. Ruiz asked the staff members that are going to be trained by these technicians, are they part of our counseling department or are we training teachers and counselors. Mrs. Conti would be better suited to answer that question but I do know some of them are paraprofessionals. I'm sure there are a wide variety trained to provide these service. It is more financially feasible to hire people who are qualified to do the training in district as opposed to hiring a company. We will provide additional information; unfortunately Mrs. Conti is not able to be here this evening.

Mrs. Richardson stated I looked at the budget report in the general fund and there has not been any expenditures for this; it is not in the budget yet.

Mr. McDowell asked do the IEP's require registered behavior technicians. Mr. Tatum stated that is a fair question but I think that varies by the individuals. I think being registered means that are qualified to provide this training as opposed to whether or not it was IEP based. I would have to defer to counsel who does a lot of work with special services. Mrs. Ajmiri Giner

stated for you to be considered a behaviorist that meets the meet the standards, you would have to be registered behavioral technician. There are plenty of students in the district who do require therapy and currently there are two behaviorists in the district so there is need for not only more behaviorist but also other staff to be properly trained and help support the student. You can have a behaviorist come in for 30 minutes three times a week but then you need other staff to be able to redirect and understand and see what the behavior needs are. Part of this process is to ensure that in the long-term we are ultimately meeting the needs of our students within the district by providing not just behavior services but reinforcing what is being provided through the therapist.

Mrs. Ruiz asked will these individuals that are going to be trained, then they will be supervised and/or overseen by the behaviorist? Mr. Tatum stated yes and by the same token the need exists to provide more services. We have different needs in the district and they change all the time and sometimes we don't have what we need in the district.

Mrs. Minneci stated so they are going to train our staff so that the kids that are in those classes, if there is an issue, they will be able to handle it without going for the behaviorist to come in.

Mrs. Ajmiri Giner stated I did note that there is a December 16th date for the agreement, that does not mean that the agreement in any way is in effect. No agreement is in effect until the Board approves it.

Dr. Francis stated I am assuming that services have started already. Mrs. Ajmiri Giner stated the services cannot start until the Board approves so that would be a clarification that we need from Mrs. Conti. If the services started, the Board would be paying money and Mr. Vieira stated there haven't been any invoices. Mr. Vieira stated we have an accountant in special services and she is very diligent about not issuing purchase order requisitions until items like this are Board approved. I will check but it is highly unlikely that there have been any services provided already.

Dr. Francis stated in the future, let the date of the agreement reflect the date of our meeting.

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

NAY: None

ABSTAIN: Dr. Morgan (F-16), Mrs. Minneci (F-8 vendor 85992)

MOTION CARRIED

Operations Committee Resolutions:

Upon recommendation of the Superintendent of Schools, the following resolution was moved by Mrs. Richardson, seconded by Mrs. Ruiz, 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.

DISCUSSION:

None

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

NAY: None

ABSTAIN: None

MOTION CARRIED

Mrs. Richardson stated the following is a discussion item - Request from Union SEPAG requesting the use of three classrooms on either April 11, 2020 or April 25, 2020 for SPAN’s transition mini-conference. Mr. Tatum stated that the discussion item should not been on the agenda. Mrs. Ajmiri Giner stated without the backup, I would recommend that the Board refrain from voting on it; the district needs to make sure everything is in order.

Mr. McDowell asked has the parking improved at Connecticut Farms? Mr. Loessel stated it is all done and they are starting to park up there right now and the parents can park down below.

