

UNION TOWNSHIP BOARD OF EDUCATION
WORKSESSION MINUTES - OCTOBER 13, 2015

Meeting held at James Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey at 7:00 p.m. on October 13, 2015 and was changed to a meeting at which action would be taken.

The meeting was called to order at 7:00 p.m.

PRESENT AT ROLL CALL:

Mr. David Arminio, Dr. Guy Francis, Mr. Thomas Layden, Mr. Ronnie McDowell, Mr. Jeff Monge, Mr. Vito Nufrio, Mrs. Nancy Zuena

ABSENT AT ROLL CALL:

Ms. Lois Jackson and Mr. Angel Salcedo

ADMINISTRATION PRESENT:

Dr. Noreen Lishak, Mr. Gregory Tatum and Mrs. Annie Moses, Mr. Manuel Vieira, Mr. Gerry Benaquista, Mrs. Kim Conti, Mr. Thomas Wiggins, Ms. Ann Hart

Mr. Nufrio 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.

COMMENTS FROM THE PUBLIC ON PROPOSED RESOLUTIONS IN BOLD ONLY:

Mr. Arminio asked if there were any comments from the public on the proposed resolutions in bold are F-7 and P-1 to P-11.

Jill Hall stated I have a question on P-1, 7th period stipend for several of the high school folks, the stipend is not listed. Just says they are going to get a 7th period stipend but doesn't say how much it is. Mr. Vieira stated it is 1/7th of their annual salary. Every individual can be different.

Susan Lipstein asked why are we commenting only on the resolutions in bold? Mr. Arminio stated those are the ones that are getting voted on tonight.

COMMUNICATIONS:

Mr. Arminio stated everything in communications will be what we will vote on next week or some of them tonight – the P-1 through P-11. We will get to some of those next week and some later on tonight.

LETTER OF RESIGNATION – SHAHID

Letter of resignation from Christina Shahid, teacher at Franklin Elementary School, effective September 2, 2015.

LETTER OF RESIGNATION – BECK

Letter of resignation from Hans Beck, teacher assistant at Burnet Middle School, effective September 21, 2015.

LETTER OF RESIGNATION – SAEZ (Café Duty only)

Letter of resignation from Maryluz Saez, Café Duty only from Jefferson School, effective immediately for the 2015-2016 School Year.

REQUEST FOR MATERNITY/UNPAID FAMILY LEAVE – PERALTA

Request for maternity and unpaid family leave from Antonia Peralta, Spanish teacher at Union High School, effective October 26, 2015 and with a return date of April 4, 2016.

REQUEST FOR UNPAID MEDICAL LEAVE – MATOS

Request for unpaid medical leave from Maria Matos, teacher assistant at Battle Hill Elementary School, effective October 2, 2015 to November 2, 2015.

LETTER OF RESIGNATION (RETIREMENT) – COATES

Letter of resignation for the purpose of retirement from Robert J. Coates, custodian at Burnet Middle School effective February 1, 2016.

LETTER OF RESIGNATION – CAPERS

Letter of resignation from Stephanie Capers, greeter at Battle Hill Elementary School, effective October 8, 2015.

REQUEST FOR SICK LEAVE – NOVOA

Request for sick leave from Connie Novoa, nurse at Union High School, effective immediately through November 2, 2015.

REQUEST FOR MATERNITY/SICK LEAVE – HRDINA

Request for maternity and sick leave from Jaelyn Hrdina, preschool teacher at Battle Hill Elementary School, effective November 23, 2015 and with a return date of May 31, 2016.

REVISION TO REQUEST FOR MATERNITY/UNPAID FAMILY LEAVE – PARSONS

Revision to request for maternity and unpaid family leave from Rosemary Parsons, social worker at Battle Hill Elementary School with a revised return date of February 8, 2016 (originally 12/22/15).

REQUEST FOR SICK/UNPAID FAMILY LEAVE – MARABUTO

Request for sick and unpaid family leave from Eric Marabuto, teacher at Connecticut Farms, effective September 1, 2015 with a tentative return date of November 25, 2015.

REQUEST FOR SICK/UNPAID FAMILY LEAVE – HAMILTON

Request for sick and unpaid family leave from Kelly Hamilton, teacher at Hannah Caldwell Elementary School, from October 12, 2015 through December 18, 2015.

In the Superintendent's Report we are going to bypass the regular agenda so that our Police Director Mr. Zieser can give a presentation.

