

UNION TOWNSHIP BOARD OF EDUCATION
WORKSESSION MINUTES – JUNE 14, 2016

Meeting held at the James Caulfield Administration Building, 2369 Morris Avenue,
Union, New Jersey at 7:00 p.m. on June 14, 2016.

The meeting was called to order by Mr. Nufrio at 7:03 p.m.

PRESENT AT ROLL CALL:

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

ABSENT AT ROLL CALL:

Angel Salcedo

ADMINISTRATORS PRESENT:

Mr. Gregory Tatum, Mrs. Annie Moses, Mr. Manuel Vieira, Mr. Thomas Wiggins, Mrs. Ann
Hart, Mrs. Kim Conti, Mr. Gerry Benaquista

Dr. Francis 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 good evening and appreciate your presence.

APPROVAL OF MINUTES:

Mr. Nufrio stated that the minutes listed on the agenda would be approved at next week’s
meeting. Are there any questions and/or concerns from the Board members? None

COMMUNICATIONS:

Mr. Arminio stated he would read communications next week in bulk. Mr. Nufrio stated
we have several resolutions and some will be in the Personnel section and some may be in other
categories.

Mr. Griggs arrived at meeting at 7:05 p.m.

SUPERINTENDENT’S REPORT:

Mr. Tatum stated before we have the two presentations tonight that you see scheduled on
your agenda, I just want to take a moment to quickly acknowledge our second presenters
Aramark Foodservices. It was reported to me today that in light of the water main break on
Morris Avenue – our food services did a tremendous job of service during the evacuation of the
Burnet students who had to end up at Union High School. I just wanted to thank you publicly for
your quick and expedient services. We got notified approximately 6:30 this morning that there
was a water main break and we looked at a number of contingencies and when we figured out
that it was going to evacuate, I think that your expediency was very helpful in terms of getting

everything prepared and feeding our students. Everyone came together to ensure that the students had a pretty smooth day. I am hoping tomorrow we will be able to reopen Burnet Middle School and hopefully this is the last tragedy for this school year.

With that being said I am going to hand over to Mr. Wiggins who will do an introduction of our first presenter followed by Aramark Foodservice. Next week as you know, you will see there are a couple of other acknowledgements and we will have all of our regular highlights and different things that happened during the months of May and June. I will have a full report next week.

1. Presentation by Generations Electric. Mr. Wiggins stated we have Mike and Andy from Generations Electric and they are going to talk about LED lighting in our high school and there are some pamphlets to hand out. Presentation and proposal appended to minutes.

Mike stated the hands outs have our brochure, portfolio and a bulb which I want to talk about because they will be installed in the schools. An LED bulb looks nothing like an incandescent light bulb that we are used to but its form and function is similar. This bulb is 8 watts and it replaces a 60 watts incandescent bulb and that corresponds to about 85% energy savings. Energy savings corresponds to cost savings. We are looking to provide a very retrofit direct replacement and upgrade for the entire high school in such a manner that the energy savings will pay off the project.

We are going to discuss with you today a proposal which has a full calculation of every single room, every single lightbulb. These lightbulbs are part of the proposal as well. We will talk a little about our company and who we are and where we come from by our marketing manager Nikki.

Nikki stated our company is a full-service lighting company. Meaning from start to finish, whenever possible we try to handle the project completely ourselves – from designing, engineering, supplying, maintenance and all our products are backed up 5-10 year warranties. The reason we do this is because we want to insure quality. We want to make sure that this project is exactly what you asked for and more.

Mike stated it is all co-op pricing so it allows us to sell to you wholesale pricing. We have done a couple of exterior projects around Union. The product themselves are the big drawing points besides just energy savings. The products typically intend to outlast us. Typical lifetime is 10 years and certain products are 20 years and that allows warranties starting at 5 years. It is a safe installation. If anything does go out, it is covered by warranties. There is no out-of-pocket costs.

Nikki stated another benefit that is not talked about is the health benefits. Having LED changes your mood – improves your mood completely, productivity. There have been studies done and grades are improving throughout the entire school. The kids are in better moods, they are less stressed out, more attentive which equals better grades. Your short-term benefits are cost savings and less maintenance and the long term is overall improvement in grades and mood.

Mike stated they have been doing research on this since the 80's and we have a couple of links on our website and we recommend you take a look (www.generationselectrical.com). We are selling a solution that is energy efficient, environmentally friendly and has student benefits.

I would like to discuss a couple of key points in the proposal. The first page discusses some of things that Nikki discussed. LED benefits, how it affects the school district. The second page we talked about our energy savings program. The major point here is this project is going to pay itself off. Between Andrew and our engineering staff, they walked through every single room in the high school. Every fixture and bulb was calculated from what was existing then we provided a proposal which guarantees better light output, energy efficiency, longer maintenance free operation. We bundled it all up into this proposal. The energy savings have been calculated at about 7.5 years for the entire project; whereas if we do a financing program, it will pay itself off within 10 years. Our numbers work to be every single month your payment is \$500 less than the calculated energy savings. One quick thing and Tom did drill me on this before, what if we don't reach those numbers? I haven't seen a school reach that because we use the very bottom engineer allowed digits to do the calculations. All of our actual projections are always overstated of what is realized and at the very end, you will see a case study of Mt. Olive Middle School which is almost the size of the high school, finished this program and they realized actual energy savings and they have utility bills to back it up. It is a newer school and there are much less challenges. We went bulb for bulb. With Union High School, we have to replace fixtures, wiring because it is an older school and there are certain code violations and egress lighting that we have to update. So everything is taken into account – this proposal will fix the lighting situation completely so that it will be an afterthought for the next 10 years.

One of the highlights I would like to discuss is that our company just doesn't run in and replace bulbs. I am an electrical engineer myself and we have a staff of engineers and designers. We are very big on providing turnkey solutions. For this proposal, we recommend a couple of upgrades that are desperately required. One will be in the library. The library has old fixtures that are falling apart and if something isn't done, there really not much we can do. I recommend brand new fixtures and we brought the fixture here. It illuminates from both sides. This will provide the equivalent of 120 watts fluorescents and it is two 4-lamp fixtures. The upright can be suspended and provide general lighting to make the room feel better and wider. We provide the full layout and we provide the calculations. One of the other nice benefits of this light is that although you are looking at a 4-foot piece, when these end caps come off and it a straight linear light, you don't see any seams; so it looks like natural sunlight coming in. Also another nice thing, if you touch it, there is almost no residual heat and that is the whole point of LED lighting – it converts energy into light much more efficiently than any other technology.

One of the other locations that we are going to do the same type of fixture but in a recessed application is in the lobby area. This way you are going to see a giant square. Anyone who walks into Union High School main entrance is going to be a little surprised because with the age of the school, it is contemporary lighting. It is also a nice architectural touch we are providing with the whole upgrade.

As I said this project pays itself off, so the 10-year saving summary is about the upfront costs and on the environmental side we are looking at about 10 years of energy use in 322 volts –

that is the energy waste that we are proposing to eliminate over the span of 10 years. It might not seem like much over a short run but when you stretch it out over 10 years that is how we are making a positive contribution to the environment as well as to your budget.

The rest of the proposal goes into energy savings, return on investment breakdown to the cents of monthly savings, annual savings, maintenance, how we calculate everything. It will have all the product specifications.

New Jersey State offers very hefty rebates. This program is up for renewal in July and we don't know where it is going after that but the rebate allows for \$100,000 savings back from the State so that allows a much quicker return.

Mr. Arminio asked do you do the paperwork? Mike stated we do everything. It is turnkey from start to finish. Mr. Wiggins stated it is no money upfront. Mr. Arminio asked what is the length of time? Mike stated it really depends on the project matter – from permitting, to preapproval for energy rebate, to scheduling. We work with the school schedule.

Mike stated it is a little of a tricky project and I'll get a little more on the technical side, certain outside fixtures were broken so to replace them we are not going to put a glass fixture – we are popping in vandal proof fixtures that you can take a baseball bat too. We are going to be adding certain fixtures – exit lighting – if there was a breaker outage, emergency lighting kicks on and you have outside lighting that goes on too to bring it up to code and we will be increasing the exterior lighting. In certain areas such as under the canopy, we will be providing light fixtures with built in sensors so that at 2 a.m. when nobody is there, it will dim down to 20% and it provides a nice nightlight but once it senses motion, the entire canopy turns on. There is a lot of new technology that we are incorporating.

Mr. Nufrio stated the disposal of the spiral bulb is regulated. How about this? Mike stated you brought up a point and before I forget, recycling and disposal of your existing lights and fixtures is included in the proposal. Mr. Wiggins stated he is taking all of our stuff away. Mr. Nufrio stated I'm just concerned if a bulb breaks – you still have to have your maintenance guys take care of it. Mike stated that LED's are all environmentally friendly. It has something called ROHS logo on it which means it can go into the garbage. There are no hazardous materials.

Nikki stated in your packet there is a comparison between LED, fluorescent and metal halide – briefly touch upon the disposal.