Personnel Committee Resolutions:

Upon recommendation of the Superintendent of Schools, the following resolutions were moved by Mr. McDowell, seconded by Mrs. Ruiz, 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>
Bond, Marsha	P/T Bus Aide	Transportation	12/16/2019	Resignation	

Dionisio, Angela	Paraprofessional	Battle Hill	3/1/2020	Retirement	
Fearon, Lesley	Paraprofessional	UHS	1/17/2020	Resignation	
Horn, Sherri	Teacher of Mathematics	UHS	7/1/2020	Retirement	
Dreher, Maureen	English teacher	UHS	7/1/2020	Retirement	
Fuller, Terence	Paraprofessional	UHS	2/14/2020	Resignation	
Wright, Erica	Front door greeter	Franklin	1/28/20	resignation	
Herrejon, Anthony	Paraprofessional	HC	1/31/2020	Resignation	1/31/2020 last physical day
Melody, Matthew	Security officer	UHS	1/1/2020	Resignation	

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.
Askew, Robert	Custodian	UHS	1/6/2020-4/6/2020 Intermittent	Intermittent FMLA	FMLA entitlement not to exceed 12 weeks. If applicable: Time after this entitlement does not fall under FMLA.
Licks, Suzanne	Elementary Teacher	Livingston	2/17/2020-5/3/2020	Paid Medical Leave	
Wisiak, Tara	School Psychologist	Conn. Farms	4/20/2020-6/30/2020	Paid Child Rearing Leave followed by Unpaid FMLA/NJFLA (Concurrently)	FMLA/NJFLA entitlement not to exceed 12 weeks. If applicable: Time after this entitlement does not fall under FMLA/NJFLA.

Ashraf, Lisa	School Counselor	KMS	*Update 11/26/19- 5/29/2020	FMLA followed by Unpaid NJFLA/ Child Rearing Leave	FMLA Entitlement not to exceed 12 weeks. NJFLA entitlement not to exceed 12 weeks. Entitlement not concurrent.
Graul, Kathleen	10-month secretary	BMS	1/1/2020- 6/30/2020	Intermittent FMLA	FMLA entitlement not to exceed 12 weeks. If applicable: Time after this entitlement does not fall under FMLA
Leung, Christina	General/vocal music teacher	Washington	3/16/2020- 6/23/2020	Paid child rearing leave and unpaid FMLA/NJFLA (concurrently)	FMLA/NJFLA entitlement not to exceed 12 weeks. If applicable: Time after this entitlement does not fall under FMLA/NJFLA
Minitelli, Jayne	Elementary teacher	Hannah	2/25/2020- 4/9/2020	Paid child rearing leave and unpaid FMLA/NJFLA (concurrently)	
Norman, Sarah	Art teacher	Washington and Battle Hill	1/9/2020-2/7/2020	Intermittent FMLA	FMLA entitlement not to exceed 12 weeks. If applicable: Time after this entitlement does not fall under FMLA
Permison, Daiana E.	Spanish teacher	UHS	4/24/2020- 6/15/2020	Paid maternity leave	Not requesting FMLA/NJFLA at this time
Manochio, Fernanda	BOE accountant	Central Office/Business Office	Intermittent 1/21/2020- 3/15/2020	Intermittent FMLA/NJFLA (concurrently)	FMLA/NJFLA entitlement not to exceed 12 weeks. If applicable: time after this entitlement does not fall under FMLA/NJFLA
Romanyshyn, Danielle	Elementary teacher – 2 nd grade	Battle Hill	Extension through 6/24/2020	Paid FMLA/NJFLA through 1/24/2020 followed by unpaid non-FMLA/non- NJFLA from 1/25/2020- 6/24/2020	FMLA/NJFLA entitlement exhausted as of 1/24/2020. Original leave began 10/15/2019.

P-5. APPROVE PUBLIC AGENCY COMPLIANCE OFFICER (PACO)

Approve Manuel E. Vieira as Public Agency Compliance Officer for 2020, at no cost to the district.

P-6. 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.

P-7. APPROVE PAY INCREASE TO RESIDENCY INVESTIGATOR

Approve pay increase to residency investigator Dan Hodge from \$18.00/hr. to \$20.00/hr., effective February 1, 2020.

Mrs. Higgins stepped out of meeting prior to vote.