Mr. Zieser stated that I am here tonight because I heard the Board was interested in maybe a second SRO for the middle school level. We are prepared to fill that spot if you choose to do so and it would definitely be the same Memorandum of Understanding that we have in place for the high school's resource officer where the Board will be responsible for half the salary of the police officer for the school year. We are prepared to do that so it is up to the Board to decide if they want one but it would be for the middle school level. Mr. Arminio stated we definitely have it as part of our agenda tonight as a discussion item to discuss that. Are there any other details that you can share with us? Mr. Zieser stated it would be the same thing as we have been doing since 2010, a resource officer in the high school which is working out outstandingly and for the middle school level if the school Board is interested in it, we would be willing. Mr. Arminio stated it would work the same way. One officer there for three days and one officer there for the other two. Mr. Zieser stated that there is an officer at the school every day. It is mostly Officer Sancser, but if he is on vacation then we would fill in with either Officer Mauro or another officer. There is always someone there. Mr. Arminio stated they don't do it on a regular rotating basis. Mr. Zieser stated you will get the same officer – one officer will be assigned. It builds familiarity and will be dealing with two principals and different staffs so everyone would get to know that individual.

Mr. Arminio asked if there were any other questions from the Board members? None.

APPROVAL OF MINUTES:

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

SUPERINTENDENT'S REPORT:

Mr. Tatum stated as I normally do at the work sessions I just highlight what we will be discussing next week. As you will see on the agenda:

- District Assessment Report on October 20th
- School Administration presentations on October 20th:
 1. Union High School
 2. Washington Elementary School
- Jennifer Williams–Teacher Assistant–Jefferson re: Bed Bath & Beyond on October 13th
- Bed Bath & Beyond presentation on October 13th

As well as other highlights of activities that have occurred throughout the District in the month of September. However tonight because we have been working with and developing a partnership with Bed Bath & Beyond, I had ask the gentleman that is here tonight to come to our last planning session and he did a very nice overview of the type of partnership that we may develop with Bed Bath & Beyond and tonight there will be a presentation by Jennifer Williams and our guests from Bed Bath & Beyond.

Jennifer Williams stated I was a graduate of Union High School – Class of 2000 and I went to St. John’s University and earned a degree in communication arts with a focus on marketing and I am currently the choreographer for the Union High School Performing Arts Company and I currently work at Jefferson School as a Teacher’s Assistant. I worked with the Planning Committee team, as well as Jonathan and his team on putting together a presentation so you can get an overview on what we have been working on and the ideas on how we can make this partnership work. Presentation information is appended to these minutes.

I call it Union and Beyond. Our goal is to achieve a partnership that directly helps and benefits our community, most importantly our students through outreach events, special projects, apprenticeships, guest speakers and more. Bed Bath & Beyond offers a diverse set of employees and opportunities helping to meet those needs.

As the partnership grows we will be able to prioritize, establish timelines and set goals to accomplish the needs of both parties. One of the first things that we spoke about was volunteers. After school programs designed to help incorporate Bed Bath & Beyond employees into our community and we can achieve those by reading groups, tutoring and homework assistance. Our benefits for us as the Township of Union, students are continuing their education outside of the classroom through tutoring and using other outside resources.

The next thing we spoke about was Bed Bath & Beyond has over 2000 employees in a variety of different fields including lawyers, accountants, planners, buyers, public relations and so many diverse set of employees and skill sets. We wanted to figure out how we can use those employees and help benefit our students as well. We can do that through mentorships. Students can have the opportunity to work with professionals in the fields that they are interested in. Apprenticeships - students will have the opportunity to work side-by-side with employees in various fields. Co-op – students will have the opportunity to work directly at Bed Bath & Beyond stores or in their corporate offices as part of our existing co-op program.

The benefits – working with professionals help students perspective in future career goals. Career paths and goals – this one we are entitling “how to get the job”. High school students will have the opportunity to meet with Bed Bath & Beyond’s Human Resources employees for workshops on how to be the best candidate for the job; that includes resume building, going through mock interviews. Our benefits – our students will have a firsthand account on how to create the perfect resume and give the perfect interview.

Finally, events – we can do a variety of different things through job fairs, Bed Bath & Beyond employees can attend school job fairs, share information about their job and their company. Field trips – students will have the opportunity to go directly to Bed Bath & Beyond headquarters for a firsthand look on how businesses run. Guest speakers – employees from Bed Bath & Beyond will come to our schools to give lectures. Seminars – employees will give students the opportunity to have an open forum to learn more about potential career paths. Concepts for our students to be part of their next projects and mock set-ups create different business related situations for our students to be a part of. Our benefits, the students will have the opportunity to interact directly with employees familiarizing themselves with opportunities that may be available to them as they evolve into their adulthood.

That is our overview of what we spoke about and we do have Jonathan and Chrystal here from Bed Bath & Beyond for any questions that anyone may have.

Mr. Tatum stated let's turn to our guests from Bed Bath & Beyond. For those of you that may not know the history of this program, I had an opportunity to meet with Bed Bath & Beyond over the summer and some of the activities that they mentioned I thought were activities that were really worthy of our taking a look at it as far as our District is concerned. As many of you may know and many of our members are here tonight, we developed the Planning Committee in the District and at our last meeting we invited Jonathan to come out and to give us an overview and start to merge the ideas with the school district, hence forth a presentation tonight and Jonathan is here with Chrystal from Bed Bath & Beyond so if there are any questions and/or comments from you guys.