Mike stated Andrew will talk to you about the Mt. Olive school. Andrew stated I am the regional sales person for New Jersey. Look in your packet and there is a case study for Mt. Olive. Mt. Olive is a project we just finished. We started 6-8 months ago. We saved about \$66,000 a year in energy costs and so therefore there is a 5-year payback and return on the investment. Their school is a little different than Union because we did a lot of retrofitting. Union is going to have a lot more capabilities and new fixtures. Nikki is also our photographer and these are all true photos and you can see the level of light – look at the cafeteria - compare what it is now to what it was. The technology is amazing. You are going to save money and

have no maintenance. Your facility directors are going to love us because they are not going to have their guys changing light bulbs or ballasts. We would love to be able to work with you and hope you enjoyed our presentation. Mr. Nufrio asked these don't need ballasts, modulators? Mr. Wiggins stated the ballasts get taken out. Mike stated that certain fixtures have built-in drivers; so LED light works on low voltage so it is not a ballast per se, a driver does drop it down and it is a component of the LED but their life time is just as long. The big thing with the product is the warranties. Outside fixtures are 7-10 year warranties and inside bulb or fixture starts at 5 years. It is a full coverage warranty. If there is a big issue, our manufacturers will take care of the issue as well. If you have any concerns, reach out to our clients. We have our references on our website.

Mr. Nufrio asked where are these produced. Green Creative is an American company. All LED chips come from overseas but they are designed here and they are manufactured overseas and assembled in the United States. There is no LED product that is fully made in the United States. Mr. Arminio asked is this an interior or exterior bulb. Mike stated it works both – it is full plastic and there is nothing to rust. The companies that we work with are all U.S. based. It is a global marketplace. Mr. Nufrio stated Mr. Griggs you look pensive. Mr. Griggs stated I have done two of these projects for two different districts. Mr. Nufrio asked do you have any input. Mr. Griggs stated no.

Dr. Francis asked do any these facilities work with solar panels? Mike stated it is not with solar panel. One of the nice things going forward, if you are thinking of a solar project or even back-up generators, you are reducing the load by about 60%. To put more additional services onto solar or even generators going forward for emergency lighting which we have in certain schools and when the emergency generator kicks on, there are spot lights here and there and the hallways have been made much brighter. It opens the doors to a lot of directions. Going forward there is additional lighting controls that can be implemented and give you additional energy savings. It is technology not just to implement now but to build on it.

Mr. Monge stated I saw in the case study and I'm assuming there is going to be certain light fixtures that we have today that if you can't necessarily put in LED lighting and all the fixtures that you have and I saw in some cases you actually have less light fixtures with the LED lighting than what we have today. Mike stated a fixture reduction – is that what you are asking? Mr. Monge stated yes so basically we have 30 lights in here and if you put in LED lighting in all 30 bulbs it is going to be too bright. In those cases, and I'm sure you are going to run into a couple of those cases, who is responsible for that aspect of it? Mike stated that comes before the bulbs get put into place. Something called photometric layout. It is a computer process – the gymnasium, lobby and library – we simulate the entire process on the computer and pop in the manufacturer's specifications into the program with a rendering of the light levels so we know what we are getting into before we do it. In terms of light levels, it is something called ISA – that is the engineering requirements for lighting levels in the schools. There are minimums and averages. The entire proposal you are getting here look to exceed the averages.

Mr. Monge asked who is responsible? Right now you have 30 of these and now we only need 15 – we wouldn't have one that doesn't have any lights? Mr. Wiggins stated the aesthetics, one less light – we would just have to put in another tile. Mr. Monge asked but who is

responsible for that? Mike stated here is how we would do that. The bulbs, there are different wattages. It is not a one size fits all. The bulb they make in 4, 6, 8, 10, 12 wattages. First of all with the design, we put in the right wattage bulb to get the right light levels. So an area like this, the aesthetic is just as important. It is not evenly matched it will look ridiculous so if the bulb that we recommend putting in is too bright for this area, we would put in a dimmer bulb. On the other hand, in the hallways we are putting new fixtures. If there are 10 fixtures and we only need 5 to give proper lighting and as exactly as Tom said, we would provide 5 fixtures with different spacing but we do the engineering and calculations. It is already in your proposal. If there are any drop ceiling tiles, that is a miscellaneous cost that is put into it. If we find something unexpected, then that is the school's responsibility.

Mr. Monge stated this is an example proposal but you would go and check that out and it isn't along the way and say "guys we are going to have to extra and that is more money". Mike stated our biggest thing is we talk to our clients and I don't like change orders. Anything we can do, if there is a mistake on our part we are going to take responsibility – something unexpected, we open up a ceiling and find mice chewing on the wires, that is something that we would have to discuss. Mr. Monge stated the projected monthly maintenance savings – was that done through you Tom? Mike stated bulbs and ballasts only – that is what that cost is. Mr. Monge stated you did the back of the napkin to get to the number. Mike stated you can actually see the full breakdown. We don't include electrician cost, lift cost, we include the retail cost of the bulbs, retail cost of the ballasts. Mr. Monge stated the finance charge you have 2% at first year – so what happens years 2-10? Mike stated I would have to give you a whole spread sheet. It is 2% off your main balance. I like to give the bad news up first. Obviously your first year finance charge which is always going to be higher than your 10th year finance charge. Mr. Monge asked is it 2% on the principal balance or is it 2% financing. Mike stated it is 2% and then you are charging off the principal – so it will change every year. Mr. Wiggins stated the line number will change but the percentage will not change. Mike stated we don't offer financing. Mr. Monge stated that's an interest rate – your financing the job and we are basically paying you for the dollar amount plus 2% interest until it is paid off.

Mike stated we cannot provide financing for this project. There are certain methods for financing. One method is in-house, you can go through Hunterdon Co-Op who can provide an equipment lease bid and they provide four bidders. The 2% is just a rough idea where most of these projects fall under so you have an idea of how much your financing is going to cost. It has nothing to do with us. Mr. Monge stated o.k. Mr. Wiggins stated but you will set it all up. Mike stated we can provide you options but the school district has to get financing themselves. We cannot know anything about financing – that is illegal. Mr. Monge stated so for clarity – there is a bottom price. We have to figure out how to finance that bottom price. You are only making an assumption of what the carrying cost would be. Mike stated 2% is an estimate but similar schools with smaller projects have gotten lower financing. I believe I am going high with the 2%. It will vary but I think it is a plus/minus 1% would be fair.

2. Presentation by Aramark – food services 2016-2017. Sarah Bridges from Aramark stated I'm the General Manager for Aramark Foodservices here at Union Township School District. Thank you for allowing me to come in about our program and some of the things we have done this year. If you have any questions along the way, just let me know.

I always like to start with a quick review of the National School Lunch Program. Especially for those who are new or not so familiar with it. I also provided you with a packet with basic information about it – everyone asks how are we getting money, what do we have to do, what are the regulations.

National School Lunches was initiated in 1946. Congress authorized that every five years federal programs are administered at State level. School districts receive cash subsidies and donated commodities from the USDA in return for serving lunches that meet Federal requirements. Also breakfast that meets federal nutritional requirements and they also must offer free, reduced price lunches for eligible children. Right now some of the regulations that we are following with our program have gotten stricter. This all started out with the Healthy Hunger Free Act of 2010 and the restrictions have gotten more and more each year as we have gone along. We have both the breakfast program and lunch program which must meet sodium standards. Every bread product, grain product we provide to all students must be 100% whole grain rich; meet fat standards meaning zero trans-fat and be less than 10% of total calories in saturated fat. We also need to meet minimum and maximum calorie guidelines for all grade levels. We also need to meet weekly serving standards for vegetables, fruit and legumes - meaning that each week that we serve lunch, we need to meet certain requirements like our red and green categories, our bean categories and we must encourage students to eat all these things too which can be challenging. Right now for a program to claim National School Lunch or Breakfast Meals for all students at lunchtime they have to take a fruit or vegetable. Now when I say have to, that means for us to claim that meal and reimbursement. Certainly students don't have to take that, but then we will have to charge them the ala cart price but for that program to get the reimbursement amount, that is part of their requirement. At breakfast it is fruit that they are requiring them to take.

We also have restrictions for our snack and beverages served under any school under the National School Lunch and Breakfast Program, all these snacks must meet nutritional standards for fat calories and sodium. Meet certain component standards such as you can't just serve any type of snack they have to have component standards like fruit as the first ingredient, whole grain being the first ingredient or a protein combination and beverages must be primarily water, 100% juice or milk. In your packet I have given you more details regarding exactly what the requirements they need to follow.

What do we do to get our students to eat these meals? We do a variety of things. Things that work for us, things that keep things new – some examples, we try to offer them what we call “fuel programs” – so we do free samples. Especially at middle school and the high school levels we do two weeks of a different type of food – so we will do a sampling, we will advertise it, just to get rid of that menu monotony – something that is a little exciting. As you know students and children are not always the bravest in terms of trying new things so this helps by giving a sample and they will try it. Especially in elementary schools we have done a couple of samplings of zucchini and grapefruit - things that they don't normally reach for. We again have to display plates to educate the students too.

