

UNION TOWNSHIP BOARD OF EDUCATION
WORKSESSION MINUTES – FEBRUARY 9, 2016

Meeting held at the James Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey at 7:00 p.m. on February 9, 2016

Mr. Nufrio called the meeting to order at 7:00 p.m.

PRESENT AT ROLL CALL:

Mr. David Arminio, Dr. Guy Francis, Mr. Steven Le, Mr. Ron McDowell, Mr. Jeffrey Monge, Mrs. Nancy Zuena, Mr. Vito Nufrio

ABSENT AT ROLL CALL:

Mr. Angel Salcedo

ADMINISTRATORS PRESENT:

Mr. Manuel Vieira, Mr. Gregory Tatum, Dr. Noreen Lishak, Mrs. Annie Moses, Mrs. Ann Hart, Mr. Gerry Benaquista and Mr. Tom Wiggins

Mr. Paul Griggs, Esq. was in attendance.

Mr. McDowell led the Board and audience 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 Secretary.

Mr. Nufrio stated I want to go on the record for the public that is present. We are compelled to do an Executive Session right now because the Board Attorney has another commitment and we do have a couple of issues that need to be heard in Executive Session so I would ask that you step out of the room.

MOTION FOR EXECUTIVE SESSION:

Moved by Mr. Arminio, seconded by Mr. Le, that the Board go into Executive Session to discuss the following subject matters without the presence of the public in accordance with the provisions of N.J.S.A. 10:4-2(b) personnel matters. The Board will disclose the discussion conducted during the Executive Session with notice to the public when the disclosure will not result in unwarranted invasion of individual privacy or prejudice to the best interest of the Board of Education and provided that such disclosure does not violate federal, state or local statutes and does not fall within the attorney-client privilege.

AYES: Mr. Arminio, Dr. Francis, Mr. Le, Mr. McDowell, Mr. Monge, Mrs. Zuena, Mr. Nufrio

NAYS: None

ABSTAIN: None

MOTION CARRIED

Mr. Griggs left meeting during Executive Session (7:50 p.m.)

The Board returned to Public Session (8:00 p.m.)

Mr. Nufrio stated thank you ladies for waiting. This meeting is back to public session and we will continue with the agenda.

COMMENTS FROM THE PUBLIC ON RESOLUTION IN BOLD:

None.

APPROVAL OF MINUTES:

Mr. Nufrio stated that the minutes listed on the agenda would be approved at next week's meeting.

COMMUNICATIONS:

CORRECTION TO REQUEST FOR MATERNITY AND UNPAID FMLA – ELZAHABY

Correction to previously approved (12/15/15 agenda) leave from Amy Elzahaby, teacher at Washington School, from maternity leave to maternity leave and unpaid FMLA for the period from April 4, 2016 to June 13, 2016.

CORRECTION TO REQUEST FOR MEDICAL LEAVE AND UNPAID FMLA – TRAMUTA

Correction to previously approved (12/15/15 agenda) leave from Janette Tramuta, school counselor at Hannah Caldwell Elementary School, from medical leave to medical leave and unpaid FMLA, effective November 9, 2015 and a return date to be determined.

CORRECTION TO MATERNITY LEAVE – JURGENS

Correction to previously approved (12/15/15 agenda) maternity leave from Danielle Jurgens, teacher at Hannah Caldwell Elementary School, effective March 2, 2016 and with a corrected return date of June 10, 2016.

REQUEST FOR EXTENSION OF UNPAID MATERNITY LEAVE – DOUGHERTY

Request for extension of unpaid maternity leave from Lauren Dougherty, teacher at Kawameeh Middle School with a new return date of May 2, 2016 (previously February 22, 2016).

LETTER OF RESIGNATION FOR RETIREMENT – TRONT-HODGE

Letter of resignation, for the purpose of retirement, from Judy F. Tront-Hodge, 10-month secretary at Union High School, effective July 1, 2016.

LETTER OF RESIGNATION FOR RETIREMENT – MOYER

Letter of resignation, for the purpose of retirement, from Debra Moyer, kindergarten teacher at Battle Hill Elementary School, effective June 30, 2016.

LETTER OF RESGINATION – DECORTE

Letter of resignation from Fredrick Decorte, teacher assistant at Union High School, effective January 31, 2016.

LETTER OF RESIGNATION FOR RETIREMENT – KELLY

Letter of resignation, for the purpose of retirement, from Denise Kelly, first grade teacher at Franklin Elementary School, effective July 1, 2016.

LETTER OF RESIGNATION FOR RETIREMENT– CARINAL

Letter of resignation, for the purpose of retirement, from Diane Cardinal, 10-month secretary at Franklin Elementary School, effective July 1, 2016.

LETTER OF RESIGNATION – CAPODICE, SR.

Letter of resignation from Christopher Capodice, Sr., teacher-television production at Union High School, effective February 10, 2016.

LETTER OF RESIGNATION – KNEIDL

Letter of resignation from Tyler Kneidl, science teacher at Union High School, effective July 1, 2016.

REQUEST FOR EXTENSION OF UNPAID FMLA – FREITAS

Request for extension of unpaid FMLA from Karen Freitas, teacher at Connecticut Farms Elementary School with a new return date of March 24, 2016 (previously March 4, 2016).

REQUEST FOR UNPAID PATERNITY LEAVE UNDER FMLA – BENCIVENGA

Request for unpaid paternity leave under FMLA from James Bencivenga, teacher at Union High School, for the period from February 29, 2016 to March 8, 2016.

REQUEST FOR PAID SICK AND UNPAID FMLA – GHAZALI

Request for paid sick leave and unpaid FMLA from Sabine Ghazali, geometry teacher at Union High School for the period from February 9, 2016 to March 9, 2016 (subject to change).

REQUEST FOR EXTENSION OF UNPAID MEDICAL LEAVE – COLFORD

Request for extension of unpaid medical leave from Jane Colford, teacher at Franklin Elementary School, for the period from February 1, 2016 through June 30, 2016.

LETTER OF RESIGNATION FOR RETIREMENT – BACE

Letter of resignation, for the purpose of retirement, from Justina A. Bace, teacher's assistant at Washington Elementary School, effective July 1, 2016.

DISCUSSION:

Mr. Monge stated when we have folks that are resigning, is it an assumption that these positions will be filled by someone else in the future. Is that always the assumption? Mr. Tatum stated it depends on what position it is and whether or not it is a position that we need for the following year or if they are leaving mid-year, most cases because it is a person budgeted, we will more than likely fill that position. Mr. Monge stated I know that one time Mr. Nufrio that you said folks will be acknowledged for long-term. Mr. Nufrio stated yes. Mr. Monge stated the one that sticks out at me is Chris Capodice Sr. Mr. Arminio stated just for your benefit, usually it is ones that are retiring that we recognize not just leaving. Mr. Monge stated getting a better job and getting paid more money. Mr. Nufrio stated it is for retirees only and of course there are

other caveats attached to resignations as opposed to retirements. Mr. Monge stated so Mr. Capodice that position which I really wasn't familiar with that position – is that something we are going to fill. Mrs. Zuena stated it is already on. Mr. Monge stated what is that position – what are the responsibilities? Dr. Lishak stated he is the teacher that does the TV productions/cast, he works with students and they do the filming and he teaches them the editing, how to dub – you dub the sound differently than the videotaping. He teaches them how to do TV production to move forward if you were to work with CBS or one of those. We have eleven sections running.

Dr. Francis stated say we are not filling that position, where would we put that money. Mr. Tatum stated if we are not filling that position, what happens is sometimes we reallocate the money for something else that we may need or it goes back to Manny's piggy bank. Mrs. Zuena stated we are voting on that next week. Mr. Vieira stated if we don't appropriate/expend the money in the current year, it just stays in the account balance and when we close the year it rolls into our Fund Balance.

Mr. Vieira stated communications 1 and 2 are discussion items under Operations. Mr. Nufrio asked 1 and 2 are now in Operations or were they there all along? Mr. Monge stated they were there all along. Is that supposed to be the case? Mr. Vieira stated they are under Operations for discussion and then next week we will make them resolutions. Mr. Tatum stated they are both items that we have done in the past. Mr. Vieira stated correct. Mr. Nufrio stated they are not new requests – they are recurring requests. Mr. Vieira stated annual requests.

SUPERINTENDENT'S REPORT:

Mr. Tatum stated the Superintendent's preview – because next week we will have a presentation by our elementary schools. As you know we have been hearing from all of our schools – we are getting towards the end and we are finishing up in March because Franklin Elementary School was suppose to go in January but I believe in January the principal was out ill. We will hear from her in March. Also Hannah Caldwell will be reporting next week. We will have a second visit from our auditors as requested by the Board. We contacted them and they will be back and get a little more details for the report we received and of course I will be reporting on the District highlights and all the good things that take place in our school district. As well as some of the areas that we talked about last week at the Planning Committee that Ann Margaret thought was tonight.