Jonathan from Bed Bath & Beyond stated we met at the end of July and we were trying to get this off the ground and give us an opportunity to be more active in the community so we thought this would be a good way to start working with the schools and get them involved in the office in a volunteer standpoint. When I came a couple of weeks ago, the idea was not that we were going to say we can do this for you – it was more like what kind of opportunities might exist in the schools that we could fulfill those needs. I was looking more for direction from the team here than us providing we can do this we can do that because those might not be things that are needed in the schools. I have no idea what is needed here and so we figured we would reach out first and see what might fit. We worked through that. Jennifer and I worked back and forth with this presentation which got shared with the group and Mr. Tatum met back in the office and it is kind of really up to you on what you want to do and what you want to see done.

As the presentation noted, we have over 2000 associates there just in the head office and we have tens of thousands associates in the stores. We also have offices outside of Union. We have a business-to-business group which is in Florida. We have our market team which is out in California. So there are other businesses out there not just Bed Bath here but as well as in Union we have the Christmas Tree Shops, headquarters are there, Harmon's headquarters are there and Bye Bye Babies headquarters is there. It is really just to see where we can make this fit. We want to not set expectations too high and think we can do all of the things that are listed. We can start with a couple of things and see how things go and see if everybody is happy with that and go from there. I think that we do have a very young group in the office and wanting to do this stuff and now we just need to figure out how we can make it work.

Mr. Arminio stated thank you very much for the offers that you extended to the School District and I think it is a great idea and I know there is a lot that we have to comprehend and a lot that we have to discuss to see how we can implement this through the recommendations of the Superintendent. Would there be facilities at the headquarters if students went from the high school or middle school and went over to the headquarters, is there some facility that they can meet and get one of the tutors? Will your people come here or would be go there? Jonathan stated you can do it anyway you want. We have conference rooms we can make arrangements for that. That was part of the thing that we spoke about this summer was even having students come over and see that we have a photo study, we have a whole store of all of the store concepts,

except for world market, set up in the back for the buyers and planners to go through and view merchandise assortments and see that kind of activity going on and how does a concept get from we are going to put in a new department in Bed Bath and Beyond and how that happens, who is involved and what are all the things that go into that. There are all sorts of things there that they can see from that standpoint as well as all the accountants, attorneys, planners, the buyers, other than medicine, we pretty much have everybody there.

Mr. Monge stated that is what interests me because I was in the retail industry for many years and I know that retail stores are just not retail, it is much more than that. Offering those career paths – I think that the tutoring is great, but I think exposure to different career paths from lawyers to real estate to finance to buyers and the like, I think that is something that is more worthwhile and we should try to focus on that. Tutoring is great, if we can get folks to tutor but I think that exposure would be amazing.

Mr. McDowell stated the construction that is going on across the street, is that yours? Jonathan stated yes. It will become a parking lot because right now we have overwhelmed our parking lot and we now have managed parking onsite which is a nice way to say you come in late enough in the day, your car gets locked in by other people parking and cars need to rotate so it is not ideal for us right now. But as far as the career help goes, I didn't even mention our construction group, CAT operators, architects, we can list all that stuff out for you and figure out how that can work into the curriculum you have. There is certainly a marketing, public relations, it is all there.

Mr. Nufrio stated the power point you presented is very helpful. Is it possible to put that into some sort of packet perhaps we can give to our Supervisors and our Superintendent to look at it closely with the Supervisors that will be involved in this so that they can get a real good idea of how to best get it off the ground because we don't want to overwhelm the kids and so they would have some options that the Supervisors would select to start with and I think getting that on paper.

Mr. Tatum stated one of the reasons why we took this path was to bring Bed Bath & Beyond through the Planning Committee and then to the Board to determine and it sounds like the Board has interest so I think as we move into our next planning session which is next week, we can take this up as a topic as far as the next steps are concerned. The fact is now we can start the bridge of communication and make an assessment of what our needs are from what we talked about tonight and start trying to move it forward and then move into what you said Mr. Nufrio about now involving the staff members and really put the wheels in motion so to speak and certainly input from the Board would be sought in terms of what ideas you have seen here tonight and bring it back to the Planning Committee and get some further input and start to get some things implemented, even the small stuff and work our way into some of the other areas. It was overwhelming to hear all that they have to offer and I said I can't walk out of here without bringing them in and giving it a try. I think you have a lot of good things to offer and you will serve the District well.

Mr. Nufrio stated I think we need to revisit any and all possibilities of enhancing our vocational program and this would be an excellent manner in which to approach it. There are

other avenues that we are also looking at and I think there was one from Union County College. Your business is a grand view of so many different possibilities and occupations that kids that don't go to college could pursue and possibility through the venues that you present and we can also assist them with, they may have some career.