DISCUSSION:

None

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

NAY: None

ABSTAIN: None

MOTION CARRIED

Policy Committee:

Mrs. Minneci stated that the Policy Committee will be meeting on Friday to discuss policies.

Residency Committee Resolutions

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

R-1. APPROVE LIST OF STUDENTS REMOVED FROM ROLLS

Approval be given to amend the list of students removed from the rolls [five (5) students exited for the month of December 2019 (2 from elementary, 1 from middle school, 2 from high school) or a total of eighteen (18) 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 #236559 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 #271313 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 #311325 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 #200839 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 #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.

DISCUSSION:

None

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

NAY: None

ABSTAIN: None

MOTION CARRIED

Technology Committee:

Dr. Francis stated there was no update to be given.

Mrs. Higgins returned to meeting.

Approval of Bills:

Upon recommendation of the Superintendent of Schools and moved by Mrs. Ruiz, seconded by Mrs. Richardson, 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, Dr. Morgan, Mrs. Richardson, Mrs. Ruiz, Mrs. Williams, Mrs. Minneci

NAY: None

ABSTAIN: None

MOTION CARRIED

Unfinished Business:

Mrs. Minneci stated I want Mrs. Guilfoyle to come up. She has some information on what was brought up at the last meeting regarding students getting help with college applications, essays – so she will update us.

Mrs. Guilfoyle stated earlier you heard about Title IV funds for the purpose of implementing social emotional learning at Connecticut Farms and another allowable use of Title IV funds is for career and college readiness. At the end of September there was a posting for

teachers at the high school for college and career readiness. The programs would work with the students for the fundamentals of the common app essay – directing the students in choosing their topic, offering specific support on student needs, finalizing drafts, individual projects, resume writing because some students may be moving on to a career, and also career opportunity application process.

Before the break I reached out to the two teachers that had been working with the students to get a report on how everything went because a lot of seniors have already been accepted to colleges.

Here are a couple of things the teachers said to me. One teacher said “some students came to me with fully formed ideas while some didn’t even know where to start. Regardless I was able to converse with these students about their goals and aspirations as well as the reasons they were applying to particular schools. We met before and after school, also online through Google collaboration.”

Another teacher spoke to me about working with 25 students. “Students at time and time again come to me saying how they have nothing exciting to write about. Yet after working with them in one session, I have been able to help them to open up and find their story. I have had the honor of working with students that I have met as a freshman and have seen them run into one classroom screaming in joy about getting accepted to the school of their choice.” He also spoke to me about some of the students that struggled to look for a job or internship. He also helped them with that and he was very excited that some of them got into that NYU internship we worked so hard to apply for. He also helped students applying for scholarships. He helped them fill out online applications as well.

That was from the two teachers and that was my mid-year return from them so I have that to back up the funding. Moving forward we are going to do this with juniors in the spring. I reached out to the teachers and we are going to put it in the school bulletin and website that we will now be seeing the juniors to help them through the process of next year.

Also, we just started our Title I after school program at the high school. When I asked for a description of all of the programs they’re under “enrichment” it said English teachers would work with students to complete enrichment activities. Some activities include poetry writing, creating writing, college essay writing for juniors and seniors. They are also getting that support in our Title I after school program.

This is the second year that we are doing it. I presented it last November. Mrs. Minneci stated very informative and I’m glad we have that and now the public knows and they can steer their students

Mrs. Ruiz stated we have 10 days left in this month so I want to know the status of the CAD program. Mr. Tatum stated we have a meeting on Thursday night to discuss the future of CAD. The process of interviews have begun. We are hoping for a smooth transition to get us someone in that program.

Mrs. Ruiz asked what is the status of the unpaid lunch accounts? Mr. Tatum stated they remain unpaid as far as I know. Mrs. Ruiz asked what are we doing? We keep talking about this every month but nothing is happening. Mr. Vieira stated the school principals are reaching out to parents, notifying them that they have these unpaid meal balances. There have been some collections but overall it is a very small percentage that we are collecting. We are scheduling a meeting with the food service company, Pomptonian, and try to collaborate some strategies on how to increase the collections. If the families are eligible for free and reduced we are encouraging them to complete the applications.