Mr. Monge stated the one that you promised me – the residency report – you said you were going to offer a report on that. Mr. Tatum stated Mr. Monge if you like that to be part of the Superintendent's Report – if not, I have numbers for you tonight. Mr. Monge stated it is for the public. Mr. Tatum stated we would include it in that and actually we did go back and take a look. What we did was take a look at the same time period this year and went back 2-3 years to look at where the numbers are. The one thing that I will tell you as a preview is that in the last 2 years we have actually doubled the number above where we were two previous years. We have actually done more of what I can see.

Mr. Monge stated as presentation wise, to understand what the assumed savings for the District was – I think that is good – I don't know can you quantify that? I'm assuming you can.

Mr. Vieira stated not precisely. Mr. Tatum stated we can project it based upon the tuition rate was at that particular time. But the other thing also and there is a contingency in this, that is sometimes whenever a person may be exited, he may be exited at the end of the year – so therefore we will count them as a person that is not going to be enrolled by theoretically they are here until the end of the year. So financially we still are paying for them because I think the one thing that a lot of times we don't get out of this whole thing is that when we get State aid – the State aid that we receive is based upon who is sitting in the seats the previous year so that person not being in attendance won't make a difference financially until the following year. Mr. Monge stated I got you. Mr. Tatum stated I can certainly include that as part – I thought you were looking for a separate written document with numbers on it as well. Mr. Monge stated I think that would be great – but just to highlight it. Mr. Tatum stated we will highlight that for you next week.

Mr. Tatum stated one other thing – this is a discussion that is going to come up. We also need to and this might be an operational issue – we need to also consider the make-up day for the high school. We looked into that and I was given some information that we might be able to not have to make the day up because of the fact that the majority of the District was in session on that day; however, with a call to the County they basically said it was the number of people who were present in the building that determines whether or not we can have the day excused. Unfortunately there was no one in the building. So we have to find a day to make it up. We had proposed possibly next Monday or Easter Monday as potential days to take off. Mrs. Zuena stated this Monday is too short of notice. Mr. Tatum stated that is the reaction we have received. Mr. Nufrio stated are you talking about the three days of snow. Mr. Tatum stated this is for the one when we closed Union High School only for the flood. I think it was in October. So that was the only school not open and I'm proposing that we have a 4-hour session on that day – make it a legal school day – but upon four hours they will be dismissed.

Mr. Nufrio stated what about the snow days since you are on that subject. Mr. Tatum stated right now we are exactly where we need to be calendar wise. The problem would be moving forward. If indeed there are any additional snow days, what will happen is we will start moving into the calendar and the calendar is specific to what days come next and it does affect the Easter recess. Mr. Nufrio stated and to add, I did discuss at some length with Mr. Tatum with regard to that because we have to remember that this Board already confirmed the day for Project Graduation so in essence it would be extremely difficult thing to do to stretch the year plus it would really be not wise because once you do graduation, once you closed out the book, the kids – you really can't expect them to be back and of course, numbers make a difference when it comes to the State of New Jersey as well. The wisest thing would be and I think we are already on the calendar – there is a provision for that Friday of the week following Easter correct? Mrs. Zuena stated I'm looking at it right now. Mr. Nufrio stated there is something right now, I did see it. I believe Friday is already counted for as a possibility. Mrs. Zuena stated the fourth snow day goes to the make-up of June 24th – they are not taking them away. Mr. Nufrio stated there is something on the bottom about the Easter Recess. Mrs. Zuena stated days 4, 5, 6 and 7 go to June 24, 27, 28 and 29 and that was the fight that night we were here was there is no way now that this was the calendar that was already made and that we couldn't take away from. This is what I'm reading. I got it from the website. Mr. Nufrio asked what was I looking at? Mr. Arminio stated next year's calendar. Mrs. Zuena stated you are looking at next

year's calendar. We have to move forward because that was what was presented. Mr. Tatum stated and the bottom of the calendar really speaks to the days that we would add. Mrs. Zuena stated if we have a fourth snow day we are not taking away from April, we are moving forward. Mr. Nufrio stated even though it is already scheduled, it can be motioned to change that. Mrs. Zuena stated I thought even with the teacher's contract and stuff that this is their approved – this is a discussion that we had. I don't remember when we talked about this. Mrs. Patricco was here and she brought it to our attention and since that was the calendar that was proposed that most likely they wouldn't change it.

Mr. Tatum stated that is the proposed calendar; however, Mr. Nufrio may be correct in that the calendar can be amended if need be. A school calendar is under the managerial prerogative and therefore is not a negotiable item as far as I know. Mrs. Zuena stated it is not a negotiable item? Mr. Tatum stated as far as I know and I think it is upon us to show that we have the 180 school days in place by law. Again, counsel is gone right now and I'm going right now on memory; but if I recall, a school calendar is and we can get input from our members. I don't want any more snow. I hope to keep us right where we are. I was actually banking on the weather had so far been so mild and we weren't getting any snow and all of the sudden we get the blizzard. Mrs. Zuena stated so all teachers that have the Monday of Easter vacation – if they all have vacation plans, do we fill them with substitutes. Mr. Tatum stated we will have to do the very best we can because we have to get that day in. Mrs. Zuena stated I understand that and totally get that. Mr. Tatum stated there should be on all calendars and I know this from my previous experiences, there is usually a disclaimer that says you may need to make adjustments to the calendar and therefore vacation plans need to be made accordingly. It is unfortunate but that is usually the way it goes with this State. I don't think we have it on our calendar but theoretically we can do that. Mr. Nufrio stated just in case, Mr. Tatum and I will ask the Board Attorney if in fact what Mr. Tatum just indicated may be done without too much complication. We need to make up that one day and it is going to come off the calendar that is currently in place and by the same token, an emergency situation is an emergency situation and I agree with Mr. Tatum and I don't think we will find much resistance or opposition from the Board Attorney to make that change if necessary. Keep our fingers crossed that we don't get any more snow days.

EDUCATION/STUDENT DISCIPLINE COMMITTEE RESOLUTIONS:

Mr. McDowell presented the Education/Student Discipline Committee agenda.

DISCUSSION:

Mr. Nufrio stated E-4 was the one I wasn't imagining. Mr. Vieira stated you might want to mention that E-1 will be moved to Fiscal Resolutions for next week's meeting – which is the out-of-district placement of students – we are moving from E-1 to Fiscal.

Mr. Nufrio stated I will like to give an explanation of that. When I looked at the agenda I recalled that we consulted and discussed it with the Board Attorney and my thoughts were with regards to the charter schools, as long as there is no breach of confidentiality and there are no student names mentioned anywhere within that resolution, there are tax dollars involved, the public has the right to know what the expenditure is for that particular resolution whether it is charter schools or out-of-district schools. After looking at it and discussing it with both Mr.

Tatum and very briefly with Mr. Griggs, I did ask Mr. Vieira to please move it to Fiscal so that it would become a public document because there are tax dollars that reflect those out-of-district placements/schools.

FISCAL AND PLANNING COMMITTEE RESOLUTIONS:

Mr. Monge presented the Education/Student Discipline Committee agenda.

Mr. Monge stated F-11, F-12 and F-13 – I think we need a little further explanation on those increases which hopefully Manny will be able to provide something.

Mr. Nufrio stated just a slight clarification on F-8 – not sure if you said the word “amended”. Mr. Monge stated “amended” The reason for that is that these were contractors that were already approved in terms of State approved. Mr. Vieira stated the list is being amended. Mr. Nufrio stated the list is being amended but these are State approved vendors. This is not for the 16-17 school year.

Mr. Monge stated let’s take a big step back and this would be very helpful and I gave some examples in the past and at the last meeting and couple of meetings ago – as far as an explanation. F-10 is a great short explanation – if you could extract from there and highlights maybe on the bottom like “paid by funds raised by and collected by students” because a lot of this stuff, every time I review it, I’m trying to figure out exactly what we are trying to do here. F-5 we are approving contracts and/or purchases and my question is why would we approve contracts there versus it seems like we have it in F-8 – we have contractors. Mr. Vieira stated F-8 is State Contracts and F-5 is a list of purchase orders that require Board approval. An example would be copyrighted materials, text books, globes, maps. Mr. Monge stated but we are approving the purchases or are we also including approving the contractors because it says a list of contractors. Mr. Vieira stated a list of contracts and/or purchase orders. Mr. Monge stated but I’m assuming we have to separately approve these contractors who then provide us contracts. Mr. Vieira stated it could be a State contract vendor that sells text books or globes. Mr. Monge stated the point I’m making is I’m assuming that F-8 we approve contractors who then we do business with that provide us contracts that we eventually vote on and approve purchases from. Mr. Vieira stated an example would F-8 – School Specialty – is a State contract vendor and they have a whole list of goods that they sell and it is State contract price. School Specialty also sells maps – whenever we purchase maps, it has to be approved. Mr. Monge stated in F-8 are we also approving contractors for the first time. Mr. Vieira stated they are contract vendors – they are not contractors. Mr. Monge stated can you approve – in this item, can there be an instance where we are approving a vendor for the first time. Mr. Vieira stated yes. Mr. Monge stated I thought we approved vendors separately and apart and then we transact with them and then you would see them. Mr. Vieira stated F-8 is a list.