What is a reimbursable meal? For example that is November – so two weeks straight we will do a pizza Nuevo – sausage, jalapeno, onions and cheddar cheese – all meeting those nutritional guidelines that I stated and just different ways to get them and encourage them to eat. For the younger kids, we will do lucky tray days. We tend to do that at breakfast time so that we can get each of those kids that get that lucky tray some kind of promotion because some schools they tend to get a little bit upset, especially the younger grades, so sticking to breakfast and trying to encourage them to come to eat and we get coloring books – anything to teach them fun lessons about nutrition. We will do thanksgiving celebrations, special meal celebration and we will also do innovative eats. We will try flatbread Paninis with chicken and salad. We will do waffle bars. You can see donuts on the end – they are wholegrain donuts and they are good. As manufacturers have gotten more products for us we have done a little bit better in terms of getting these guys to eat and meet our requirements. We will also do mass samplings and this is an example. The kids love it, they are getting to try new things, we will do new products – again to expose them to different things and also you can also see that healthy for life nutrition message for the day or the month. We will also do student advisory meetings. We will have a sign in, we will have samples, depending on the principal and who they want to send down that day – we will do samples of foods, a quick survey and then we also do a big survey called “The Student Point of View” so we can get great information from them. We are actually able to offer them an x-box prize or a cookie or something to get information to us in terms of “Do they like the meals?, Are they getting through the line o.k.? What do they want to see?” – all these things help us tailor our program. This year we’ve done some infrastructure improvements so this is an example of Jefferson Elementary – you can see a big difference there with just a little paint. A lot of our elementary schools have this cool café marketing and we do need to do some updates on them which is part of the plan for next year but you can see what a big difference it makes. Kids are excited, especially the younger kids that come in and eat in the cafeteria that is bright and fun. We also try to do fun catering events for both students and staff - new teacher orientation, Washington BBQ, Jefferson pool party and then our Educational Foundation Event that we love to do every year.

What do these things get us? We are able to not only maintain and have a sustainable program but have a program where we can invest back into our kitchens. You can see our client return and as of 2011, there is about \$60,000. As of now where we are landing – we are at \$270,000 for the year. During the 2011-2013 time that is when that 2010 nutritional requirements came out, we as food service providers, we are trying to figure out what the kids are liking, how many meals are coming through, what makes sense labor wise, what makes sense marketing – all of the things that I show you help us get to a point where we are now. We are able to get the kitchens at Franklin where they need to be, get the kitchens at Burnet where they need to be – which is going to be my focus for the summer and this upcoming year. We have a lot of kitchens that we have equipment that are 34 years old so it is time to give back to those kitchens and get them up to speed and be able to feed enough kids and get them through fast enough – this is helpful for us and all those things that put us in a better position to get there.

Again, plans moving forward, Franklin kitchen, Burnet and Kawameeh Middle Schools we are going to upgrade the painting, upgrade equipment and do a cool café refresher at all elementary schools.

Also the Department of Defense Produce Program for those who have done this presentation last year has made our ability to provide different fruits and vegetables so much greater for these students by helping our bottom line – we next year are going to offer all you can eat fruits and vegetables who come up for a meal. Those are the types of things that we can do with ensuring that we are getting these kids to eat. I am happy to say that we can provide that. Our team just for those of you who don't know, we have been in great partnership with the Township of Union School Districts since 1949 – so 67 years – we love being here and we love being able to provide great quality service. We are excited to continue to provide a high quality financially responsible operations to the students, staff and administration of the Township of Union School District.

We want to point out before you have questions and Meg Berry and I were talking about this the other day, on page 4 – there is a statistics per school - if you look at Franklin Elementary School, we have an important statistic there. We are now for the first time in many years, over 50% free and reduced eligibility. We are 42% free and 10% reduced for our students. Why that is significant for us, it is showing that food services can't do that alone – we need a collaborate environment and Meg Berry has done an excellent job in terms of getting information on applications out, staff has been excellent there in terms of identifying students in need and it also puts us in a great position to be able to possibly get additional different programs for that school alone. Something to keep in mind and that 50% is pretty high – I don't know when the last time we have been at 50%. I don't know if anyone has been around – at least 6 years, I don't think. Certain things when we talk about possible summer school and things like that – we need to look at possibly providing some free and reduced meals for them.

Dr. Francis asked do we charge them for ala cart? Sarah stated which would be the same price of a meal that we have but it would just be in terms of how we tally it. So we will tally it as an ala cart dollars which is \$2.50 compared to a meal which is \$2.50 – that meal we report to the State and the government and they give us further reimbursements for that meal and that is just the difference – it won't be a different price, it is a different way to code that meal.

Mrs. Regis-Darby stated because the regulations prevent us – it is a federal mandate that if a child is not taking or is ineligible at lunch or breakfast, the District may not under Federal law (inaudible). Sarah stated correct.

Mr. Monge stated when kids have an account and they buy lunch, the tally of what they are actually purchasing is that somewhere because I just see the bill. Sarah stated yes. Mr. Monge asked where can parents see that? Sarah stated if you are putting money in your child's account, it is online and it is Heartland Payments – you are able to see details in that same website. As long as we enforce the students to come through swipe their ID or put their ID in, we have to press what they got – a pretzel, a lunch, a drink and you will be able to see that transaction date and time and what school.

Meg Berry stated parents often call me as well and ask for a detail account. They don't realize that their child is buying two cookies and a Snapple every day and that is why a reduced kid is spending \$5-6 a day because they are buying an extra meal or something like that. Unless you deposit money online that is the only way you can see what Sarah is talking about but as far

as the free and reduced kids buying things, I can tell specifically or if you have a case of what is the kid getting \$10 in change and not giving it back to the parent like they should be. We tend to put the change right back into their account. As far as menu items are concerned that is where I play a beneficial bridge between the community and the school.

Mary Ellen Petricco stated I see you have a new drink out that comes in a can. Sarah stated Izzy. Mrs. Petricco stated it is high in sugar content and a lot of the students are getting cut when they open them. Sarah stated a lot of them? Mrs. Petricco stated a lot are going to the nurse to get band-aides. It is a very high sugar content. Sarah stated it is actually 100% juice product. We are not allowed to provide anything that has anything but 100% juice especially for elementary. Mrs. Petricco stated it is about 25%. Sarah stated it will reflect the natural sugar within that can. Ms. Berry stated no sugar is added to that drink. Sarah stated I am aware about the can and I was aware of one incident if that is an additional incident I will talk to the principal but that is the first time hearing of the additional one.

Mr. Arminio asked when does the contract for Aramark run out? Sarah stated June 30. We do a renewal contract every year. The 5-year renewal – this is the second year so three more years.

Mr. Monge stated profit sharing – I can ask offline how that works. Mr. Vieira stated there is no profit sharing, it is all the Board of Ed's profit. Any profit that is earned, it is the Board of Ed's. Mr. Monge stated explain how that works. Sarah stated the way the contract is set up, we will do fee for services – so we will get a fee based on every meal we sell. We are managing your cost and billing you out for your cost, but any profit goes directly back to your school. Mr. Monge stated so fee for service and then how is that profit generated? Sarah stated anything above our cost for labor, food – we are taking a cost for a meal in and anything minus our food and labor costs, manage costs. Mr. Monge stated so it is a percentage of every meal. If you sell a meal and it costs you \$5 for the contract and you sell it for \$6, we get a \$1 and you get \$5. Sarah stated no. Right now ensuring that we are more profitable means we are managing our bottom line. Keeping our food costs to a certain cost – for example, a lunch meal might be \$.70 a meal in terms of cost and we might charge the student at high school level, \$2.50 so we will have profitability on that.

Mr. Monge stated when you talk about investing in equipment and the like – are we paying for that or you. Sarah stated it depends. Big investments will be approved by the Board in terms of the money that comes out of the food service fund. The way the National School Lunch Program works, any profit has to technically go back to food services. Mr. Vieira stated it is a separate fund. Mr. Monge stated so we are paying for that. Sarah stated correct. Presentation appended to minutes.

EDUCATION/STUDENT DISCIPLINE COMMITTEE:

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

DISCUSSION ITEM:

Mrs. Regis Darby stated if you look at the curriculum we have online right now, it is outdated and we as a Board need to take a strong look at the curriculum and have it updated and I

think we are in the process of doing that. Tonight I would like to make a resolution to do so. Mr. Nufrio asked when you say outdated can you explain. Mrs. Regis-Darby stated when you look at the standards as a new teacher or teacher coming into the District, it is hard for the teacher to really understand what he/she should be teaching because it is not worded/written correctly and it is hard to address whatever the standards are for the curriculum that is on there. Mr. Nufrio stated so are we specifically focusing on the Core content standards – so the correlation is not as clear as it should be. Mrs. Regis-Darby stated yes and it is not clear at all. It needs to be clear.

Mr. Nufrio asked are we currently in the revision process? Mrs. Moses stated yes we are. Mr. Tatum stated we have had some discussions about this over the last month or so and one of the things that we are doing is the discussion item and I will let Mrs. Moses talk more about this Curriculum Unit Planning. One of the things that we know from our QSAC visit is that we should be dealing with units rather than curriculum guides; that being the case we are moving in that direction and a lot of work has already been done in terms of curriculum planning. We just met yesterday with the members of the Teacher's Association and we talked candidly about planning and how plans are to be derived from those particular units.

Mrs. Regis-Darby stated let me just add something – Mr. Tatum is absolutely right. At this point and this far in the game with Common Core, we should not be writing curriculums. We are not curriculum writers. We should be looking at that curriculum and creating unit plans to differentiate the instructions to the kids that are in front of those teachers in the classroom.