Mrs. Ruiz asked are you referencing current school year balances? I know we have an issue with the current school year but what about last school year where we were over \$200,000. What is the current school year total now? Mr. Vieira stated \$20,000 a month so about \$100,000.

Mrs. Ruiz stated we are unpaid about \$500,000 in unpaid lunch debt by June – that is an issue. It is a very serious concern. Mr. Vieira stated I agree. Mrs. Ruiz stated my concern is that not much is being done and we are not approaching it as aggressively as we should be. At this pace, we will be at a million dollars before my son graduates high school in two years. That is unacceptable. We have to bring that down somehow and fast.

Mrs. Higgins asked is there a reason why we are not using a collection agency? Mr. Tatum stated we discussed this at the County level to provide an alternate meal. If they don't qualify for that program, we do get charged. Mrs. Ruiz stated if a student doesn't have money for lunch, they are still getting a full hot meal. I do not want any child to go hungry and this to be misinterpreted in any way. I don't want any of our children to not be fed, what I want is the money to be recouped and I don't know if the building principals are necessarily going after the money. My sons rarely buy lunch and when they do buy lunch, they don't know how to stay within the budget that I give them and they go over. I don't get anything from the building principal, I'm conscious of it so I look on My School Bucks and I pay it but I'm not getting an email – nothing. Mr. Vieira stated we are starting with the larger balances for collection. Mrs. Ruiz stated if you are not diligent from the beginning, that adds up and we are in the mess we are in now. While I agree we do need to implement aggressive collection for the past debt, we need to stay on top of the current debt or else it is going to snowball which is what we have now.

Dr. Morgan stated today I got an email stating the State will be paying between the federal allocation and the total amount of reduced breakfast/lunch up to \$4.5 million. To me that doesn't cover the students that are supposed to pay for their meals; however, there are students who may be in arrears and who have refused and cannot pay the difference so the State is supposed to be picking it up. We need to be sure that those lunch applications are being turned in so those students that are qualified for lunch, can get the lunch and we can get the money.

Mr. Tatum stated part of the problem that we have here is a personnel issue. Some years back the district went through an audit regarding the food service program and one of the recommendations at that time was that we hire a full-time person in charge of food service which wasn't done. What I'm hearing is because we don't have aggressive collection and what we should be doing, perhaps we come to realize that we were wrong and we should have done

something different back then. The position we talked about is part of the cafeteria and that is where the actual salary would come from. This position wouldn't be part of our expense but part of the cafeteria fund which is being depleted right now because students aren't paying for lunch. I agree everyone should be paying their fair share and this has gotten out of hand in Union and across the nation. I think when we have our personnel meeting we need to rethink how we staff that particular group and maybe there is something we can do internally that will better satisfy the collection.

Dr. Morgan stated is it on Genesis? Ann Hart stated no it is not once we moved to the My School Bucks. We can try to figure out how to upload but it won't be automatic. Mr. Tatum stated actual reports are run daily for the lunch reports. Mrs. Hart stated lunch reports are from another system and I don't deal with that. Mr. Tatum stated we have improve that and how do we coordinate the systems to show parents upfront.