Dr. Lishak stated there could be an instance I am hiring somebody that we never used before. For example, I am hiring someone to come in to speak to our kids about holocaust survivors. I have written a purchase order to them and in addition, I have signed a contract. Once you approve the purchase order and the contract, you now approved that vendor who issued a W-9 and BRC and that would be under F-5. Mr. Monge stated that is what I’m saying – I would like to know that. If we are actually – I’m assuming that we already approved these

vendors and we are making a purchase with them. Mr. Tatum stated the key word is F-8 is amended, the fact that we are amending the list of contractors already. Mr. Monge stated no we are talking about F-5 – she got it. The point is that it would be ideal for us to know if we are actually purchasing something and also approving this vendor at the same time. Mr. Tatum stated I see F-8 is doing that because we are saying that in F-8 approving amended list of State contracts and then saying purchasing – which pretty much says that we have a list already that we are using and it is ongoing that if it is a new State vendor, we can amend the list and include them as part of the list.

Dr. Lishak stated but my vendor may not be a State vendor. Mr. Tatum stated so that would go to F-5. There are two different lists. Mr. Monge stated that is my point. My point is if this is a new vendor, we should identify them as a new vendor so that we know we are approving a new vendor and a purchase. Mr. Tatum stated I think the word “amended” denotes a new vendor. Mr. Monge stated we are talking about F-5 and that person may not be in F-8. Mr. Nufrio stated that is what he said. Mr. Monge stated and that is what she is saying as well. What I’m saying is if we are approving a new vendor, we should know in F-5 that they are a new vendor and we are approving the purchases as well. That is all I’m saying. Dr. Lishak stated you actually at times don’t know that because once the W-9 and BRC is received and we enter it in, it automatically shows that it is a new vendor so we would have to indicate to you that this is a first time vendor. Mr. Vieira stated but the Board does not have to approve new vendors. Dr. Lishak stated I know but this is what Mr. Monge is saying.

Mr. Tatum stated I don’t understand why you use the word “amended” in F-8. Mr. Monge stated what they are saying is that vendor may never show up in F-8. Never. Mr. Tatum stated that is different because those are State contracts. Mr. Nufrio stated could the amended list also show that a contractor was removed from the list. Mr. Vieira stated yes. Mr. Tatum stated it is ongoing. Mr. Nufrio stated it is what the State decides.

Dr. Lishak stated we would have to denote to you so that you put this out you would somehow highlight the company that I’m using for the first time; otherwise you won’t know because you just see it as a regular purchase. Mr. Tatum stated there is a rule right there which tells you what the regulations are; that is what 18A:18A-5. Mr. Nufrio stated can you read that for everyone. Mr. Tatum stated it spells it out. Dr. Francis stated why are we approving State vendors who are probably vetted by the State but we are not approving other vendors that are coming off the street. Mr. Tatum stated because they don’t go through the bid process – I think that is the difference. I think that the State contractors have a set list of pricing that they qualify for whatever the State says. We can use either one of them. I think to Jeff’s point before – sometimes we use a State contractor - where if you bid it, it might be a different price. You can do it either way I think. But sometimes the process if it is an emergency – it is faster to use a State contractor because you are not going through that bid threshold. Mr. Vieira stated correct.

Mr. Monge stated if you are going to buy laptops from Joe down the block, he is not a State vendor but you want to use them – we didn’t approve them you guys just want to use them – who is to say. Mr. Tatum stated you can’t do that. Mr. Nufrio stated there are limitations and I think Manny needs to advise of the limitations. Mr. Monge stated as far as the dollar amount. I’m a dollar below that dollar amount and I go to Joe down the block, who is to say that I got the

better price. Mr. Arminio stated it would have to be bid. You just don't go to him and say we want yours, you have to get the three bids. Mr. Monge stated and we have experienced that – the highest bid or the lowest bid. Mr. Tatum stated the lowest responsible bid. That is the terminology that is in the law. The lowest responsible bid – that is what it says. It is in the Public Schools Contract Law. Correct Manny? Mr. Monge stated we can talk about this tomorrow.

Mr. Nufrio stated we do need to talk about it. Dr. Francis I will give you an opportunity I just wanted to give Mr. Vieira an opportunity for everyone to understand what is the threshold for using the bid process and what is the threshold for non-bid process.

Mr. Vieira stated there are three levels – the first level is between \$0 and \$6,000 – the goods and services are in that range, you can just purchase the goods; between \$6,000 - \$40,000 – you have to get two price quotes; above \$40,000 – you have to go out for bid. Mr. Nufrio asked what is the difference between a quote and a bid? Mr. Vieira stated a quote is between \$6,000 and \$40,000. Dr. Lishak stated I can pick two vendors that sell something – I personally can pick two vendors and call them – I'm calling Company A and Company B – but if it goes out for bid... Mr. Tatum stated you have to have a spec for a bid and it has to spell out exactly what the specifications are – the goods and services we are looking to purchase. Mr. Nufrio stated that is the bid process. Mr. Nufrio stated thank you Noreen, but to define quote – from \$6,000 - \$40,000 is a quote process, she can call "Nancy's House of Cards" and get a million cards for a penny a piece and it doesn't require our approval. Mr. Vieira stated correct. I have the authority as the Purchasing Agent. Mr. Monge stated so there is a paper trail for this – so if you are getting quotes, you are writing this down. Mr. Tatum and Dr. Lishak stated they send the quotes. Mr. Vieira stated they send the quotes, there is a quote form. Mr. Nufrio stated how do they know to send a quote. Dr. Lishak stated you call them. Dr. Francis stated in that case Greg, do you have to approve it. Mr. Tatum stated actually no. He is the Purchasing Agent. Dr. Francis stated so Manny is the one controlling it. Mr. Tatum stated yes. Mr. Monge stated but you are making these recommendations so you should know.

Mr. Tatum stated I am making these recommendations because you guys are changing the terminology. Mr. Vieira stated that's appropriation transfers. Mr. Tatum stated what Jeff is saying when the recommendations are made, they are now made by the Superintendent; however, the law gives the Purchasing Agent the authority to make those. Just because we changed the process of what you vote on, doesn't change what the law says. Mr. Monge stated he has that right, but as Superintendent you are making sure that folks – everybody has to check each other here – checks and balances. Mr. Vieira stated the auditors are checking me. Mr. Nufrio stated but they are not checking you to see what preference you may be using that is basically what you are saying. Mr. Vieira stated but I'm not shopping - the purchase requisitioner is shopping the price.

Dr. Lishak stated if I'm buying something and it is a large purchase – I'm not going to buy something before I had a discussion with Mr. Tatum that says I'm looking for xyz and the quote amount I'm getting is \$39,999 and he is not going to say what company did you pick – I would say I want to use ABC company and I called and we have used them and here's their references and we can use them. Mr. Monge stated I think we can all identify situations where it

doesn't always happen that way. The reason why I am asking is because we should all understand what the process is so that we can all have our checks and balances. The thing is that what you just described, doesn't happen all the time. We already identified that.

Mr. Tatum stated the process has been even at the building level, if they are purchasing something, there is a whole process that is spelled out. We have to get the BRC's – it is a full packet that they have to hand in from the vendors, for the quotes, so forth and it has to be approved out of the Business Office before it can ever go out. Mr. Vieira stated the first level is in the school. Mr. Tatum stated they have to supply it to your office before it is ever processed. Mr. Nufrio stated or a department head. Mr. Tatum stated or a department head. Mr. Monge stated you are getting information and you look for what you look – your checks and balances. All I'm saying is that we need to understand those checks and balances and also to make sure we continue to hold people accountable. Mr. Tatum stated I think what we really need to do is make sure that everybody on this Board converses on what the legal ramifications are that we have and what the law says and what the responsibilities are of you as a purchasing agent and what the responsibilities are of me as the Superintendent. I think we have to be clear with that. There are some responsibilities that are handed to you by law by virtue of your certification. Mr. Nufrio stated and to piggy back off of that, this is the title that he holds for which he is responsible for. As such, that title comes with certain authority and it is limited up to \$40,000 and beyond \$40,000 it is a bid process. But up to \$40,000 in God we trust, in Manny we trust.

Dr. Francis stated F-5 again – it is listed as contracts and/or purchase orders; but as you can see these are just purchase orders. Are there contracts as well? Dr. Lishak stated a contract is usually for a service – but they are standard regular orders – books, they are just materials. Mr. Vieira stated the signed purchase order is a contract. Dr. Lishak stated sometimes there is an actual contract.

Mr. Le stated regarding F-5 – from what I'm understanding you can have new vendors on there and you can go through the process of having a new vendor, I guess as Board members how do we know if there are certain things on F-5 that is a new vendor. Is there something we can get in the future that can designate something as a new vendor. Mr. Monge stated that is what I'm saying. Mr. Monge stated so piggy backing off of this same thought – can we get something? Mr. Nufrio stated I think that is a fair request because you as the Committee members can work this out with Mr. Vieira for the proper language on how to word it so that it is a little more clearer – whether it is a new vendor or an old vendor – perhaps that's what you want. Mr. Vieira stated it is not required to have a resolution for new vendors. Mr. Monge stated we are just asking to identify those that are new vendors versus ones that we previous used in the past. Mr. Vieira stated the only way to do it is to keep a separate list on excel. Mr. Monge stated you can highlight those that are new vendors and those that are not – something simply – I don't think we are asking a lot. Think about it. Mr. Le stated so that there is a light at the end of the tunnel. Mr. Nufrio stated hash this out in committee.