Mr. Layden asked is there a possibility down the road finding grant moneys for a project at the high school or some sort of program. Jonathan stated there is no limit to what we can do. There is nothing that is crossed off the list or nothing that we will or won't do at this point in time. I know someone had asked in the previous meeting that I was here for about scholarships and things like that but the position that the company has had for years has been and I know many of the founders and senior executives do their own things and that is the way they have managed that in the past and not taken that out of the companies funds. Those funds are then given back to shareholders and decide what they want to do with their own money but there is nothing that we won't consider. I'm not saying that we will say yes to everything but there are no no's yet. Mr. Layden stated it sounds like a good partnership.

Jonathan stated I live in Springfield and it sounds to me it is a great opportunity for corporate entity to help out. We are here forever at this point in time. It just seemed like a very easy thing for us to do and there could be some real benefit to the Town.

Mr. Tatum stated one more thing on my report, I just want to turn to the Planning Committee members for any comments because some of you were here with us a week or so ago when we were planning for this. Does anyone here have any comments?

Jill Hall stated I think that what came out of the meeting is the collaborate piece and the willingness of Bed Bath & Beyond to really listen to what we were putting out there and I know we were going back and forth with just a wash list of all kinds of potential ideas and I just appreciate it so much that nothing was eliminated from the list and you were willing to explore any of the things that we put out there and I think it is a great opportunity for both sides. I really appreciate your willingness to this.

Sue Lipstein stated I missed the planning meeting but I wanted to say I think this kind of partnership is exactly what we are looking for and not just vocational, for students who are going to college, this is a top notch company and business and those business skills and what they can give kids is a great resume for college. I wouldn't just say vocational. There is so much you can learn from working in a company in that respect.

Mr. Harrell stated the idea that students in the high school can actual shadow actual professionals at your facility is absolutely amazing. I see this scope as being very vast not only in the high school but also in the middle school will serve us well not only from a vocational standpoint, professional standpoint, also tutoring we can't leave that off the list, after school activities need to be staffed and your staff would fit quite well.

Chrystal from Bed Bath & Beyond stated I think I can confirm to the fact that there is a meriot of jobs in that building. There is a reason why there is traffic because there are so many employees, marketing, business, tax, real estate, so one of the discussions that has come up is the

possibility of short-term goals and long-term goals. One of the short-term goals would be a career day or something that there is one special event where the students can come to the facility and shadow or go into a specific department. Next week when you are prioritizing and checking off what you want to work on or what you want to do immediately, the spring could perhaps be a great time to do this career day and have that interaction. I understand that there are a lot of kinks that need to be worked out for students like permission slips, administration has to coordinate things, I know it is going to be a long process but if we set that as a short-term goal and keep in mind that we are trying to be a resource for the community for the long-term goal and we can get moving and get something done and out there.

Mr. Tatum stated Mrs. Darby do you want to say something. Mrs. Darby stated I think that and I believe that it is a great opportunity that is being presented by Bed Bath & Beyond. Also, I at this point, the only thing that I'm listening to is Bed Bath & Beyond has not said no to anything.

Mr. Nufrio asked is this being considered a pilot program for Bed Bath & Beyond. Jonathan stated we don't have anything like this going on. Mr. Nufrio stated maybe we can get some advertising along the way. It would be good for you as it would be for us as well. Obviously anything that would enhance your name or embellish thereto and give it more credibility with the consumers that here is a company that is extending itself to a school district in which they are housed to do some great things for us. Jonathan stated we are not looking for anything from a publicity standpoint. If you read anything in the trade papers that is one of the things that we are renowned for is not saying anything just because that is the way the founders who were both still active in the company and manage the business that if you or the guys on Wall Street want to find out what makes our stores so great, you can just go and walk in our stores and you don't need to talk to the CEO, just walk in the store and see what is going on with the customers, that is what makes us great. We have great product, great price and we take care of our customers and that is the story and that is it. But if there is anything we can do to help you from making it something that the community knows about, shows you are taking things and being proactive that is fine.

Mr. Arminio stated that certainly would help us. If we went out into the community or into the larger community, this is what we are doing with a corporation.

Woman from audience stated the students will see how important they are; that a Fortune 500 company is willing to work with them and work and with us in the District. I think that is real important for the students to see that they are important and this proves it.

Woman in the audience stated the summer internships and the co-op programs, I think that would be a great place to start because the kids get an introduction and then they can come back and tell the rest of the kids how great your company is.

Mr. Tatum stated that he will play a dual roll next week, I'm not only going to chair the meeting, I am also going to try to teach a class at the same time and see if that actual works. I'm having my graduate class come over and we will meet with the Planning Committee and observe leadership in action. Jonathan stated whenever your meetings are to keep this moving – it is 5

minutes away, I can be here any Tuesday or Wednesday. Mr. Tatum stated as you seen that is a formidable group that we have and there are more of them. Jonathan stated I am happy to keep coming to help it come along.

Mr. Tatum thanked Bed Bath & Beyond for coming.

EDUCATION/STUDENT DISCIPLINE COMMITTEE RESOLUTIONS:

Dr. Francis presented the Education/Student Discipline Committee agenda.