Dr. Morgan stated are the applications online – are they available to parents? Mr. Tatum asked are the applications online? Mr. Vieira stated the applications are online. Dr. Morgan stated we need to come up with ways that we can maximize the number of parents who need to complete the application. I personally feel that parents that qualify are not completing the application. Mr. Vieira stated in addition to the online application, which is available through our website, there are paper applications in every school. Dr. Morgan asked how are we getting this to parents? Are you expecting the parent to ask? Mr. Vieira stated yes, if you can't afford to buy your child lunch, then you would ask. Dr. Morgan stated they are not going to come and ask for help. Mrs. Hart stated they are online and available at schools if the parents need them. At parent night and the first day of school, in Genesis, it asks if they want to apply and tells them where to go. I believe at parent night the principals all mention it. If a child gets assistance or got free lunch the previous year, the application is good until October 21st and they get something that tells them that they have to reapply. Dr. Morgan stated I know that but I'm still thinking about that parent that isn't at back-to-school night because they work or embarrassed. How are we helping them? Mrs. Hart stated we get to a broadcast call and say "don't forget to apply, go on line or give me a call". Dr. Morgan stated when I was an elementary principal I made all the parents fill out an application even if you didn't qualify because that showed me that everyone saw and filled it out. Mr. Tatum stated there are all kinds of opportunities to apply.

Mrs. Higgins stated there may be parents that know they don't have to pay and they don't. Mr. Tatum stated I don't know if that is true. If a child is in need and presents a need, the school can fill out the application on behalf of the child.

Mrs. Richardson stated a lot of parents don't have access to computers and cell phones to go on. They may not be aware of what to do and a lot of them rely on their children to speak for them. I think we need to think out of the box on this one. I don't know if going back to a paper form is a better option. Mr. Tatum stated we will go back and revisit this.

New Business:

Mrs. Ruiz stated the high school students are going to China and now there is the Corona Virus – what is the protocol? My son happens to be one of the students that is going on this trip

so I'm keeping an eye on it. I checked on the US Department of Tourism and the warning level is already at two. What are we doing about this? Are we going to allow this trip to go forward? As a parent I have a concern and you should have a concern about this trip and our students. We have another trip to Galapagos in June. Maybe it is giving the parents an option to swap trips but we need to give it serious thought. These situations can improve but they could get worst.

Mr. Tatum stated there needs to be a contingency plan either way. There will need to be more discussions on this. We have to keep up with what is going on here. We will never send our kids somewhere that is unhealthy or dangerous. The trip was planned some time ago. Mrs. Ruiz stated 2018. Mr. Tatum stated unfortunately there are circumstances that are above our control. We need to see what is best for the students and families.

Mrs. Minneci stated she went to the TREP\$ marketplace on January 9th and purchased items. The kids did a great job promoting their products. Yesterday she attended the MLK presentation at Town Hall and we had a number of students from the elementary and middle schools that participated and they did a great job; we should be so proud of our students.

Comments from the Public:

Kathryn Brunsmeyer stated three years ago I came up here about the lunch money. I have a few suggestions – first, if we could look at the schools and see who has the largest balance and look at the schools that have the least, they must be doing something right. I know in one of the schools that the day someone buys something and the child didn't have money, a note goes home with that student. I would love to know the comparison between those schools and get some tips from that school. Maybe not hire someone but increase a cafeteria workers hours by an hour and maybe that can be their job – review the paperwork and fill out the forms. I agree that some parents don't have access to computer. As a parent you have to fill out forms before we have access to Genesis and that should be one of the forms to fill out or decline. We should open an hour early at back to school night for parents to come in and who need help signing up for Genesis and have computers with people there to help them sign up and if they don't have access to computers – do that quarterly because everything is online. Maybe even offer it during the day. Parents should be welcomed in our buildings and have staff available to help them on the computer.

Ann Margaret Shannon stated on TREP\$ - one kid made \$400. As to the cafeteria, I'm a big proponent of PSA's. It is not their business to be a bill collector or a secretary's position. I believe years ago the cafeteria workers worked for the Board of Education somewhere along the way we privatized it. Why are we doing it? Why isn't the company doing the bill collection? Why can't they put a credit card on file? And when it goes to a low balance money gets deposited in. I don't think any of the Board of Ed employees should be responsible for this. I hope you do not make more work for the principals.