Mrs. Moses stated as you know we have our curriculum guides that are on the website and those are guides and as we look at the shift in the State Education Standards and they moved to the model curriculum framework. In that model curriculum framework, they speak to student learning objectives and with the student learning objectives, teachers have flexibility of making sure that the standards that are being taught are in line with the curriculum so that the guide that you see is really what is in the textbook. It really doesn't speak as we move to make that shift. Not to say that they are not correct, because they are because those are the standards that we have. Those are the guides that we use from the books and purchases that we have – so that is absolutely correct. But what the teachers are moving forward with the new shift, we have unit guides. With the unit, we have standards. With the standards, we have the outcome of the expectation that aligns with the curriculum so the Curriculum RL.5 the expectation of learning these standards will have a result of a student being able to do that and with that you have all of the resources that are aligned that teachers can use from outside resources and videos and information that has relevance to the standard. So the shift has changed and we are trying to move with the shift and it does lean itself toward teachers being able to look at the Unit Guides and be able to have easy access to developing their lesson plans and that is the beautiful thing of it all because they can look and see the expectation and this what we can be doing across the District by adding their own flavor for the children. Less is more but very precise in detail.

Mr. Tatum stated that question came up about the differences yesterday and one of the things that we tried to make very clear is that we are moving in a direction now where we are able to differentiate and we are able to bring creativity to the classroom based upon a teacher's desires and interests and also ties into something that the Board and I have not yet discussed but I

think it is a perfect time to talk about this. In view on how we see the curriculum and what the needs are, I have asked Mrs. Moses moving forward with the incorporation of a second superintendent to really focus in on the four COREs from K-12 moving forward. As you noticed that tonight when we get to Personnel there is a new job description for Assistant Superintendent because I want that person to focus in on the instructional part, federal programs and those additional things that we need like grant writing but I want the CORE to be developed by Mrs. Moses and her committee so that moving forward we have a continuum from the very primary grade and it goes right up to grade 12 rather there being a separation so there is no chance to miss where we should be because that is going to be one of our permanent courses in terms of curriculum development in the District and we will be working a lot with the teachers and the stakeholders to ensure that curriculum meets the CORE curriculum standards.

Mr. Nufrio stated we have been working all these years and here are the standards and you have the federal standards as well and then we say to the teachers go for it and basically it was a huge task to prepare plans which then the administrators had to review those plans to be sure that those standards were met and that was another horrific seen so if this in some way will and Mrs. Darby you can attest to that, it would facilitate much of that and maybe it would make the teachers' job a little bit easier and now they will have a blueprint in which they can work as opposed to creating a blueprint which still has room for creativity

But just to augment Mr. Tatum's comment about the job description we will be looking at and we had discussions in Personnel regarding what Mr. Tatum's vision is if this District is going to turnaround, you can't keep using the same blueprint. This is perfect segway that Mrs. Darby introduced to explain the job description both Mrs. Moses and Mr. Tatum prepared for this position that it will incorporate a lot of that along with overseeing other aspect of the position.

Mr. Monge stated I think this is great because I mentioned about coding and Mrs. Moses was surprised that we didn't have it in middle school because they were doing it in elementary and I'm saying oh my gosh you must be kidding me so what I'm hearing here is you are talking about elementary and something like coding and by the time you get to high school you are going to be a...Mr. Nufrio stated just keep in mind that we are at the mercy of what the State determines what is important and of course sometimes they are influenced by the federal standards and that is where the nightmare begins all over again.

Mr. Tatum stated I agree with what you are saying Vito that we are at the mercy of the state and federal government; however, no matter what the challenge happens to be, we have to tackle it from the standpoint of being one school district and we have to be consistent no matter what it is we are attempting to do and therefore I think now is the opportunity to bring that back together and when I say the four COREs I'm really talking about math, language arts, science and social studies and we have to tidy up on those main subjects and so many other subjects that we have that are federally funded and that is not taken as something that is taken lightly and that is the thing that you are going to have a different focus on because it requires different approaches. Mr. Nufrio stated it is a very bold attempt to preparing a better path and once the path has been cleared then you can always add or subtract from it and that is where you are left

with a new path of how all of it will be executed. Beginning with the curriculum itself and then executed in the classroom.

Mr. Le stated I look at the backup and it looks like the review happens every three years for whatever course and I saw a couple of AP courses and I don't know how often the College Board changes its standards or whatever content guidance for the AP examination, my question is how do we ensure that these curricula aligns with the most recent College Board AP courses. Mr. Tatum stated that is a great question and it is called an amendment. In other words, because we do curriculum in a 3-year cycle doesn't mean that the State Department in the 2nd year says this is going to be an initiative and it is going to be infused and it is going to be called supplementation to that curriculum. In other words, there are usually some type of user friendly aspects that you can then infuse that will satisfy that particular demand but then when you go into the actual cycle then you will incorporate that in as part of the new cycle. But we don't have the pleasure of saying we will wait to do this next year – sometimes we get something from the State that might say August 2015 and something was supposed to be implemented in May and we get it in August so what that means is do it right away for the most part. We will get together and do some supplementation and we will follow the regular curriculum cycle for revision of the entire subject matter. It doesn't change.

Mr. Nufrio stated and of course the new individual that will be recommended by Mr. Tatum should be sure to have all those contacts and connections so then when something does hit the table, we will also know of it within hours. It should be that way. Bulletins today reach everybody via email and that is where the supplementals will take place. You are not going to see results tomorrow or next week because everything is on a time executed basis and just like with anything you make a change, you have to give a little time and this is for the parents that are in the room today as well as all of us to understand that it is a prescription but you don't necessarily see the results immediately and it may take a little time but I believe the results will be positive.

FISCAL AND PLANNING COMMITTEE:

Mr. Monge presented the Fiscal and Planning Committee agenda.

DISCUSSION:

Mr. Nufrio stated with regards to out-of-district placement, F-10 and F-19, different school years. The reason I am pointing that out is as a comment to the Board and Mrs. Conti had three gentlemen here representing Educational School Solutions which unfortunately they were only able to give an overview and I'm sure there will be a lot of questions and invited them to possibly do a presentation so that questions can be answered. Mrs. Conti can you procure these for the rest of the Board so that they can have advanced literature to look at? Mrs. Conti stated yes.

It is a program and they made a presentation and this is a clinical organization which will hopefully if we decide as a Board to become engaged to them that it could prove to be valuable in the long run in possibly reducing the number of out-of-district placements as well as reducing the numbers that are out there already and it had to do with out-of-district placements which currently are in the \$140 range and it sizably increased since last year by \$19 – which translates

to quite a bit of money because each child that is placed out of District comes at a cost of \$100,000 a year. It is not to eliminate out-of-District placement, it is to enrich the services that the District can provide as an alternate choice – meaning parents will be involved, if the Board should approve the program and we fully understand it but I was impressed by the presentation. I look forward to having them come back. Mrs. Conti please arrange that they make a presentation and give them 20-25 minutes. If we can get these brochures to the rest of the Board. Mr. Tatum is that o.k. with you. Mr. Tatum stated absolutely. Mr. Griggs stated they are very good and in a lot of districts.

Mr. Arminio stated in F-9 when you have a contract or purchase that goes to the school from funds raised or collected by students is there a bidding process that has to be followed or it doesn't matter if it is a bid or not. Mr. Vieira stated it follows the same purchasing laws. The bid threshold is \$40,000 if you have a QPA. Mr. Arminio stated so all of these don't fall in that category so they can get anyone they want. Mr. Vieira stated correct.

Mr. Monge stated that is something we have had conversations about as far as good practice that you would bid out to 2-3 people. What happens in practice may not necessarily be that – you may only get one bid and folks select that one person. We will talk about this in Operations as well and ultimately at the end of the day, Manny in his position has to get a recommendation so the assumption is that they have done their 2-3 bids or whatever and there is due diligence all the way up to a recommendation as coming up to Manny and ultimately the Superintendent but it is something that I still don't have my arms around and I don't know – if there is a comfort level across then that is going to be what I will depend on but that is something that I have a couple of comments in Operations that ends up in that same thing.

F-14 says 14-15 is that correct? Mr. Vieira stated that is correct. Mr. Monge stated one of the things that we said we are going to add here is the dollar amount and where the grant was going to be focused. Our understanding based on our conversation that this will be for cameras and the like so we wanted to know if it was going to the high school but where was it going to be directed and Manny was going to get back to us and be able to put in here the dollar amounts as well as the locations. Mr. Arminio stated it is in the back-up. Mr. Monge stated I didn't see it. The dollar amount is in there but for the folks to have it on the agenda versus they are not going to have the back-up for everything. Mr. Vieira stated the back-up is for the Board resolution that contains the dollar amount \$12,847. But as far as Nick Ardito's plan and where he is going to purchase the cameras, I don't have it here but I will get it.

Mr. Monge stated F-15, put the dollar amount on that as well and F-20, Ms. Conti if you could give a little explanation. Mrs. Conti stated at the last meeting, I asked for permission to apply for the grant that is named in this resolution and what they are offering is a grant to expand community-based instruction in the District. There were three that are awarded throughout the State of New Jersey. Those are pretty slim chances if you think about all the school districts in New Jersey. There was an opportunity when I went to the Morris Union Jointure Commission meeting and that is where directors meet and have a directors roundtable between the two different counties – Morris and Union – they asked if anyone was interested in partnering with them to submit the grant. Of course it required Mr. Tatum's permission but I thought perhaps the advantage of that would be if you partnered with Morris-Union Jointure Commission there

would be a greater outreach for the State if it was awarded to us and the Morris-Union Jointure, there would be a greater chance of them reaching more districts – do you see what I'm saying and what they did was they had a meeting where we sent representatives to that meeting and they discussed what we would like to see so all the districts came together to discuss what they would like to see as part of that grant and what they did was, they decided to do almost like a menu of services so in other words do you need a job coach in various different needs for the community based instruction so that we would be able to tap into their resource of that menu – if that makes sense. That is what we did, we partnered with Morris-Union Jointure Commission and hopefully if it is awarded to the Jointure Commission they would have a greater chance of even reaching more districts through that grant and I thought it would be a great opportunity for shared services and to hopefully increase our chances. Also the grant was coming up very quickly, June 9th.