Dr. Francis stated Manny won't know. Dr. Lishak stated Manny won't know unless everybody who is sending it in – unless they let Manny know, he won't know it is a new vendor because when it gets to Manny's step, we already entered what needed to be entered. We collected the W-9, the BRC, we have done all of that. Mr. Monge stated Manny, do you think –

does it matter to you if it is a new vendor or not. Mr. Vieira stated it doesn't matter to me. Mr. Monge stated and the reason why? Mr. Vieira stated we have systems in place that we cannot issue a purchase order unless we have the BRC, W-9. Mr. Monge stated and if it is difficult I will trust your judgment. At least that is my opinion if you are telling me you can't come up with the information because it is hard. Mr. Vieira stated I wouldn't say it is hard, it is time consuming.

Mr. Nufrio stated is it difficult, as you said before you would need a separate excel sheet, but when Mrs. Moses submits a request, she may or may not know that it is a new vendor. Mr. Vieira stated you look it up in the system. Mr. Nufrio stated if you look it up on the system, you should be able to get a quick flag if it is a new vendor. Mrs. Moses stated we have to get two quotes, you look for the high and you look for the low – I usually when I was a principal send it to Manny. If Manny sees something that he knows I can get a quote even lower than that, he will send it back and say this school got it for this amount. So then I have to resubmit the other two with the low and even lower one and then I will get the low one.

Mr. Monge stated I am going to give you the dirty. I know of a situation where people were buying essentially from a cousin or whatever. Mr. Vieira stated but we don't do that. We have employees that sign disclosure statements so if you are lying on your disclosure – you have no reliance. Mr. Monge stated this is where checks and balances are – it happens. It is not about you doing it Manny. I'm just talking that it happens. You can look it up, it happens where people use – they will create a faux LLC and they will make purchases. It happens. The thing is what you are saying to me is that we have no checks and balances. Mr. Vieira stated we do have checks and balances. Mr. Monge stated what I'm saying to you is that trust – this doesn't seem like a difficult thing to do. It is not like – if you are going on a list and there is a list and I want to buy widgets and you are going to go online because you have approved vendors that sell widgets – that is the first place I'm going to go; otherwise I'm going to go on the internet and try to figure it out myself. If you have a list of previously approved vendors and you never used them before, guess what it is a new vendor. You are telling folks I made a purchase with a new vendor. Mr. Vieira stated we have thousands of vendors. Mr. Monge stated if you are going to buy widgets at a school – it doesn't seem that difficult of a request – the first thing you are going to do I assume is go online because you have a list of vendors that sell widgets. You say wow we have no one that sells widgets here so I am going to have to go out – right away new vendor – I have to go out and select three vendors to get quotes from – now I'm going to go ahead and put in – here's my three quote, I have selected this quote because it is the best one because now these are all three new vendors because it is not on my list. I don't understand what the difficulty of that is. Mr. Vieira stated there are thousands of vendors – it would take time to identify the new vendors. Mr. Monge stated but you're not doing it. Anybody that is going to buy the widgets is going to check the list, see who sells widgets and...

Mr. Arminio stated that is only if you are buying widgets. If you are buying pencils, it won't come up the same way. Mr. Monge stated you are going to find them. Mr. Arminio stated no you won't because if she wants to use a new vendor, she gets all the forms filled out and gets her two quotes and she submits it to Manny. Mr. Monge stated and saying this is a new vendor. Mr. Arminio stated she can do that if she knows it is a new vendor. How would she know it is a new vendor? Mr. Monge stated I thought you had a list of vendors. Mr. Arminio stated that

doesn't mean it is a new vendor. Mr. Vieira stated if it is not in the data base and Annie wants to purchase from a new vendor, she gets all the proper documentation, sends it to accounts payable and they enter it as a new vendor. Mr. Monge stated let's move on. Mr. Le stated save it for committee. Mr. Monge stated we will save it for committee.

Mr. Monge stated the last thing and Manny I love what you did in F-10 and like I said if there was an opportunity to really give a definition below these – especially the finance side – I don't know what anybody else believes. You actually have a definition of what this is – I think it is very helpful – not only to us but also to the general public. We just went through this whole discussion of what F-5 and F-8 is and we have been here for how long and you guys have been here longer than I have. Mr. Nufrio asked if we could possibly move on.

Mr. Le stated I noticed while going through the back-up for F-11, F-12 and F-13 – the back-up is actually paraphrasing the language of F-11, F-12 and F-13. I was wondering if there was more information of the nature of why we are increasing these P.O.'s. Mr. Vieira stated yes. F-11, F-12, and F-13 – we reached out to the Special Services Department and got a further detailed explanation for increasing each of the Purchase Orders. I can read them. Mr. Monge stated I guess the point we made the other day – shouldn't that be part of the back-up. We will include it for next week's meeting. Mr. Nufrio stated that is fine, we are not voting on it tonight anyway. That was the question we raised in the agenda planning session. I saw an obvious number that was duplicated and it was duplicated for two services. Please Mr. Vieira make that part of the back-up for next week.

Moved by Mr. Monge, seconded by Mr. Lee, that the following resolution be adopted:

DISCUSSION: None

F-6. APPROVE DISTRICT WIDE TRAVEL AND RELATED EXPENSES

That the Board 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.

AYES: Mr. Arminio, Dr. Francis, Mr. Le, Mr. McDowell, Mr. Monge, Mrs. Zuena, Mr. Nufrio

NAYS: None

ABSTAIN: None

MOTION CARRIED

OPERATIONS COMMITTEE RESOLUTIONS:

Mrs. Zuena presented the Operations Committee Resolutions.

Mr. Nufrio stated a comment on O-1 – I asked Mr. Vieira and it will be changed because I don't know for what reason why it was even in Operations – that is an educational issue – so next week you will see that under Education. Please make note of that.

DISCUSSION:

Mr. Monge stated my comment that I made in Committee – just for everyone to know that with the insurance broker – I voiced my concern. It was an RFP but it was a single submission RFP for these services so essentially in the future we can't do that and especially when the firm is making over a quarter million dollars. Mr. Nufrio stated I also attended the committee meeting earlier and to add to that we are going to do RFP's in all probabilities next month for several services that we feel as a Board need to be done in public manner and multiple manners if necessary so that we get an abundant number of respective candidates for those positions. At some point, probably at the March meeting we will then finalize the RFP's. Mr. Vieira stated we will send them out in March. Mr. Nufrio stated you are sending them out in March. Mr. Vieira stated and approve them at April meeting. We will advertise in the Star Ledger, the Local Source and also our website for RFP's.

Mr. Monge stated we talked about the idea of...Mr. Nufrio stated about grouping them in one location so that they will be more visually obvious who look for these. I think that is a step forward as well for this Board in an attempt to really attain total and absolute transparency and process. I commend this Board openly for looking into that and moving forward with it.

Dr. Francis stated I'm not a big fan of the Omnia Plan since I am a Tier 2 provider with no good reason. You might not have this answer Manny but what if the State fines Blue Cross/Blue Shield, along with Aetna, saying that their plan – you can't do it because it violates certain statutes. What happens to those individuals who are enrolled – do they automatically get enrolled in something else? Mr. Vieira stated they would have to choose another plan. Dr. Francis stated is it at the same rate? Mr. Vieira stated we have a menu of five plans and they each have different rates. Dr. Francis stated so they would have to choose a different plan. Mr. Vieira stated yes. Dr. Francis stated what if they say they only chose it because it was saving them money – I want the new plan at the same rate. Can you do it? Because it is your fault for offering me this. Mr. Vieira stated it is their choice to choose Omnia – not mine or the Board's. Dr. Francis stated not you, Blue Cross/Blue Shield.

Mr. Benaquista stated the only employees that are going to take a look at this are our new employees that are on the EPO plan – it won't benefit anyone in the other plans to look at this and make a wise choice to go into it. If they do go into it and something happens and we have to get rid of this plan, the only choice would be to go back to the EPO plan because of the language in the contract when they were hired – that is the plan that was offered. If something like that was to happen, they would go back to that plan.

Mrs. Zuena stated the other employees can pick this plan. Mr. Benaquista stated they can but when you look at it – they are coming for a presentation to tell people about the plan but I think it only makes sense for the people that are in the EPO. Somebody can change, but the majority of the people that will be looking at it are our new employees because it will benefit them than someone in the Direct 20.