DISCUSSION:

Dr. Lishak stated last year we had an issue, the big discussion was in regards to the PARCC and how many students were going to refuse and really the validity of what that test is going to show us. We still don't know the answer to that; so we had met as a committee, numerous teachers and supervisors, all discussed changing the criteria so that any student who was not participating in a standardized test would be penalized for it so we added in for the criteria for this is the same that is listed for #1; however for #2, 3, 4 and 5, in addition to meeting the criteria for #1, students must meet or exceed three of the four of the following criteria; however, if the student did not participate in the standardized test, which would be their choice, then they only needed to meet two of the three so they would not be penalized for not taking the standardized test. We had actually talked about this last year and unfortunately we did not put it up to the Board but we did talk about it in committee so it is our opportunity to approve it at this point.

Mr. Arminio asked if anyone wanted to speak on E-11. Mr. Tatum stated this is another Planning Committee item that we worked on and Jennifer Williams had come in to the Planning Committee in July or late August and made a presentation on public relations and from that this statement immerged and many of the people sitting in this room tonight were part of this and what we like to do is have it approved next week and start to follow this thing by adopting a symbol to go along with it and pretty much have this throughout the District – on stationary on every school and really try to follow this. We also thought about having a contest to have students actually create the symbol that we are talking about. One for elementary, one for middle school and one for high school level and adopt one that we would use as a District model and pretty much guide us accordingly once this has been adopted. We always have to strive for excellence and show the students this is what we are striving for and it is the only thing that we are striving for moving forward.

Mr. Arminio asked any comments by Board members about the E-11. None.

FISCAL AND PLANNING COMMITTEE RESOLUTIONS:

Mr. Monge presented the Fiscal and Planning Committee agenda.

Mr. Arminio stated we are voting on F-7.

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

F-7. APPROVE DISTRICTWIDE STUDENT FIELD TRIP DESTINATIONS AND PURPOSES:

That the Board pre-approve district-wide student field trip destinations and purposes pursuant to N.J.A.C. 6A:23A-5.8, in accordance with the information appended to the minutes.

DISCUSSION:

Mr. Monge stated Mr. Tatum can you offer at least a friendly warning because this trip is tomorrow and if someone had a problem with it we would have kids waiting on the lawn. It seems a little weird that we would be asked to vote on something the day before a trip. Mr. Tatum stated I do believe that Mr. Nufrio might have been contacted in advance because there was an oversight by the member responsible for this particular trip and they recognized it and you are correct Mr. Monge in this case it could be something that if this wasn't an action meeting this would not have been possible because of what would be next week as opposed to tonight so since it was an action meeting, it was Friday that it came through and that is how it made it to the agenda.

Mr. Monge stated the one that says the 11th. Mr. Nufrio stated that is the one I was contacted on and the reason why I was contacted was because Mr. Arminio was out of range to be contacted so I was contacted as the Vice President to make a decision and I felt that all the criteria had been met it was simply a clerical error. Mr. Arminio stated for your knowledge base, occasionally this happens especially paperwork gets lost or someone does not forward it appropriately and we are left with a last minute o.k. you can go.

Mr. Monge stated if you can offer that friendly warning – two out of three, that is bad. Mr. Nufrio stated that there should be some follow-up. It is important that the Board approves this well ahead of time so they have a chance to look at it and there are a whole list as opposed to just one or two individuals.

Mr. Arminio stated the other fiscal items we can discuss if you have anything to say about any of them.

Mr. Vieira stated I just want to bring to the Board and the public's attention – Suplee Clooney & Company are our auditors and they issued a letter to our Board members because starting with this year's CAFR which is the 14-15 school year, they just completed the audit. As part of the audit requirement, the school districts and state and local governments have to issue the finances of their pension liability as part of the Financial Statements. The State of New Jersey hasn't released that information yet so they are promising that it will be released at the end of October and the audit reports have to be filed by December 7th. The window to wrap up the financial recording is small and our auditors are just giving us the heads up. Mr. Arminio stated they did say that they will apprise of any changes and recommend the best course of action as we get closer to that date. I hope they do recommend the best course of action before the date passes. Suplee Clooney will give us the best recommendations. Mr. Vieira stated that the ball is in New Jersey's court; maybe they are waiting until after the election to release the pension numbers. I don't know. Mr. Arminio stated it is nice of them to inform us and give us the heads up.

Mr. Monge stated on F-5, we talked about. Mr. Vieira stated that is the list of purchase orders that have to be Board approved. The list isn't an attachment to this resolution, it will be attached before the voting meeting next Tuesday; but in the future we will make sure that the list is at the work session. Mr. Monge stated in general, Manny and I chuckle because I ask so many questions because I am trying to get a good understanding of this stuff and I think we all should because this is where all the money goes. We should know what we are voting on but any information that we can get ahead of time because this is like information overload. We get tons of information and we are supposed to make all these decisions in a couple of days. So anything we can get ahead of time, I think I speak for everybody, that we would love to get anything we can get a jump start on because this takes a lot of time and I ask the questions and I know I ask them all in 30-45 minutes and I'm expecting all these answers from Manny and it is tough for him and there is a couple of other things I asked and Manny is going to follow-up with me before the next meeting.