Mr. Tatum stated the Perkins allocation, do we have those numbers already. Mr. Vieira stated yes. Mr. Monge stated it is a little over \$49,000. Mr. Nufrio stated that is considerably less than it used to be. Mr. Vieira stated no. Mr. Tatum stated it is more actually. Mr. Vieira stated it use to be a little less – the high \$30's, low \$40's.

Mr. Monge stated as far as the RFP's we will discuss it in Executive Session. Mr. Nufrio stated what Mr. Monge is alluding to is a discussion of what the Committee has brought forward or will bring forward to the Board with your consent Mr. Griggs and any other aspects of it.

OPERATIONS COMMITTEE:

Mrs. Zuena presented the Operations Committee agenda.

Mr. Nufrio stated just a slight correction for the record. On O-4, you indicated Villani but there is also Morris-Union Jointure.

Mr. Tatum stated O-5 – approval for Promedia Technical Services – that is on an as-need basis. Mr. Vieira stated yes, that is on an as-needed basis. Mr. Monge stated what you are asking for essentially, when we have a new Director of Technology and he wants to use somebody else, we don't have to use Promedia. Mr. Tatum stated and if we need to use them at all, because that person should be able to troubleshoot most cases. Mr. Monge stated that was the concern. Mr. Nufrio stated we are not bound with them – as needed – you have to have somebody there.

Mr. Monge stated Tom for the education of everybody here – give the Board an update as it pertains to the work on the roof, boiler and what we talked about. Mr. Wiggins stated we received the bids for the roofs and they came in a little bit over budget and we are going to try to allocate some money around so we can award to Barrett Company. We are hoping that the bids for the boilers come in lower than anticipated. We are going to have a bid opening at 10 a.m. We are hoping they come down a little lower so that we can utilize that money towards the roofs. There were some add alternates that we don't have the money for right now and I want to see what happens between tomorrow and during the week and see if we can shift some money right now and so we can go ahead with the roof projects and we have quite a few people coming out for the bid opening. The boilers, I am really hoping for a low number on that and we are moving forward on all the projects.

Mr. Nufrio stated the reallocation is within the capital funding and we have that latitude and I think what Mr. Wiggins was also referring to is that we are still waiting for some of the punchlist – I think it is almost done with Jefferson. Mr. Wiggins stated just about all the punchlist items have been done. Today we were up on the roof and we found the leak that we needed to find and the contractor is going to come back this week and caulk that up and the last part of the punchlist was the railings for the auditorium – he dropped them off and he is going to come back and install them this week and that will be it with the punchlist. We still have some paperwork that we need.

Mr. Nufrio stated the paperwork can only begin when the punchlist is completed and Mr. Griggs will you assist in that. Mr. Vieira will be pretty much handling that. Mr. Griggs stated we need the Certificate from the architect. Mr. Wiggins stated we will bring it to Mr. Potter personally. Mr. Nufrio stated the first step is he has to sign off and then we can proceed with the rest of it. For the purpose of the public to understand what it is that we are talking about, there were funds that were left over from the Jefferson project that are being held and you can't touch it other than for Jefferson but once the punchlist of the project is completed and the paperwork is forwarded to the State, that money can be utilized for the entire District – capital projects for all the schools. That capital funding that we have can be utilized for any school within the District or any building that belongs to the Board of Ed.

Mrs. Zuena stated when we were sitting in Operations – O-5 – RFP's had come in for this service and I guess it wasn't brought to any of our attention. Manny had said it was for the IT Department. I guess they read through the RFP's? Mr. Vieira stated Donna Restivo read through them. Mr. Arminio stated I don't understand your statement. Mrs. Zuena stated Donna Restivo was the one who read the RFP's for this. Mr. Arminio stated for Promedia and the others. Mrs. Zuena stated correct but it wasn't brought to any of the attention of Mr. Tatum or anybody on the Board. We are just trying to figure this out. All the RFP's came in for all the different services and we are pretty much set between the Board members to go through. Mr. Tatum stated I think that this is probably the first year that the Board has really taken the initiative to go through all of the RFP's. I think in past years that the support for technology has been done by that Department and it hasn't required the permission of Central Office per se but as we change the process moving forward and when we do get our new IT Director that is certainly something that we can revisit in terms of the vendors that are being used. Since this is a fairly new process, I don't know that in all fairness to Donna and her Department, they were told anything differently. Mrs. Zuena stated there is nothing against anybody or how many RFP's that were received. Mr. Nufrio stated there is no harm asking Manny to get those RFP's and submit them to Operations. Moving forward we still have this company at hand and we can always add.

Mr. Monge stated do we know what their rate is. Mr. Nufrio stated you will know that when you get the RFP's. Mr. Vieira can you see to it that the Operations Committee gets that?

Mr. Monge stated O-7 to O-9, are those items that I talked about, these bids, some of them are just single person submission – it's something to keep an eye on as far as how to deal with stuff like that because it may be diminimus in dollar size but \$1,000 here, \$2,000 here,

\$5,000 here, it is still something to take a look at. Mr. Nufrio stated if I could comment on that and put your mind at ease, when the Board approves the appointments of administrators whether they be supervisors or department directors, principals – part of their responsibility is to be sure that these things get done and I'm not saying that it shouldn't be any vigilance of that or any review, it is diminutive in size but nevertheless I get your point and perhaps we can think about how we can ask the administrators who submit these to the BA as to I had these guys to choose from and here's the one I picked. Mr. Monge stated like a checklist. Mr. Nufrio stated so that we know it wasn't a single bid.

Mr. Monge stated lastly, O-17 – the approval and renewal of property and casualty insurance and P-15 – we had the recommendation and that should be an Operations item. Mr. Nufrio stated P-15 – Mrs. Cappiello make a note that it should really be O-17. Mr. Vieira stated they are two different things. Mr. Nufrio stated you just said they were the same thing. Mr. Monge stated they are two different things but they are related because they both should be Operations. Mr. Vieira stated O-17 is the renewal of our property and casualty insurance policies. P-15 is the approval of the insurance broker – Fairview. Mr. Nufrio stated who handles the policy.

Mr. Griggs stated in O-17 you should put the carrier. Mr. Vieira stated there are several. Mr. Griggs stated I would list the carriers and on the broker you need to add the term. Mr. Nufrio stated they actually don't provide the insurance – so it should be reworded.

Mr. Monge stated the bigger thing is that we had an RFP and the last email from the Committee was at least we seemed confused about was there an RFP for that particular service and then we said we were going to confirm that but we didn't make a recommendation but yet it is on here to approve them. Manny said that there is a deadline and our insurance is ready to lapse. Mr. Vieira stated the policy expires June 30th. Mr. Monge stated first thing is any RFP's in the future and have a timeline like that, we need to select somebody and do it right away. Two, if we had an issue, at least I had, that we had a single respondent and if wanted to have a competitive bid – but right now from what I understand is we had one person that submitted and they said this is how much we want to get paid, we selected them and now we are paying them and we didn't make a recommendation. It wasn't competitive because at least we could have negotiated something so we had a process and we didn't complete the process but we are looking for approval of that.

Mr. Nufrio stated my discussion I had with you, Mr. Monge, Mrs. Zuena and Mr. Tatum that it was my understanding that we are time limited and that June 30th is the expiration of the insurance coverage. Does that translate to also the brokerage firm that selected the insurance companies? Can one be done without the other? Mr. Monge stated we are approving not only the broker but also the renewal of the policy and the broker gets paid on that renewal. Mr. Nufrio stated without going into the details because there is a lot of confidentiality there, because of the current circumstances that this Board is facing, it would be more prudent to continue with that combination for at least time being and we also discussed this with Mr. Griggs because of many outstanding situations that still need to be resolved. So if one needs to be done along with the other, then we really don't have much of a choice. Mr. Monge stated once again, we don't even know – the firm basically selected their commission. Mr. Nufrio stated you guys looked at

that and they were the only ones that submitted anything. Mr. Monge stated we had an issue with a single person submitting and if I would have known that this was the only way to go then I would have looked at the commission that they were requesting and at least have the opportunity to review that and see if there was something we could work out that may be better. I don't even know what their commission request is against what they received last year. Mr. Nufrio stated the only thing Mr. Monge is when you are in the middle of many situations, you can try to negotiate it, you can try to bargain it, but the end result will still be that if the numbers are any different from last year – are they in your estimation? Mr. Vieira stated they are probably comparable – it is the same broker. Mr. Nufrio stated we are pretty much in a bind so to speak and once we are released from several other obligations.

Mr. Griggs stated I would like to see the RFP but to me you have to appoint that person and renew your policy and as far as negotiating a commission with insurance brokers, that gets a little bit dicey – sometimes you can do it and sometimes you can't. Sometimes they have zero control on the commission – they are getting paid by the carrier. Under these circumstances, your policy is going to lapse at the end of June and I don't believe you can go directly to those carriers because they are not going to deal with this Board of Education directly. The only company that might deal with you is Bollinger or somebody like that and just student accident insurance but typically you are going to have to go through a broker to get that coverage.