Mr. Arminio stated there was an email that had gone out that came from you to all employees – can you give a brief explanation. Did all Board members receive that email? Mr. Benaquista stated as an employer we are responsible to send out the 1095C's before March 31st. The insurance company is responsible for sending out a 1095B – they sent it out right away and

there were mistakes on their end. Emails went out clarifying the mistake – it is their mistake and people can still send in their taxes. They don't need this information. They will get an official one from us before March 31st which by law, we have to send it out by. They just need to tell whoever is doing their taxes that they have health insurance for what months. Ours will be accurate and are doing reports and making sure that ours are accurate before March 31st. Mr. Arminio stated I just wanted a clarification of that. Mr. Benaquista stated it wasn't us it was Horizon Blue Cross/Blue Shield.

DISCUSSION ITEMS:

Mr. Vieira stated that the two discussion items will be resolutions next week.

Mrs. Zuena stated one is a request from the Union Township Chamber of Commerce for use of the Union High School Facility for the Mayor's Annual 5KRun – September 25, 2016 and the second request is from the Union County General Manager for use of the Union High School football field for the 2016 Annual Snapple Bowl.

Mr. Arminio stated the first one went through Linda Ionta and it is a Sunday so she went on School Dude and the date was available. In the second one, are those dates available? It doesn't interfere with football practice. Just check.

Mr. Monge stated Tom was going to check on the cost related. Mrs. Zuena stated there is no cost because they are just using the fields. There are no lights. Mr. Nufrio stated and all insurance aspects are put in place. Mr. Vieira stated they have to reserve the space in School Dude. Mr. Tatum stated it probably won't conflict with anything because they practice during the daytime. Mr. Vieira stated the request in the backup is from Linda Ionta.

Mr. Monge stated the other thing that Tom was going to work on for the Committee and talking to our attorney is the "as-builts". He is going to get quotes from engineers to do the topography for the "as-builts" for Jefferson. Mr. Arminio asked is that English. Mr. Nufrio stated it is a terminology. Mr. Monge stated it is basically a survey of the elevations of the surface for the property at Jefferson and that is in connection with the whole situation with the GC and we have been advised to move forward with that idea that we had. Mr. Nufrio stated and that is to expedite what is currently still unresolved with regards to Jefferson and I think at this point we will stop at that until we get some further advice from counsel. But we have begun the process and hopefully it will be concluded in a timely fashion because it is already two years and we still haven't made too much progress. Mr. Monge stated so Tom will come back to us on that and hopefully it will be on the agenda soon.

Mr. Nufrio stated before I turn the Personnel Committee resolutions to the chair – I want to commend and complement Mr. Benaquista. We did ask for certain revisions on how to present the resolutions about individual staff members who are either resigning, retiring and I think Mr. Benaquista deserves at least a complement and he did a great job on this.

PERSONNEL COMMITTEE RESOLUTIONS:

Mr. Arminio presented the Personnel Committee Resolutions.

Mr. Arminio stated that there is one that will be added – the first four and P-7 – we are going to vote on this evening. P-5 and P-6 will be voted on next week.

Moved by Mr. Arminio, seconded by Mr. Monge, that the following resolutions be adopted:

DISCUSSION:

None.

P-1. APPROVE PERSONNEL ACTIONS

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

P-2. APPROVE AMENDED SUBSTITUTE LISTS FOR 2015-2016

That the Board amend Substitute Lists for the 2015-2016 school year in accordance with the information appended to the minutes

P-3. ACCEPT LETTERS OF RESIGNATION

That the Board accept letters of resignation from the following staff:

Resignations

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>	<u>Reason</u>	<u>Notes/ Corrections</u>
Capodice, Christopher	Teacher- Television Production	UHS	2/10/16	Resignation	
DeCorte, Fredrick	Teacher's Assistant	UHS	1/31/16	Resignation	
Kneidl, Tyler	Teacher- Science	UHS	7/1/2016	Resignation	

Retirements

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>	<u>Reason</u>	<u>Notes/ Corrections</u>
Bace, Justina	Teacher's Assistant	Wash	7/1/16	Retirement	
Cardinale, Diane	Secretary-10 Month	Franklin	7/1/16	Retirement	
Hodge, Judy	Secretary-10 Month	UHS	6/30/16	Retirement	
Kelly, Denise	Teacher- Elementary	Franklin	7/1/16	Retirement	
Moyer, Debra	Teacher- Elementary	BH	6/30/16	Retirement	

P-4. APPROVE LEAVES FOR STAFF

That the Board approve leaves for the following staff:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Leave Dates</u>	<u>Leave Type</u> Regarding updated info only.	<u>Notes/ Corrections</u>
Bencivenga, James	Teacher-Geometry Math Readiness	UHS	2/29/16-3/8/16	Unpaid FMLA Leave	
Colford, Jane	Teacher-Elementary	Franklin	Extension of current leave. Org Leave: 12/1/14-2/1/16 Extended Through:6/30/16	Unpaid Medical Leave	Extension
Dougherty, Lauren	Teacher-Lang Arts/Literacy	KMS	Extension of current leave. Org Leave: 11/9/15-4/29/16 Extended Through: 4/29/16	Unpaid Maternity Leave	Extension
Elzahaby, Amy	Teacher-ESL	Wash	4/4/16-6/13/16 (Approved 12/15/15)	Paid Maternity Leave and Unpaid FMLA	Correction to type of leave only. (12/15/15 Agenda)
Freitas, Karen	Teacher-Elementary	Conn Farms	Extension of current leave. Org. Leave 11/30/16-3/4/16 Extended Through: 3/24/16	Unpaid FMLA Leave	Extension
Ghazali, Sabine	Teacher-Geometry	UHS	2/9/16-3/9/16	Paid Sick Leave &Unpaid FMLA	
Jurgens, Danielle	Teacher-Elementary	Livingston	3/2/16-6/10/16	Paid Maternity and Unpaid FMLA	Correction to end date. (12/15/15 agenda)
Tramuta, Janette	School Counselor	HC	11/9/15-3/1/2016 (Tentative)	Paid Medical Leave and Unpaid FMLA	Correction to type of leave only. (12/15/15 agenda)

P-7. APPROVE TERMINATION OF EMPLOYEE #11632

That the Board approve the termination of Employee #11632, effective April 9, 2016.

Dr. Francis asked what was the date? Mr. Arminio stated it says April 9th here. The attorney said April 9th. Mr. Nufrio stated I don't believe that there is a 60-day requirement. Mr. Benaquista stated there is probably a 60-day clause in his contract. Mr. Arminio stated that is why he wrote it. Mr. Benaquista stated I will go check. Mr. Monge stated and if that is the case I think that there should be another measure that we should consider. Suspension. Mr. McDowell stated he is already suspended. Mr. Nufrio stated the difference is he is on paid administrative leave and the reason I question the date was that it was my understanding and I'm

sure I didn't misunderstand. Mr. Arminio stated the date of termination is April 9th because of the 60-day provision. Mr. Nufrio stated if there is a 60-day provision, we have to respect that. Mr. Monge stated can we vote. Mr. Arminio stated we need a second on P-1, P-2, P-3 and P-4.

AYES: Mr. Arminio, Dr. Francis, Mr. Le, Mr. McDowell, Mr. Monge, Mrs. Zuena, Mr. Nufrio

NAYS: None

ABSTAIN: None

MOTION CARRIED

DISCUSSIONS:

Mr. Arminio stated I will be mentioning the retirees next week. Mr. Nufrio stated we are hoping, when Mr. Benaquista returns, that we will have in place what we talked about another time previously, some resolution to recognize the retirees and their years of service and that is the least we can do so that each individual gets a resolution that they can possibly frame, show their grandchildren and children and certainly at the very least we can do that. Mr. Benaquista I know you are working on that as well.

Mr. Arminio stated Mr. Benaquista said that he knows that we are firing him but we have to give him notice. Mr. Benaquista stated I think that is why the attorney put April 9th. Mr. Nufrio stated in which case we are bound by the clause within the contract of a 60-day notice.

Mrs. Zuena asked why is this new television teacher being paid per diem until April. Mr. Benaquista stated I explained it in our committee meeting. What happened was this employee would not be here a lot in February and March – she disclosed this when she was going through the interview process. Her certifications are fine. I talked to Mr. Tatum and said if this person is going to miss almost 30 days in two months, I don't feel it is right that the District pays for spring break, pays for these days and I called the employee and the employee was perfectly fine with it and she said that is why she disclosed it. We are going to pay her as a per diem employee. April 4th when she can be a full time employee for the rest of the year – she will go on as a regular employee. Dr. Francis asked who will take care of those classes in the interim. Mr. Benaquista stated we do have a substitute who is a certified substitute and is familiar and helps us out at night. I am sure Ms. Lorenzo will try to get that person as much as she can to fill in during the day. Otherwise it would be a day-to-day sub. Ms. Gainey can also help us out when she is not teaching her classes.

Mr. Nufrio stated I ask that we refrain so that you know what I'm doing – I'm not just texting anyone but I am texting the Board Attorney. I just want to reconfirm what he wrote down is correct. We do know that we have a 60-day notice in place and I just want to make sure that he is correct about the date.

Mr. Nufrio stated P-7 is not included.