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

NAY: None

ABSTAIN: None

MOTION CARRIED

Mr. Arminio stated before we go onto Operations, we had Mr. Zieser, the Police Director give us information and the person who is going to possibly work at Burnet as an officer, do you have something that we can focus on or should we wait to get to it in Personnel or should we discuss it now in Fiscal? Mr. Vieira stated wait til Personnel. Mr. Arminio stated I did ask Mr. Vieira to supply us with some numbers for the person who is the resource officer at Burnet.

OPERATIONS COMMITTEE RESOLUTIONS:

Mr. Layden presented the Operations Committee agenda.

DISCUSSION:

Mr. Arminio stated any discussion so that next week we can vote according to the knowledge that we have accumulated. I have a question on O-3, is there any construction or reconstruction that is going to be necessary in the Franklin Elementary School classroom. Mr. Wiggins stated Ms. McCleod only asked that the carpet be taken up – I was over there today and I did investigate it and I believe that there is no asbestos tile so we can take that up and in-house probably put down a new floor and maybe an outlet here or there. Nothing major, no walls, no real major work.

Mr. Monge stated on the evaluation of asbestos tiles, how do you know? Mr. Wiggins stated I am fully qualified in asbestos and I have four degrees in asbestos.

Mr. Monge stated one question on O-5 as far as we put the books on the textbook sharing website – how long does it stay on there and then what happens? Dr. Lishak stated we keep it up there for 90 days, and we are only required to keep it for 60 days, and anybody who would like to take it we take the information, we box and they come pick it up. Mr. Monge asked and after 90 days? Dr. Lishak stated a lot of times they don't go in the garbage, a lot of times if a teacher can't use them in her classroom she might say so and so is having difficulting in this particular

area I'm going to take one of those textbooks and outline it and he can take it home and use it. Mr. Nufrio stated is it possible to consider for looking down the road for tutoring from Bed Bath & Beyond or any other possible programs, maybe we can salvage some of these books for that sole purpose. Rather than dispose and then have to look elsewhere for books to help tutoring. Dr. Lishak stated that is up to you, I can pull this off. Mr. Nufrio stated it is just a suggestion. Dr. Lishak stated that these are not outdated and I can pull them back and start making a bank if that is what you like. Mr. Nufrio stated that would be nice. Dr. Lishak stated remove O-5 and I will start making a bank.

O-5 was pulled from agenda re: disposal of textbooks and listing on textbook sharing website.

Mr. Tatum stated last week on the 6th there was a health tabletop emergency drill over at Union High School which included members from the health department and our local police and fire departments, Aramark our food services, and they simulated a drill in the event that there was a Hepatitis A breakout. Noreen do you want to elaborate on that.

Dr. Lishak stated what we did was we called everybody in and we had a tabletop at the high school. We discussed a scenario that was actually run by our Town Health Officer. We discussed a scenario where our own Health Department here in Union received information from the State that there was some contaminated berries and as we looked through our inventory, we had actually/supposedly received those berries five days earlier and distributed them to all our schools and how would we handle a situation, in this particular case, we would have to have vaccinations and where would we set up vaccinations and how would we handle this. We did all of those steps. How would the public be notified, what would the transportation be, all those things that we would lead up to trying to contain something like this and how we would handle it as a Town and a District. It actually went very well and it lasted a good couple of hours and put many different steps in place. I have to tell you that everybody was very professional and knowing what they need to do but our food service, the way the food manager, Sarah Bridges, was able to answer every single question that was thrown at her – questions from the Health Department, the principal and what about this and what about that. Aramark is very prepared and that they have many things in place already that she was ready and ready to respond so let's hope that this never happens but we are good to go.

Mr. Arminio asked Mr. Layden to go over the discussion items. Mr. Layden stated #1 is the United Way – use of a portion of Hamilton School currently not being utilized, for public use.

Mr. Arminio stated we have talked about this a number of times at two different meetings and we are still not really any closer to a decision. I know that everyone here is copied on a letter today from some of the staff at Hamilton School, which would include the Supervisors and Directors. October 13th it was sent out. Mr. Nufrio stated there was one last week. Mr. Arminio stated September 18th and there is another one on October 13th and in this letter, some of the individuals at Hamilton respectfully presented their concerns over inviting United Way in. I apologize to the Board, I had planned to go to some of the United Way's buildings in other districts to see the traffic flow. I have not yet been able to schedule it; but I will be going before

next week's meeting so that I can report to you the traffic flow of people going in and out of the facility and how many people really do utilize those facilities and what they actually utilize it for so I will be able to tell you first hand. I want everyone, if you have not seen this letter, I will have someone make copies so that you do get a copy of this letter if you haven't gotten it. It was sent in an email. For those who want to read it now; I am not going to read it but we are going to put it into the minutes. Mr. Nufrio stated this looks similar to the previous one. Mrs. Zuena stated she just updated it a little bit. Mr. Arminio asked for the letters to be added to the minutes. Letter from Supervisors appended to these minutes.