Mr. Monge stated let's look at what it is now versus last year and I know that it is a lot of water under the bridge – we had someone that was in RFP process going out and bidding for us and we didn't even select them so it ends up being at this point very little that we can do but in the future of course, if we have an RFP and if there is a timeline that we need know we need to select this person by this date because we have to have our insurance renewed. Mr. Griggs stated you may have to do it by March or April and they can share with you the bids they received. Typically with health benefits, they went to Horizon, they went to State group – these are the numbers and this is what we recommend. Particularly your coverage with workers comp which is driven by salaries – it is State regulated. Mr. Nufrio stated it is a monumental task that this Board embraced since January which is to make revisions that were never done before. We will continue to do that and it is a work in progress but I think given all the other surrounding circumstances, we really don't have much of a choice. Mr. Monge stated in our Executive Session let's go over all these RFP's and any timelines because obviously Vito you have done a great job pushing this forward – you are not even aware of these timelines. Mr. Nufrio stated these timelines, I did learn that most of these are due June 30th and that is unfortunate because you guys were complementing each other here and you guys did a great job but again this District never did this before like Mr. Tatum said. A little patience and a little due diligence will go a long way and next year we may become the best District in the State for doing these things.

Mr. Le stated I just want to ask for clarification because we have been throwing words like RFP's and bids out and my concern is that we might be conflating the two when these two are different, distinct, the process is distinct between RFP's and bidding. I am just going to ask Mr. Vieira in very lay language distinguish the two again. Mr. Vieira stated a Request for Proposal is for professional services. You go out, advertise for their professional services. The professionals respond and you are not required to accept the lowest fee proposal for criteria – that is an RFP. A bid is for goods and services that exceed \$40,000 over a 12-month period and

you are required to accept the lowest responsible bidder. Mr. Nufrio stated but that is goods and services.

Mr. Monge stated I am going to add to that – we have had an RFP for financial services and it was a very detailed RFP and it had a lot of information in there. Many of the others were just Request for Proposals but they basically are just notices – they were a couple of paragraphs – that is why we received information that was a package like this to a package like this and I think in the future we talked about this before – when we put out these Request for Proposals, I think they need to be a little more detailed. Mr. Nufrio stated so they get a better picture themselves as to the timeline. Mr. Monge stated and what we want.

Mrs. Zuena stated did we find out about the piano tuning. Mr. Vieira stated if you look in the O-3 back-up you will see the results.

Dr. Francis stated you stated Manny, you said \$40,000 or more? Mr. Vieira stated if we purchase goods and services for \$40,000 or more, we are required to go out for bid. Mr. Griggs stated there are three ways of buying stuff – one is what is called “competitive bid” and there are exceptions under the law that don’t require competitive bids – whether it be contracting with a State agency or something like that. Competitive bid is when you put specifications together and it is going to cost x-amount of dollars over \$40,000 – the bids come in just like your group project and you award it to the lowest responsible bidder. Competitive contracting is a hybrid between RFP and bidding where you set up your specifications, you don’t per se bid at the lowest price – you are trying to get what your specs require. Competitive contracting is you put your specs together, you develop the criteria for how you are going to award the bid – it is essentially a rating system – some districts do it one way or another way. When the bids come in, I may not have the lowest bid but I have the bid which conforms with the specs that the district wants which means the danger sometimes in bidding is when you take the lowest bid it is not necessarily the best product. The better way to do it like for food services – you pay the contracting where you put your specs together and you have to do certain other legal things – you have to put an ad in the paper before you do this and when you award it, you have to put an ad in the paper saying who you award it to and then there is essentially RFP’s – like Manny is talking about – professional services. Typically a professional service is limited to somebody who has a license to do whatever they do.

Historically when the whole system started, Boards of Education, municipalities were calling everything a professional service because they didn’t want to bid but the reality is that typically you need a license, an engineer, insurance, lawyer – that type of thing where you don’t have to bid. We put RFP’s in to various school districts and we give them our credentials and our bios and that type of thing and the Board decides on what they want to do. So there are three ways of doing this and then if it is below \$40,000 then you get three quotations or whatever your policy says – you are only required to do two, and then as the Qualified Purchasing Agent, then Manny looks at those and he determines and makes a recommendation of who you go with and they are record for your auditor to look at too. Your auditor comes in here and he will do samplings, he will not look at everything – they test in certain areas, the bids, payroll account, student activity account. So that is how the whole system works but there are basically three ways of buying stuff and the most competitive is the sealed bid like the roof. Everyone puts a

bid in and the lowest responsible bidder; professional service – the Board looks at that service and decides what person, what company you want to hire, like the architects; that is the process you follow for that – you retained three of them and then you can pick and choose which one we feel is more appropriate for whatever project you are doing. That is generally how the whole system works.

Mr. Nufrio stated thank you Mr. Griggs and that is essential and I think that also answered your question Mr. Le. In the future we should keep that in mind as to there are three doors that we can pick. Mr. Griggs stated and the fourth door is a State contract which has already been pre-bid by the State of New Jersey and you can link onto it and use it. Sometimes it is not the best price and sometimes it is the best price.

PERSONNEL COMMITTEE:

Mr. Arminio presented the Personnel Committee agenda and P-15 was removed and put into Operations. P-13 job description for Executive Administrative Assistant – it is just a job description only for position of Executive Administrative Assistant.

Mrs. Regis-Darby stated P-5 – approval of curriculum writing teams. Are they curriculum writers? Mr. Arminio stated they are normally teachers and Annie or Mr. Tatum can fill in from there. Mr. Tatum stated I think this ties into the payment for the actual guides that were already written and as you can see we are phasing out the whole idea of curriculum guides and as I understand and we had a discussion about this so that the guides that they are referring to, the work has already been done.

Mrs. Regis-Darby stated I think we should change and instead of curriculum writing team – I think it should be changed because they are not curriculum writers. If they are curriculum writers yes but if they are not curriculum writers then we shouldn't be paying them as curriculum writers. Mr. Tatum stated as we move forward we are phasing that whole part out. When we discussed this last week, the reason why it's here is because we already hired them as a curriculum writer of the curriculum you saw in E-2 – that has already been developed. The curriculum took off in September and that portion was done and it was completed and now you have to guide, as well as the cycle, but that is now going to be translated into instructional unit plans.

Mrs. Zuena stated on P-9 – the cost that she gets for the minutes is \$250 a meeting. Mr. Arminio stated yes and that is something that has been around for a couple of years. It hasn't changed. Dr. Francis stated maybe we should revisit this. Mr. Nufrio stated we did discuss this in Personnel because I was alarmed at the amount but at this point in time as Mr. Arminio said, this is a rate for the transcribing of whatever talked about during the meetings and let's just guess that we have 10 meetings a year, not even that, 7-8 meetings. My biggest concern as you recall Dr. Francis and I heard Mrs. Zuena say that she never got minutes. Mrs. Zuena stated I never got a copy of the minutes and I'm the chairperson. Mr. Arminio stated we did talk about this in Personnel and I did say to Mr. Tatum that at the very least the members of the Residency Committee should get copies of the minutes. Mrs. Moses stated she does have them. Mr. Nufrio asked did you receive them as well Mrs. Moses. Mrs. Moses stated I did see them and she does have them on file. Mr. Nufrio stated so there was work done. Mrs. Moses stated right. Mr.

Nufrio stated we are paying for work that has been done. Mrs. Moses stated there is and the thing is do you want them to go via email. Mr. Monge stated via email. Mr. Nufrio stated Mr. Griggs is it o.k. to do that. Mrs. Zuena asked can the minutes of the residency meeting be emailed to the Chair of the Committee? Mr. Griggs stated my concern with the minutes is that you have student names on them. Mrs. Moses stated that they are always open for review. Mr. Griggs stated I am old school, when you have those names and those minutes and not that you are going to do anything with them, but they may end up laying around someplace but you can certainly redact the names or use initials or whatever you want to do or come in to read them. Mrs. Moses stated you just need to know where they are so you can come into the office to read them. Mr. Monge stated initials would be o.k.

Mrs. Zuena stated is that the going rate - \$250 to transcribe the minutes. Mr. Tatum stated in the years that I have been in this office, the same person has done this job and it has been the same price. Mr. Nufrio stated it is one of those instances where it is an essential expenditure because certainly we wouldn't expect Mrs. Moses to be doing any transcription; unless you want to volunteer. Mrs. Moses stated no thank you.

Mr. Nufrio asked are you o.k. with that Mrs. Zuena for now? At least we have one cost that the work is being done. Mrs. Zuena stated there is still some concern about the cost not just with myself but with everybody. Mr. Nufrio stated and that is fine and the concern is there but the thing is we already resolved that the work is done and next week if it is still on the agenda then basically we vote. Mr. Arminio stated you have three possibilities. Mr. McDowell stated we see the service so we are going to pay for it. Mrs. Zuena stated this is for next year and moving forward. Mr. McDowell stated for how many years? Mr. Tatum stated for the 10 years I have been here. Mr. McDowell stated I do agree that it should be revisited. Mr. Nufrio stated that would be Mr. Tatum's prerogative if he wants to revisit it and if you do and you feel that the numbers are excessive, if you want to make a different recommendation by all means; but that is not for tonight.