Items P-1, P-2, P-3 and P-4

AYES: Mr. Arminio, Dr. Francis, Mr. Le, Mr. McDowell, Mr. Monge, Mrs. Zuena, Mr. Nufrio

NAYS: None

ABSTAIN: None

MOTION CARRIED

Mr. Nufrio stated he just got an answer and he has to complement this guy – wherever he is he is quick to respond. I will read the answer. The answer is as follows: “yes the contract provides for 60-day notice”.

Moved by Mr. Arminio, seconded by Mr. McDowell, that the following resolution be adopted:

P-7. APPROVE TERMINATION OF EMPLOYEE #11632

That the Board approve the termination of Employee #11632, effective April 9, 2016.

AYES: Mr. Arminio, Dr. Francis, Mr. Le, Mr. McDowell, Mr. Monge, Mrs. Zuena, Mr. Nufrio

NAYS: None

ABSTAIN: None

MOTION CARRIED

POLICY:

Mr. Arminio presented the Policy 9126A – Part-time Board Attorney for second reading. Right now Mr. Griggs is our part-time attorney but this gives us the policy that recognizes a part-time attorney and you have the policy in your hands. Mr. Nufrio stated it is the entire law firm of Sciarrillo of which Mr. Griggs is part of. If anyone has any questions, you can contact me or Mr. Arminio we can answer any questions you may have.

DISCUSSION:

None.

APPROVAL OF BILLS:

Bills will be presented for payment at next meeting

DISCUSSION:

None.

UNFINISHED BUSINESS:

Mr. Arminio stated next week I will be talking about boys track and winning the Union County Tournament – indoor track and I am going to defer to Mrs. Zuena to talk about wrestling which happened yesterday.

Mrs. Zuena stated yesterday we had our first sectional match which was quite a nail biter – they were winning, they were losing, they were tied and it basically came down to the end and they won their first match. Tomorrow night we will be at Watchung Hills at 7 p.m. for round two.

Mr. Monge asked did we report on the STEM group? Mrs. Zuena stated we did that last week. Mrs. Navoa had that information.

Mr. Monge stated Manny had asked Steven and I and I guess everyone else about the auditors if there were any questions and if we could try to send them in advance. They will be here. Mr. Vieira stated Tuesday night. Mr. Monge stated and the only other thing is as a follow-up – I know Mr. Tatum you left and as it pertains to Jefferson and next steps – the hope was that you all would be able to, you and Manny would be able to try to get a meeting with the...Mr. Vieira stated the County Executive Superintendent. Mr. Monge stated as it pertains to trying to explain the situation at Jefferson as it pertains to the reserves and try to make the justification to move that money to capital reserves for the full District so that we can try to and hopefully get some of that money into this year's budget. We have a short window of opportunity it seems so the sooner the better with that otherwise we may be in a situation where we can get it released but we will be sitting with that money. Mr. Tatum stated the unfortunate part is that the County Superintendent covers more than one County and we can try for tomorrow as a first and I know Carmella will get a message to him and I met with him not too long ago on other matters and he would like to come here next time we have a meeting and we can actually invite him here.

Mr. Nufrio stated is there any way so that we can date the request – make a call and send an email. That arose out of discussion in committee with the advice and counsel of Mr. Griggs – is that correct?

Mr. Monge stated then two other things that he said we can run on parallel paths getting this letter from the auditors stating that these are our capital dollars one and then two was from the architect basically saying that this project is complete except for the punch list items or whatever the number is and that we can do that in parallel paths. If you get a good approval you can go ahead and that is going to be the proof. Mr. Nufrio stated can you provide that for next week Mr. Vieira for next week's auditor's presentation. Can you ask them to bring that with them. Mr. Vieira stated o.k.

Dr. Lishak stated so is the timeline tonight until the date that the budget approval – is that the time period you have to allocate that money? Mr. Monge stated the discussion basically was that you guys already have capital projects but the thing is why use new money for those capital projects when you can hopefully use the Jefferson money for those capital projects.

Dr. Francis stated I remember meeting with Mr. Griggs that once it was allocated for capital reserves, we could not use it. Mr. Monge stated he said you can use it for capital projects. Mr. Nufrio stated you can't use it for any other purpose. Mr. Monge stated you can't use it for general funds. The thing is instead of using budgeted money for capital projects you can use money that is already in capital projects. Mr. Nufrio stated which the end result would be you wouldn't have to worry about allocating much more into capital reserves next year and that is a great move forward in terms of the money situation.

Mr. Tatum stated but there are restrictions for use of that money for capital. There may be things that we already budgeted for but there are other things that we need to do in the District and I'm thinking the HVAC right now as a big priority in the District. I'm wondering if we have this money if this is something we can consider moving forward because it is a huge issue that needs to be addressed in the District.

Mr. Monge stated that is from Tom to offer the critical capital projects that is actually costing us money because we are putting band-aids on them – high school boiler, roof issues that we have. That is what we are looking at first and foremost and then if there are other things that are now on that list we can talk about. That is all we ask from him – what is most critical to the District. Mr. Nufrio stated I would suggest that, it may be a short notice Tom, if you could delineate your most major projects, possibly the most costly projects and we can include. All in the room stated we have it Vito. Mr. Nufrio stated o.k. great so we can include it in the planning session tomorrow night. Mr. Monge stated share your list with the Board.

NEW BUSINESS:

Mr. Arminio stated I was at the Union County Ed Services meeting last week and I will report on some things that are of interest – mostly for special services. I did find out from one of the other Board members that the NJSBA and our wonderful State has now mandated that we have our ethics workshop every year. Previously it was every three years and now it is every year. Since we are already in February and we have not yet had it, it is incumbent upon us whether it is through our Board Secretary or through the Board President that we set it up – it will probably be Ms. Thornton, who is our field rep for the NJSBA, who must come to a Board meeting and make that little presentation on being good boys and girls and make sure that we follow the code of ethics. We have to do it by State law by June.

Mr. Nufrio stated is it possible to include that as part of the agenda for tomorrow night so that we can come to some dates that are amendable to all of us. Mr. Arminio stated it can be part of our regular Board meeting. Mr. Nufrio stated then I will ask you to reach out to Ms. Thornton and try to schedule some possible dates. Dr. Francis stated if we are going to do it at a worksession we can do at any one, it could be the next one. Mr. Nufrio stated if I recall it is during a worksession. It is a good time to say prepare a list of questions that you may have and she can at least give you a reference point to where to look and get an answer.

Mrs. Zuena stated I was just looking at the calendar that we are going to vote on next week for next year and we added snow days on for next year – so now we have five. Mr. Tatum stated we rather have more so that if we don't use them. Mrs. Zuena stated personally, the year that we had a week off for Memorial Day – some people might like it but I rather have a summer vacation. That is what this tends to do. Mr. Tatum stated we tried to make adjustments. Mrs. Zuena stated I know but we went many years without snow days and now we are going more and more every year. Now they won't take them off at the end, they give you days off during the school year.

Mr. Monge stated I sent an email about this we voted on this fiscal calendar and for the month of February we are suppose to have a presentation. Mr. Tatum stated tomorrow night. It is on for the planning session. In fact I looked back at the agendas for previous years and that is the preliminary. Then on budget calendar there is actually an approval.

Mr. Monge stated technically we voted on a calendar that is suppose to come to the Finance Committee for discussion before it went to the Board – that is what we actually voted on as far as our fiscal calendar. Mr. Vieira stated I can email it out in the morning.

Mr. Monge stated I sent an email about it so obviously we vote on calendars and I'm assuming someone is looking at the calendar and what was supposed to happen and we all agreed to and voted on – there was suppose to be a draft to the Finance Committee. If you want to send it to the Finance Committee and as the Finance Committee have an opportunity to discuss it as we said in the calendar and then we come into the Board and fine, I'm open to coming in another day – we can do it that way.

Mr. Tatum stated I thought you guys were going to do that tonight at the presentation because I know you had it yesterday before that meeting. Mr. Monge stated I sent an email giving folks the heads up that we have this on the calendar and nobody responded to my email. Mr. Nufrio stated I read your email. Mr. Monge stated I appreciate it. Mr. Tatum stated I read it to but the issue is he is the man. Mr. Monge stated did you read it. Mr. Vieira stated I read it and I was ready to discuss it but we got involved in capital reserve for an hour. Mr. Monge stated the thing is you are supposed to share it with the Committee and then we get it and then we come back and sit down and discuss it. We never received it. I think Steven actually sent out an email saying that was an important thing we should be doing as well. Am I suppose to as Chair, I tried to look at the calendar and I did look at the calendar and try to give folks a heads up. I am just trying to understand what I'm supposed to be doing. I don't want to step on toes. Mr. Tatum stated he prepares a budget calendar – he should be sending the thing to you guys saying this is ready. Mr. Monge stated I try to be proactive. Mr. Nufrio stated can we email it to the entire Board by tomorrow morning and schedule something. Mr. Monge stated if we adopted a policy, a calendar – what it says is that you send it to the Finance Committee first. We have a meeting. We kick it around and then we give it to the Board. Let's just follow what we said. Mr. Nufrio stated you have a valid point Mr. Monge.