Mr. Layden stated there seems to be a lot of concerns by the staff at Hamilton as far as this project moving forward; mainly security concerns, I know originally the Union Township Muni Action was going to use it for a childcare program. Is that correct? Mr. Arminio stated no, it was never going to be childcare. Mr. Layden stated there are some issues regarding that Hamilton School Annex as a family resource center. Obviously, the clientele that will come into the area, the security of the staff, district employees, our teachers, our supervisors I just want to keep that in mind going forward. Mr. Arminio stated everyone should read through the letter and that is what it does discuss.

Mr. Monge stated I think these services are very important. I think at the same time we need to give United Way an answer – we appreciate you coming out, I think this is the 3rd or 4th time he came to our meeting; but I think we need to draw the line and vote on this, obviously not today but maybe next week and I think one of the issues that I brought up as we talked about this was the lack of space and we are turning conference rooms into classrooms and I think we should really focus first and foremost on those types of things that we talked about. I would hate that we get in a situation where people start talking about the type and the traffic and all that; I don't think it is terribly unfair because these are folks from our community and I hope that we trust the United Way and have a conversation to try to refocus (inaudible). Mr. Nufrio stated I think it has to do with the essence of security primarily as I see it. Reading the first letter and skimming through this – I think we need to prepare for this and we are not prepared structurally. I think down the road if the Board sees fit to perhaps consider it once the design of the building is such that no one needs to feel unsafe. These are staff members and we are just as responsible to them as to the children of our school district. I certainly would not be in favor of voting yes until I know for sure that not one person in that building felt unsafe. We have assigned supervisors and other staff members to be in that building and it is our responsibility to safeguard them. Taking a vote is possibly the way to go, but my recommendation would be to first let's make sure our guys are protected completely by some manner of design that Tom or someone else may come up with which will insure that.

Mr. Monge stated I read the first letter but we are talking about security whether United Way is there or not? How I read the letter was if United Way was there, then folks feel insecure. Mr. Nufrio stated because of the openness of it. Mr. Arminio stated because it isn't separated. Mr. Monge stated my point is, my personal feeling is, this is not what we do. We don't lease out property. We are a school district and we don't have space. We keep on complaining about space – this contradicts. No matter how great the services are, the reality is it contradicts what we talk about that we are busting out of the seams in some of our classrooms. All I'm saying is I don't want United Way to take any of these conversations the wrong way. First and foremost,

we need to focus on the primary reason why we can or cannot do it and I think my position, I have been open about this is, I am hearing two different things. We don't have room but we have the gentlemen coming three or four times to consider us providing space to somebody that we don't have the space. That is what I'm saying – we just need to come to a decision at a point because it would be only fair. Mr. Nufrio stated your point is well taken. The educational setting is foremost and the most important aspect.

Mr. Arminio asked if there were any more comments on item #1. We will take that into consideration Mr. Monge and maybe we can have it for a vote at the November meeting.

Mr. Layden stated #2 is the rental request from Crossroads Christian Fellowship for the use of Battle Hill School Gym during the months of January, February and March for their basketball program and request for waiver of rental fees, in accordance with the information appended to the minutes. Mr. Arminio stated for the last six years we have allowed them to use Battle Hill. Comments?

Dr. Francis asked do they pay for the services and the salaries? Mr. Vieira stated there is a custodian in the building during those hours – so no for custodial fees, but I will check to see if they are paying the utility fees. Mr. Monge stated I thought they would cover the costs for utilities. It wasn't going to cost us any money. Mr. Vieira stated moving forward you want them to pay for the utilities. Mr. Monge stated I asked a question and I thought I heard that when we provide the space without the rental fee that it didn't mean that they weren't paying \$20/hr and whatever costs. Mr. Vieira stated I will check to see if that was waived in the past for this particular group. Mr. Nufrio stated what about liability. Mr. Vieira stated anybody that comes into our buildings need to have liability insurance. Mr. Monge stated it just doesn't say about the other thing.

Mr. Layden stated #3 is the general counsel bids received September 25, 2015 and rejected. Mr. Arminio stated I think we used the word set aside. The ad hoc committee met and there were four bids and I don't know who is going to talk for the ad hoc committee. Mr. McDowell stated I think we are still waiting on...Mrs. Zuena stated no, basically he wants us to elaborate that we just decided that since these four firms were firms that we already have on board as counsel, we decided to try to widen the horizon a little bit and have a new RFP posted in the newspapers to see if we get any other interests. I didn't necessarily think that we rejected them I thought that they would be added to the new ones that came in and we would readdress all of them. Mr. Arminio asked when are they due? Mrs. Zuena stated the 26th. Mr. Arminio stated we will have them on the 26th and then the ad hoc committee can reconvene and discuss any new and I hope many more come in. Mr. Arminio asked if any had come in. Ms. Cappiello stated no, but we have received phone calls.