POLICY COMMITTEE:

Mr. Arminio presented the Policy Committee agenda.

Mr. Arminio asked Mrs. Conti if she sent out Policy 5141.5. Mrs. Conti stated she didn't send it out because it is not Board approved. I did send it to counsel at the time and I sent some memos out to catch up with the updates but once this is voted on we will distribute to all.

Mr. Arminio stated the changes were just to reflect changes in the State Statutes.

RESIDENCY COMMITTEE:

Mrs. Zuena presented the Residency Committee agenda.

Mr. Nufrio stated what I would like Mr. Griggs, because I need your direction on this, I don't have a problem enumerating the amount of students – but is it possible to define elementary, middle and high school? Mr. Griggs stated sure. Mr. Nufrio stated can we do that Mrs. Moses? Mrs. Moses stated yes. Mr. Nufrio stated so this way we get a picture of what is going on.

APPROVAL OF BILLS:

Mr. Nufrio stated we will pay our bills next week.

UNFINISHED BUSINESS:

Mr. Arminio stated Relay for Life – just about a year ago this Board approved Relay for Life and some individual teachers and Mrs. Moses took up the task running the Relay for Life for Union and for the first year the schools for Union and the PTA raised over \$50,000. The schools and Board who picked up the maintenance costs and the security cost for the Relay for Life and the people of Union who participated – it was absolutely fantastic. The Board of Education when I threw down the gauntlet last year, we would wipe up the Central Office, and we did. I have to complement the Board of Education, our team raised over \$1800.

Mr. Tatum stated it was a tremendous event on Saturday and I was moved by the number of participants and there were a lot of individuals coming and going and a high level of participation. People had a great time and I thought that the speeches were very moving, especially by our Freeholder and former principal, Mrs. Wright. I think it was a tremendous speech and it just shows that we have the making to come together when it comes to a cause and I can't say enough about Mary Ellen's efforts and you are always there for us.

Mr. Le stated the transgender policy. Mr. Arminio stated it is still a work in progress and there is no rush on it and there is no State mandate on it or a date that it needs to be done. It is just about ready. I can give you whatever you want but I'm just making sure that nothing is going to cause it to not pass. I can share it with you. Mr. Le stated a couple of months ago you shared a copy with me. I was just following up with it.

My second item and I know for the past few meetings we had parents attend our meetings to discuss the 7th grade little league – have we seen any progress in terms of what is the next steps in addressing this issue and to see if we can help out and remedy this issue. Mr. Tatum stated I did meet with Mrs. Ionta on that particular issue and asked her to give me a cost on what this program will cost for next year and I thought the objective was to have a second team and basically the number that she gave to me, I told her I would reduce one of my accounts to make it happen so we are going to do it; that is a priority. We just have to get everything together.

Mr. McDowell stated it is not actually little league – it is middle school – 7th grade. Dr. Francis asked can you just ask Linda if there will be a 7th grade and then an 8th grade or is she going to mix the two teams. Mr. Tatum stated I guess the question that I would ask Dr. Francis is right now is the question came about that there were a number of 7th graders that were interested in playing this year and I imagine they will be 8th graders next year because the same interest is there so I'm looking at it as a middle school sport program but I will look into it and whether or not the part is just middle school and I guess the question I ask now – what do we have now – it is all 8th grade and that is the reason why 7th graders can't participate?

Mrs. Zuena stated they are all allowed to try out but the basically it is all 8th graders. Mrs. Zuena stated the dilemma was and the talk is if you have 20 kids make the team at Kawameeh and 10 kids make the team at Burnet and now you have to find a way to combined

them together. Then the Kawameeh kids have to switch over and play with the Burnet kids or vice-versa so it is not just make another team – there is a lot of logistics. Mr. Monge stated if you split it by 7th and 8th grade – you may have more interest with 8th graders than 7th graders. Mrs. Zuena stated there is not a lot of 7th grade teams. Most schools only have an 8th grade team – we just happen to allow the 7th graders to try out. Mr. Tatum stated weren't we short by not letting the 7th graders play – are we short of coaches. Mrs. Zuena stated we weren't short of anything, we only have one team and only one 7th grader made it. Some of the 7th grade parents were upset. Basically if you go to any other town around here you will find out that most of them only have an 8th grade baseball team and they don't even allow the 7th graders to try out. Mr. Arminio stated just like we don't allow 6th graders to participate. Mrs. Zuena stated sometimes kids need to understand that they are not good enough to make the team.

Mr. Nufrio stated I have a suggestion – Mr. Tatum I don't know the actual language you exchanged but perhaps the one way of doing it is to hire an assistant coach because these numbers vary from year to year. Perhaps an assistant coach can shoulder the responsibility of a second team and if it shouldn't happen then that coach can be assigned to helping the coach of the team. Mr. Monge stated if there is something like an idea to offer to you or maybe you have a lot of people to participate in an ad hoc to brain storm it. I like conference calls – I know you guys like to see everybody.

Mr. Arminio stated I foresee a problem. I coached softball for 35 years in Union – middle school and we had 7th, 8th and 9th grades – then when it went to middle schools it was 7th and 8th – 6th grade was not allowed to play and they shouldn't be allowed to play. But what happens when next year or two years from now, there is a huge influx of girls who want to play softball and there is one soccer team and there is a big influx of 7th graders and girls or boys that want to play and I'm all for it – I started teaching in Union when there were two teams in each school – in each sport and that is how it was until we combined and went into a middle school and then it was one team for both schools and that was the choice that was made but just remember and I'm going to support it because I think that is great – I'm all for athletics and the more kids that play the better but just remember it is going to open up a potential situation down the road and what do we do then. Where do we draw the line and why is baseball o.k. and girls softball is not?

Mr. Tatum stated I think as we start to reallocate funds and we start to work to meet the interest of the students, maybe each year we can find some money to infuse something differently and get the program up and running again. I think we spent the last decade cutting everything and we talk about what makes a well-rounded education and I was at a middle school that had absolutely no sports at all and it didn't make for a good middle school program. I think the discussion becomes as we move forward, are there things that we are now spending money on that we can do away with it and put it towards more sports programs. Mr. Monge stated can you get sponsors for uniforms – are you able to do that? Mr. Arminio stated I don't think so. Mr. Monge stated donations? Mrs. Zuena stated no. Mr. Griggs stated legally when you donate money to a school, people who give it don't technically have as much control on that money as they think they do because it goes into the general school funds and it gets a little bit tricky.

Mr. Nufrio stated the baseball coach just got \$1,000 which he is applying towards uniforms but that was some kind of grant.

Mr. Le stated a few months ago we touched based with an inquiry from an alumnus regarding the New Jersey Association of Student Council and I think you met with principals to discuss any leadership opportunities. Can you give us an update? Mr. Tatum stated that was some time ago – was it about a handbook? Mr. Le stated it was in regards to having the student councils affiliated with this association. I think what occurred over the past years it kind of dropped off the radar in terms with affiliating with the organization. Mr. Tatum stated this is something that we will have to revisit because I really don't have a recollection of where we are with that right now. I do know that it was thrown out there. We will revisit it. I have a meeting with the principals on Thursday and we can throw that back on the agenda.

Mr. Le stated a couple of days ago I emailed the Education Committee regarding the resolution that I introduced regarding establishing a Board position against having the PARCC as a graduation requirement beginning with the class of 2020 in which there would be limited possibilities for parents to opt out. I know for the past few years there have been plenty of parents and I think our stats last year was around 70% of the high school and 80% districtwide. I think it is very important that we consider this resolution and bring it up for adoption this month, especially since high school children are graduating. Just to send a message to the public on where we stand on the PARCC and having that as a graduation requirement intentionally mandated by the State and I think that a lot of us are advocates in not necessarily being for this test and this is a possibility to communicate where we stand and where we support those parents.

Mr. Nufrio stated I received your email and certainly I didn't want to comment on because I figured you would bring it up. This needs to be carefully reviewed further and we are going to consult with Mr. Griggs and the Education Committee because it is not something that is going to radically change anything anyway as you all know and just as a reminder to all this room and for the record that we did put a statement out last year by the Board with regards to PARCC. Having said that we certainly need to consider all aspects of it. It will not go on this month's agenda and I am absolutely adamant about it because we do not have the time to even discuss it with the Education Committee and I certainly know that Mr. McDowell received it but perhaps we can revisit this in the summer months and even if that is the case, there is no urgency to come out with a statement that currently would be an extremely contradictory in nature as to what we did say last year. This Board is about consistency and certainly we should maintain some consistency but I am also concerned about the legalities of it so thank you for the submission but any resolution that touches upon PARCC testing and all its wonderful side effects, we need to be careful on how it is worded and we will look forward.

Mr. Le stated this is a resolution that I didn't draft word by word it was shared amongst the NJSBA delegate assembly members specifically the Highland Park President and ever since then around 30 or so districts have adopted that same resolution or similarly worded resolution. Hopefully we can have a timeline to ensure that we have a decision made by the end of the summer.

Mr. Nufrio stated I would think we could probably discuss it further at the Planning Session in August. Mr. Monge stated the planning session I would suggest as well but obviously I have been speaking about PARCC for a while but I do know that a lot of things have been changing since the last time we put out an announcement so many things have changed. We do need to put something out whether it is a resolution of some sort but I think at the time of the planning session I think we really need to be as educated as possible as far as the requirements are because I know there have been some legal cases that are out there. Then we can come out into the new year with a position. Mr. Nufrio stated it does require further discussion.