Mr. Tatum stated there was another agenda yesterday and we did see that you did email out a friendly reminder telling us. Mr. Nufrio stated you cc'd Mr. Tatum in all fairness – it was addressed to Mr. Vieira. Mr. Monge stated I stopped doing that because I have been notified that I should be going to Mr. Tatum. Mr. Tatum stated you only need my permission to go to him.

Dr. Francis stated I have a question for Tom – when we have projects like bathrooms and stuff – is there a way we can save money by using our own guys instead of...Mr. Wiggins stated we tried that in the past – we are doing that right now. We are doing significant amount of ceilings in the high school - a large number of square footage of ceilings. We are doing a lot of floors after they are abated asbestos wise. I just had a situation today where we had to defer to a contractor because my HVAC guys came in and said this job is too big for us. We have too many balls in the air right now. We try to do it in-house when we can. We are spending a lot of weekends working on these projects.

Dr. Francis stated I am just looking at some costs. Mr. Nufrio stated that is what you wanted me to remember – the \$800,000 – can we bring that up tomorrow night. Dr. Francis stated the classrooms.

Motion by Dr. Francis to nominate Nellis Regis-Darby as a Board member to fill the unexpired position of Lois Jackson with an expiration of term of December 31, 2016.

DISCUSSION:

Mr. Nufrio stated for the public's information – we had interviews last Friday evening and it will be televised on the February 11th and February 14th for those who were not in attendance. The entire standing Board was in attendance and certainly questions were asked by everyone and the Committee then caucused and came back and we spoke with the attorney and we discussed it again at length in Executive Session and it was recommended that a motion be made by the Chair and now we will take a vote.

AYES: Mr. Arminio, Dr. Francis, Mr. McDowell, Mr. Monge, Mrs. Zuena, Mr. Nufrio

NAYS: None

ABSTAIN: Mr. Le

MOTION CARRIED

Mr. Nufrio stated Mr. Vieira, as the Interim Board Secretary, send out a notice to Mrs. Darby that at this meeting she was officially nominated and voted as the Board member who will fill the position that will expire on December 31, 2016. I would also ask you to please construct a letter to the other two candidates and I will follow up with phone calls to make it more personal and thanking them for their interest and thanking them for being part of an excellent process and to indicate that we hope that they will continue to aspire to being a member of this Board.

Dr. Francis stated can we also when we have people applying for jobs – do the same thing for them. Have a letter drafted and sent to them saying thank you for applying to our school district and unfortunately... whatever you want to say. We should have something. Mr. Benaquista stated it is automatically sent through AppiTrack. We can send hard copies. Right now electronically things are sent out. Dr. Lishak stated you mean interviews. Mr. Nufrio stated because thousands of people apply for one job. Mr. Monge stated if you interview someone you should. Mr. Nufrio stated it is only courtesy. Mr. Benaquista stated we can put something in place so people receive a letter. Dr. Francis stated interviews, not necessarily all of applicants.

Mr. Nufrio stated Mr. Vieira, I will call all three candidates, but can you please ask Mrs. Darby to be available and ready to attend the regular session Tuesday to official take her oath and we will make sure we have some time set aside for that. As always, you will be in charge of that. Please ask her to arrive before 7 p.m.

COMMENTS FROM THE PUBLIC:

Mrs. Lipstein stated I was going to ask when the new Board member was going to be appointed and that question was answered – next Tuesday evening.

I wanted to just mention Tyler Kneidl's resignation – I don't know if Board members know him but he has done a fabulous job in upgrading the physics department at Union High School. Tyler has received quite a few grants from the Ed Foundation and I am sorry to see him go. I just wanted to be sure you knew how much he had accomplished here that I know of. He will be honored at our reception which you are all invited to – it is going to be at the Knights of Columbus – 5 to 8 p.m. – to meet the new grant recipients and to congratulate the old grant recipients and see what they have done. Interesting enough a Board member asked if it was a

conflict of interest if they gave money to the Ed Foundation – it is not a conflict of interest. We are separate from the Board and we accept donations. The more money we make the more it gets back to the kids. I am going to be making up a spreadsheet and we will be doing our 15th year awarding grants. I think the Board should take a look and see what the teachers have done. I hope to have the spreadsheet to you so that you can see the initiative that is being done by the staff. I haven't seen a Board work so hard and I have been coming for many years.

I wanted the Board to be aware that the Historical Society approached the Education Foundation because they wanted to encourage the students to visit the Caldwell Parsonage which the students all use to do but for whatever reason they aren't. The Ed Foundation voted to give seed money of \$500 to start subsidizing those trips and we have an application form that needs to be approved – I don't know if it needs to be approved by the Board. A letter and application form will go out to the staff and we have had a lot of interest already. Mr. Tatum stated we will have to talk some more about that. I believe we follow the same procedure that we do for any other field trip. I don't think we have to do anything differently.

Mrs. Lipstein stated what we have is a letter to go out to the staff. Mr. Tatum stated I will absolutely approve that. Mrs. Lipstein stated a simple application because we want to make sure that they have some curriculum value. The original discussion was doing it just for 4th grade because I think they are going to have a speaker but we felt why limit the opportunity if other grades want to do it so the Historical Society said to go ahead and open it up to all grades. I wanted you to be aware because I don't want it to die if there is a lot of interest and I don't think it is an exorbitant amount of money if the kids paid for transportation. The tour is an hour and it would take maybe 15 minutes there and back so an hour and a half so that I just wanted the Board to be aware. If we run out of the \$500 I would like to think that there is some encouragement. Mr. Tatum stated as I mentioned to you before the number of students that actually would be interested once we put letters out and then we will see. Mrs. Lipstein stated I had one principal that is ready to send classes over and the amount which is good. Mr. Tatum stated there may be some money in their transportation funds that we may be able to use.

Mr. Monge asked how much is it to charter a school bus? Mr. Tatum stated I believe it is per hour. Mr. Vieira stated during the week it is \$55/hour and \$90/hour on weekends. With a minimum of two hours. Mrs. Zuena stated why are we paying for our own school bus. Mr. Tatum stated we are paying for the driver. Mrs. Zuena stated they only get paid for the hours that they work. Mr. Monge asked how many drivers? Mr. Vieira stated we have three full-time drivers. Mr. Monge stated can't we do it when those three full-time drivers are available to do it? Mr. Vieira stated we will definitely have a driver, the thing is does the Board of Ed want to donate service. Mrs. Zuena stated a full-time driver – what are his hours? Mr. Monge stated he said we can donate service. They are being paid anyway. It is just a service. Mr. Nufrio stated it would have to be during the time they are employed. Mr. Vieira stated the full-time drivers are busy all day long. It is the hourly part-time drivers. Mr. Tatum stated there are a number of runs throughout the day. Mrs. Lipstein stated isn't there a time that they are not busy and that is when the trip can be.

Dr. Lishak stated they do the high school, they do the middle schools, then they do the grammar schools, then you have the pre-k, then you have the vo-techs. Mrs. Zuena stated the

last time that school gets in is 9 a.m. and then they don't come back til 11:30 a.m. Dr. Lishak stated we have vo-tech runs. Once they drop them off at 9, then they may be heading up to the vo-tech. Mr. Vieira stated there will be a driver available – but are you asking for it for free or do you want to pay. Mrs. Lipstein stated we are going to pay for \$500 and if we get 20 teachers that want to bring their kids, the money that the Ed Foundation is giving, we are giving it as seed money, if the Board can do it, then the rest of the children can go. That is not my decision to make that is the Board. The thing is the interest is going to be generated and the Historical Society wants to bring kids in. Where it goes from there is up to you.

Mr. Arminio stated the interest is going to be generated because we applied for a grant – which we got to have a reenactment by a Union High School graduate – Doc Murdoch – who is going to portray Reverend Caldwell and put on a performance at each of the schools in the spring and then from there hopefully that will generate the interest. It is about a half hour presentation to each of the 4th grade classes. Mrs. Lipstein stated but in between this, the Historical Society decided to offer to other grades. We are giving \$500 so where it goes from there it is up to you guys. If we get 20 teachers that are interested – somehow we got that number – so you can continue this so it doesn't die. We are giving the seed money for the ripple. We are also working with Lorraine Bartone for tours at Liberty Hall – she is fabulous. She is working on doing perhaps a follow-up like she does with Liberty Hall where she will go in and follow-up and we are hoping that the UTEA provides educational days or materials so that she can take with her. This is just the beginning of something and that is why I wanted you to know because we have been working hard on this.

My other question is where are we with the technology audit? Mrs. Zuena stated she is asking about the technology audit. Mr. Monge stated she asked where are we with the technology audit. Mr. Nufrio stated at this point we are in the process of itemizing by priority the actions that this Board will respond to Mr. Tatum's recommendations and I think the first order of business is that he and Mr. Benaquista are working on getting an excellent job description for the right individual who will head up the department. When I say the right individual, we are looking for an IT – we have not decided about Director or Supervisor – but in all probability it will be a Director and certainly all the effort from the Board is going to Mr. Tatum and we hope to have this ready for the next meeting so that we can post for the position – after which we will rely heavily on that person who is going to be the best person this County, State or otherwise who is available and wants the position and we will rely on the advice and guidance of that person.