Ann Hart stated the parents do have the opportunity to auto-pay, where you put in a credit card and once it gets to the balance they set it, it automatically puts in an amount. On student registrations, when a new student registers, one of the questions is "do you want to apply for free lunch" but I do think it is a good idea to make it one of those forms like the health forms. I can email everybody the applications. I can do that through the school messenger. I do have parents

come into my office to fill out the forms and get the Genesis. It is available – they call or email me and they come into my office and fill out whatever forms they need to.

Jill Hall stated applaud the high school student body. Last Wednesday we had Rachel's Challenge – two assemblies – 1100 students in each one and you could have heard a pin drop when the presenter was putting forth his presentation. It was hard to listen to and they talked about the Columbine massacre and the behavior of other students on that day. One of the students who lost her life, she had left behind some diaries and the focus of the presentation was about her legacy and what she left behind. The students were so compelled after that assembly. The students lined up to speak to the presenter and the counselor and it got the students to talk about things that are tough to talk about. The follow-up is we created an activity group called "Friends of Rachel Group" and the things that we are going to do and the energy and enthusiasm is quite amazing. Students had the opportunity to sign the banner. I invite you to sign the banner and it simply states that you are accepting the challenge to try to reduce prejudices, use kind language, move toward acceptance of one another – it was an amazing couple of days.

It was disappointing in the evening presentation – we did it an all call and put it on social media – but we only had 20 adults for the presentation. We had an opportunity to have an intimate interaction with the group of parents that were there. I'm hoping in the future we are able to bring that back. There is a follow-up called Rachel's Legacy which takes us to the next step. I think the movement has taken foot and we can grow with it. I wanted to applaud the kids because it is so easy to point out things that don't go well. There was a lot of positivity and support for one another, especially kids that are struggling. It was heartwarming.

Chasity Santana stated I don't remember the Board member that wanted those numbers that showed minorities – thank you, I love it. What I would invite you to look at out of those children that are suspended, and are suspended continuously, if they have an IEP or a 504, maybe at that point what we need to be doing is revisiting or making sure that we are consistently revisiting why we are doing these suspensions. What has been happening with my little one is when my children get detention it becomes fun because guess who is in detention with them – their friends. It is not doing anything. They need to get something out of this detention. If a student has no detentions in 4th and 5th grades and in 6th grade he has detentions, that is a bell ringer, we need to be more aware. In looking at those numbers of minorities, I also would invite you to look at what is going on and we need IEPs, or new IEPs or 504s or more counseling. With the behaviorist part, it took me back to one of the first IEP meetings when I was going through this entire process and in this district whenever I have a question, they educate me and they always open their arms but somewhere along the lines, it didn't make sense. My first IEP meeting for my child I had my teacher, counselor, I was there and at the time my son had a one-on-one aide and this lady is with my son all day and she knows him better than me and she wasn't in my meeting. So the person who takes care of my son all day and she is not in the IEP meeting so we brought her in the IEP meeting and she sat there and the behaviorist came in because how does my aide know this, the behaviorist has to teach my aide. I had a great teacher who also said I need help because I don't know these things. The behaviorist also came to educate the teacher and me. Sometimes when you hear a name "cognitive behavior" or whatever, putting an actual task to it or how it plays a part in the school, we see where this money is going. It is just growing but the number of IEP's is not going down. I think we need to

look into what we can do to bring more support to the district level and not to have them bring them out.

Unpaid lunch debt – I have five kids in the district and out of that five, I do get an email or robo call from the principal saying you're under a certain amount, you need to replenish. I have to say I get free lunch but one of the rewards I give my children is snacks so it is only when I get close to the negative that I get that. If we are emailing the paper application, maybe we can also email the link. Sometimes if I get a paper application, I don't want to print it.

MOTION TO ADJOURN:

There being no further business before the Board in public session it was moved by Mrs. Ruiz, seconded by Mrs. Williams, that the meeting be adjourned at 9:02 p.m.

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

NAY: None

ABSTAIN: None

MOTION CARRIED

RESPECTFULLY SUBMITTED,

**MANUEL E. VIEIRA
BOARD SECRETARY**