NEW BUSINESS:

Mr. Monge stated I don't know when we do it but I think we have to do it at least I would suggest – we had this huge tragedy in Orlando and I think there should be at least a moment of silence that we do next week or even beyond that I don't know if there is anything happening in the schools. Obviously, we are all trying to talk to our kids and find the right way to talk to them about this. This is all over the news. Maybe there is something you can speak to as it pertains to what is happening in the schools. You don't have to do it right now but you can. Mr. Nufrio stated I had every intention of doing it next Tuesday but the added part is certainly that Mr. Tatum can. Mr. Tatum stated I would defer to Mr. Griggs on that. Mr. Nufrio stated we can talk about it in Executive Session if we have time.

Mr. Monge stated and just an idea – I think there is a lot of good that we have been doing as the Board of Ed but our PR is terrible. I don't think a lot of folks know what is going on and obviously we don't have big audiences and people aren't watching us on TV. I think we need to build some type of PR machine to let folks know what is going on. Mr. Tatum stated I did bring that to the Board about a year ago about the same issue and unfortunately at the time it was not totally understood where I was going. It is certainly that is something we do want to revisit and we certainly having the makings to make that happen and I think at very little cost to this Board. Mr. Nufrio stated Mr. Tatum and Mr. Arminio and I had a conversation just this past week with regards to the Planning Committee and that may be the best avenue and certainly Mr. Tatum has someone in mind who he can delegate as the chief PR person which is perfectly doable and at very little cost and we will see what Mr. Tatum comes up with. We have discussed a lot of things and it sounds like we are all on the same page just at different times. All of these ideas have certainly not gone unnoticed.

Mr. Tatum stated we have some new parents that have come to our last few planning sessions and their commentary was very good and it was ironic that one of the things that they brought up was just that – the whole idea of a little better PR for all the good things that are happening in the District and I told them we are looking to do something and it probably would be a big part of the discussions of organizing different aspects of the District and a lot of that will come at the August planning session as well from me.

Mr. Le stated when I was at Relay for Life and a couple of other events over the weekend, a couple of people approached me and I don't know who, there was a rumor of increasing fees for use of facilities is that true? Mr. Vieira stated we haven't increased our facility use fees in about three years. Mr. Nufrio stated if any increase had been discussed it would have to be done in public session.

COMMENTS FROM THE PUBLIC:

Fred Young stated I am here tonight because of a situation that we had this year with Mr. Corey Lowery, the Principal of Union High. I would like to know, we filed a grievance against. Mr. Nufrio stated I have to get counsel's advice.

Mr. Griggs stated we can't talk about personnel – that is an Executive Session item. Mr. Young stated I have to wait for then to speak with you. Mr. Griggs stated you should address your concerns directly to the Superintendent. Mr. Young stated Superintendent look at me – you know my concerns right. You haven't gotten back to me – my (inaudible) from school. I am waiting. Mr. Tatum stated Mr. & Mrs. Young – let me address you – you received a phone call last week that the information was going to be discussed this evening. Mr. Young asked is it going to be discussed today? Because (inaudible) for a while. Mr. Tatum stated it will be discussed in Executive Session and I for the record I want to show you that I have it right here and I'm going to give you a copy of what Mrs. Young wrote and by the way it has already been given to counsel and it has been discussed with the Board President and it will be discussed with the full Board in closed session. Mr. Young stated I appreciate that. Mr. Nufrio stated any matters of personnel can never be discussed openly. Mr. Young stated I didn't know that. Mr. Nufrio stated thank you for understanding and we will be discussing it.

Mary Ellen Petricco stated thank you Mr. Tatum and the Board for stepping up to the plate for Relay for Life.

Dana Hazard stated I have a question about what I know from other districts versus this District. I know that they are more paperless – they give their kids tablets where they are now more paperless – no worksheets coming home. To me we need to step up to that and I just wanted to know where this District was? Mr. Tatum stated we are in the process of revising all of our technology in the District and we have a long-term goal to have the infrastructure set and ready to go in September. We have had a tech audit and we also had plans of one-to-one computers once the infrastructure is set we are talking about reallocating funds and that money will be allocated to purchase the appropriate equipment so that all students do have that technology here. We also talked about bringing and using other devices in school as a technology tool. We have developed two committees in the District in recent months for that purpose and it does incorporate teachers and administrators and corporate partners that we are working with to guide us through this process. Mr. Nufrio stated it is part of the vision and a little patience from everyone. Ms. Hazard stated we would be doing our kids a disservice if we didn't step up. Mr. Nufrio stated and that is our priority to make sure that they get the best that they can get.

Mr. Tatum stated parents come in to talk to me all the time about this needs to be done and this needs to be done and they are actually surprised in most cases when I say to them – we are working on those things. Again we have a District that we have a lot of resources at our disposal and we are starting to tap into greater resources outside of the District. Just a little bit of patience. Mr. Nufrio stated we are all on the same page it just takes a little time and creativity and Mr. Tatum has taken the helm along with Mrs. Moses and hopefully the Board will be just as supportive as we have been so far and he has some really good ideas.

Jill Hall stated I just wanted to comment that \$250 - I have been coming to Board meetings for 25 years and it has always been \$250. It has been since Rose Sokol.

Next Tuesday is Kawameeh's farewell and that is going to prevent me from being at the Board meeting so I have a favor to ask of Mr. Arminio when you are going through your list of things - I want to bring it to the Board's attention that Rich Grennor, the instrument and music teacher at Kawameeh has earned his PhD in music/education and is now Dr. Grennor. I just feel that should be noticed publicly and he worked very hard for that degree and he it was just conferred upon him within the last two weeks. I like to bring some attention to that. Mr. Arminio stated I will certainly. Mr. Nufrio stated can you send the actual details to Mr. Tatum.

Ms. Hall stated with regards to the situation with baseball - I was a varsity coach for many years in Linden and we had two teams in middle school and when I was a student here we had two teams so there are a lot of different ways of approaching this. If you go back to the Kawameeh has a 7th and 8th grade team and Burnet has a 7th and 8th grade team but I do agree with Mr. Arminio that it opens up a can a worms and Larry Petrish has been carrying up to 45 kids on the middle school soccer team forever so that more kids could be included and he didn't want to turn anybody away and then that leaves kids on the sideline that never get to play but are part of the team - there are a lot of considerations here and just to play devil's advocate, should everyone make the team...I don't know. There are a lot of things to consider but I would love to see more kids be able to participate but I don't know - do we become divisive if we go back to two teams - one in each middle school - so there are so many things to consider here and so that we can include as many kids as possible but not be divisive.

With regard to the situation in Orlando, the GSA at the high school did have an emergency meeting yesterday to address it among that population and the counselors were in communication with one another under the directions of Mrs. Ahern to make sure that student needs are being met and we are accessible to any students who may be dealing with any trauma.

Susan Lipstein stated I wanted to thank everyone on the Board, parents, teachers who attended the reception it was the most people we have ever had. The more money we make, the more money that goes straight back to your kids. Dr. Grennor was one our recipients. He got the drums and took them to Kawameeh and he took that show on the road. We are hoping to expand that program. We appreciate all your support.

Question about the IT position, I know we came up with a job description. My other question is for the other Assistant Superintendent job description, that is going to be for the position that is going to be advertised. Is that going to change Mrs. Moses position as well? Mr. Tatum stated Mrs. Moses will remain Assistant Superintendent of Schools and actually what is happening is instead of her just dealing with just elementary, she is going to be dealing with all four CORE subjects and it will be under her supervision (K-12).

Mrs. Lipstein stated when you are talking about public relations, we want good things to go on in our District and people don't understand what goes on with the Board of Ed and this Board of Ed has made huge strides in opening up and transparency and bidding correctly and

every kind of way. You can toot your own horn. Basic things you think they should know, they don't know. I have been reporting things for a long time.

Another thing I wanted to talk about is expanding the pre-k program to at least one school having full-day pre-k. Mr. Tatum stated we talked last week about a pilot program and someone must have leaked it out. Mrs. Lipstein stated I think it is important. Having a half-day pre-k, parents that work can't send their kids to pre-k and I was fortunate to do it because they did have the busing to the Y. The busing problem was the Y's problem with the insurance maybe one of our buses can do it. Not that we really want to do it that way but I think it would be a great thing to have.

Mr. Nufrio stated just as a final point, let somebody else pat you on the back, we can toot our own horn but the community needs to express themselves just as you did this evening. It is important that those who do not attend or do not watch, at least they have some inkling that we are not a Board that is laying down on the job.

MOTION FOR EXECUTIVE SESSION:

Moved by Mr. Le, seconded by Mr. Arminio 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. Regis-Darby,
Mrs. Zuena, Mr. Nufrio

NAYS: None

ABSTAIN: None

MOTION CARRIED

The Board returned to public session.

MOTION TO ADJOURN:

There being no further business before the Board in public session it was moved by Mr. Arminio, seconded by Mr. Le, that the meeting be adjourned at 12:15 a.m. (June 15, 2016). All present voting Yes. **MOTION CARRIED**

RESPECTFULLY SUBMITTED,

**MANUEL E. VIEIRA,
INTERIM BOARD SECRETARY**