Mrs. Lipstein stated I remember there was a position that was going to be IT/PR/Grants something else. Mr. Tatum stated this is just IT – in fact tomorrow at the Planning session, we are going to be talking about the whole process. That is on the agenda tomorrow so more will come about that and where we are going with this.

Mrs. Lipstein asked if she could post Nellis acceptance on FaceBook? It is public. Mr. Nufrio stated it is not official yet. Until she takes office it is not official. Mrs. Lipstein stated I think the public needs to know. Mr. Monge stated it is a public meeting; whatever she wants to do. Mr. Nufrio stated I understand that but in the off chance she decides to decline, then what? Mr. Monge stated as a Board member, I would agree but as a Board member we can't control

outside of us. Mr. Nufrio stated a good point made – I would ask for the courtesy of first calling them. Mrs. Lipstein stated that is what I meant. Mr. Nufrio stated why don't you give me a call at the end of the week. Mr. Monge stated this is a public meeting, anybody that is here can actually go and tell her. Mr. Nufrio stated I'm just asking for the courtesy. Mrs. Lipstein stated she needs to know. Mr. Nufrio stated I will inform her. Give me a call by the end of the day tomorrow and I will tell you for sure if I made contact. Mr. Monge stated we shouldn't do it but it is a public meeting. Mr. Nufrio stated we have three ladies there from the public and I am asking for that courtesy. Mrs. Lipstein stated that is why I asked and it has never been done this way without a person being sworn in and that is why I gave you the courtesy of asking.

Mr. Nufrio stated we are proud of the fact that we have made such advances in transparency and disclosure process. The next thing is for me to contact her and say congratulations and to be sure that she doesn't say I change my mind.

Mrs. Lipstein stated one other comment. If we are going to do Executive Session at the beginning of the meeting which it looks like you are going to do this to save money with the attorney – is there a way we can find out ahead of time so we can come a little later. Mr. Nufrio stated it was not a decision that was made two or three days ago – it was relatively just yesterday and in fact we probably weren't going to have the attorney here if it wasn't for the developments.

Mrs. Lipstein stated I understand and many years ago they use to pull Executive Sessions in the middle of meetings and then we would have to sit and wait and it was done purposely to discourage people from coming and this Board does not want to do that. Mr. Nufrio stated and our intention was not to slight the public at all but it was to accommodate the attorney. Mrs. Lipstein stated I just figure I would mention it because it brought back memories. Mr. Nufrio stated if we know ahead of time – we are not really obligated to indicate that in the agenda – but having the request posed by you, I will run it by the attorney and see what he says. If we know ahead a time that we are going to do Executive Session, I will ask him if it is proper to put it in the agenda. Mrs. Lipstein stated that would help. Mr. Nufrio stated we are not making decisions alone – we are doing it with the guidance of an excellent attorney and an excellent law firm.

Mr. Le stated quick question on the Knights of Columbus event. Mrs. Lipstein stated May 18th. Mr. Arminio stated you will be sending out invitations. Mrs. Lipstein stated yes, but they haven't been printed yet. You are the first to know.

Ann Margaret Shannon stated going back to the calendar. I don't know if this is true but someone told me at school that a couple of years ago Jefferson was closed for the day and they did have to make up the day. Is that true? Dr. Lishak stated Jefferson was never closed for the day. Ms. Shannon stated then maybe one of the elementary schools. Mr. Nufrio stated the only thing I recalled and I'm not sure if it was closed or not was Washington had a flood in the office area. Dr. Lishak stated that was last year and that was fine. If anything we may have had an evacuation but we never dismissed the kids so that the kids went to another school.

Ann Margaret Shannon stated going back to the attendance to make it a full day – what is the percent? Mr. Tatum stated I'm not understanding the question. Mr. Vieira stated the attendance percentage. Ms. Shannon stated the reason we have to make it up because we didn't

have enough attendance – so what is the percentage? Dr. Lishak stated I will get the number for you but the problem with the high school is the percentage of attendance was zero. Ms. Shannon stated I know but is it a District? Dr. Lishak stated it is a building. Mr. Tatum stated we looked at it from the standpoint of the District. Ms. Shannon stated which probably was still too low. Dr. Lishak stated it would be because of the amount of students in the high school.

Ms. Shannon stated if you do make-up during the vacation and the parents are away with the kids, isn't there a possibility that we still won't have enough. Mr. Tatum stated that could happen. Ms. Shannon stated I would not want us to use Memorial Day but it is farther away – it might be something to think about. I personally like adding a day to the end of the year. Also, the proposed calendar – is that public, can I see it. Mrs. Zuena stated it is on the agenda as back-up.

Ms. Shannon stated when you guys talk about purchase orders and procedures and who does it – I do agree that everybody has to have trust in their thing and some of that has happened over the years and I don't know if you are aware of. Somewhere after Mr. Markety, somewhere along the line our teachers have become purchase orders and budget people and these people are not and even people who get Perkins Grants – they are filling out paperwork for Perkins Grants and a lot of stuff has come down to our level at the high school and I don't think it should be there. A lot of the teachers get real upset – I don't know what I'm doing, I'm doing it wrong – the Supervisors yell at people. I was never taught how to write a grant so somewhere in the back of all the things you have to do if you can be aware that I think there are some stuff at the Union High School level that shouldn't be there. The Supervisor should be doing it. I know friends of mine who have to get the three quotes and I can't use this and I can't do this – they don't know one quote from another. If it is going to be, there should be some training. I think it should be on the Supervisor level. Dr. Lishak stated why are teachers doing that.

Mrs. Moses stated when they get their budget for their class, they have to go and get the materials they want for their class. So every teacher is getting what they need for their class. Ms. Shannon stated I'm talking about wood for woodshop and hair-dye for cosmetology. Mrs. Moses asked is that the supplies the teachers needs? Is that the budget that the teacher gets? Ms. Shannon stated I don't requisition my paper and pencils. I don't requisition anything. Mr. Tatum stated even though it may be a supply the teacher needs – the reality of it is the Supervisor of Personnel should take whatever it is that the teacher is looking to buy and should follow the process that has been established in the Business Office, which has been established by the State of New Jersey and once it is approved, they should simply put in their order which goes in a purchase order and that should be the end of it. When the materials arrive that supervisor should sign off. All the teachers should be doing is getting the packing slip with the materials and just verifying what they ordered is indeed what they received and once that happens – if we are able to turn it around and pay the bills. Ms. Shannon stated they are actually making them order it. Mr. Tatum stated I am actually agreeing with you. I think they should develop an order of what supplies they need but I don't think they should be doing the other piece of it – I think that should be done by the supervisor. Just like a building principal, my teachers came to me with supplies they wanted – I had to allocate so much money so that they could go and order all the materials that they want but when it came to the Business Office – that came between myself and my secretary. They would get the packing slip and they would go through and make sure they

got everything and I would say to them do not have me sign the slip that you got everything until you verified and checked what you ordered. Ms. Shannon stated I hope it goes back that way.

Dr. Lishak stated the only other thing is the teachers have to fill out for the Perkins Grant and they do have to fill out a certain portion because it can only be done by the teachers because they are asking about the program but that has nothing to do with supplies and purchasing.

Dr. Francis stated is there any time that we have at the school level – almost like I have in my office – like petty cash. Is there any service that happens in the school that we are collecting petty cash – not petty cash – but funds that Manny knows nothing about. Mr. Tatum stated we don't do that. Dr. Francis stated what happens like in the Library when you lose a book, you have to replace that book and you have to pay for it. The Library collects money for that. The money gets collected and it goes to him. Mr. Vieira stated first it goes into the Student Activity Account which is at the school level and then the book fines as an example – in June a check is issued from the Student Activity Account to the Business Office. Dr. Francis stated and what do you do with the money at that point. Mr. Vieira stated we deposit it into the Operating Account and it is miscellaneous revenue – general fund.

Mr. Benaquista stated when I was at the high school and I worked with Manny's office, there are a lot of things that are collected in the schools – book fines, stuff like the senior picnic, dues for class – cap and gowns and stuff like that. The process when I was there – the money would go to the Student Activity Account, specifically for the account the money was raised for. Like Manny said book fines at the end of the year, Ms. DelGuercio would be sending up a check – the people handling it are supposed to be giving out receipts and then that money is deposited into the Student Activity Account in the building and then from there it is allocated to that event or to Mr. Vieira's office. Mr. Vieira stated and if the disbursement is greater than \$1,000 than it has to get Board approved (the F-10 resolution).

MOTION TO ADJOURN:

There being no further business before the Board in public session, it was moved by Mr. Arminio, seconded by Mr. Monge, that the meeting be adjourned at 10:00 p.m.

AYES: Mr. Arminio, Dr. Francis, Mr. Le, Mr. McDowell, Mr. Monge, Mrs. Zuena, Mr. Nufrio

NAYS: None

ABSTAIN: None

MOTION CARRIED

RESPECTFULLY SUBMITTED,

**MANUEL E. VIEIRA
INTERIM BOARD SECRETARY**