Mr. Nufrio stated that this was a discussion item that we held in the past and ever since our former Board Attorney presented the Board with his letter of intent to retire that we immediately went into informal discussion as to how we were going to approach the vacancy and which would be the best manner to advertise and I guess get the best possible firm or attorney to do the work which we were looking into a different setting in terms of not a full time position but more of a part-time position and frankly I would like to applaud the committee for having

foresight to see that how it was first advertised certainly not the best thing. We had a resolution that we passed back in January but that resolution did not and it says so in the resolution does not preclude the Board from posting such a vacancy in the newspapers and I was really disappointed to see that it was not followed in that manner; but that is water under the bridge. We are going to let that ship sail. The reposting of course is the right way and anyone who refers to that resolution can certainly see that I am not wrong in interpreting it because it is black and white and it says we can post internally for positions of other staffing purposes because it does save the District a lot of money than having to put it in the paper each time we have a vacancy. We can use the internet posting on the website which is fine, but for positions such as Board Attorney which is a very high position, it is no different as if you post it for a superintendent or an assistant superintendent. We certainly just wouldn't put it on the website that would be ridiculous and I saw it as a ridiculous manner in which it was done and I insisted that this needed to be revisited and I wanted to thank the committee for doing so.

Dr. Francis stated I want to second Vito. Mr. Layden stated how much is this ad going to cost. Mr. Vieira stated we will find out. Mr. Arminio stated please tell all of us. Mr. Nufrio stated that is why we inserted that clause in the resolution back in January and I for one recall that I insisted that we still left ourselves with the possibility and the option to put a high position in the newspapers because really what attorney do you know that will actually go to a website or pay for an app to solicit or search/scan all these websites; that is ridiculous even to assume that. Mr. Vieira stated I have an answer to that question \$96.10.

PERSONNEL COMMITTEE RESOLUTIONS:

Moved by Mr. Nufrio, seconded by Mr. McDowell that the following 10 resolutions, excluding P-6, be adopted:

P-1. APPROVE PERSONNEL ACTIONS

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

P-2. AMEND SUBSTITUTE LISTS FOR 2015-2016

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

P-3. ACCEPT LETTERS OF RESGINATION

That the Board accept letters of resignation from the following staff: (a) Christina Shahid, teacher at Franklin Elementary School, effective September 2, 2015; (b) Hans Beck, teacher assistant at Burnet Middle School, effective September 21, 2015; (c) Maryluz Saez from Café Duty only from Jefferson School, effective immediately, (d) Employee #6240 for the purpose of retirement, effective December 1, 2015, (e) Robert J. Coates, custodian at Burnet Middle School, for the purpose of retirement, effective February 1, 2016, (f) letter of resignation from Stephanie Capers, greeter at Battle Hill Elementary School, effective October 8, 2015.

P-4. ACCEPT LEAVES FOR STAFF

That the Board approve leaves for the following staff: (a) Antonia Peralta, Spanish teacher at Union High School, maternity and unpaid family leave, effective October 26, 2015

and with a return date of April 4, 2016, (b) Maria Matos, teacher assistant at Battle Hill Elementary School, unpaid sick leave, effective October 2, 2015 to November 2, 2015, (c) Connie Novoa, nurse at Union High School, request for sick leave, effective immediately through November 2, 2015, (d) Jaclyn Hrdina, preschool teacher at Battle Hill Elementary School, maternity and sick leave, effective November 23, 2015 and with a return date of May 31, 2016, (e) Rosemary Parsons, social worker at Battle Hill Elementary School, revision to return date of maternity and unpaid family leave from December 22, 2015 to February 8, 2016, (f) Erin Marabuto, teacher at Connecticut Farms, sick and family leave, effective September 1, 2015 with a tentative return date of November 25, 2015, (g) Kelly Hamilton, teacher at Hannah Caldwell Elementary School, sick and unpaid family leave from October 12, 2015 through December 18, 2015, (h) Maura Golding-O'Brien, teacher at Washington School, unpaid maternity leave through June 30, 2016.

P-5. APPROVAL CURRICULUM GUIDES

That the Board approve the following teachers to write the indicated curriculum guides at the rate of \$20/hr. for a total of 15 hours (not to exceed \$300) each: (a) Jill Fischman – Health and PE Grade 5, (b) Charles Titus – Health and PE Grade 5; (c) Gabe Pagano – Health and PE Grade 5, (d) Jill Fischman – Health 6-8, (e) Charles Titus – Health 6-8, (f) Gabe Pagano – Health 6-8, (g) Jill Fischman – PE Grade 6-8, (h) Charles Titus – PE Grade 6-8, (i) Gabe Pagano – P.E. Grade 6-8, (j) Lauren Whitford – Math 8, (k) Robyn Furman – Math 8, (l) Michelle Walezak – Honors Algebra 8, (m) Linda Banks – Honors Algebra 8, (n) G. Sobreiro – Freshman Foundations, (o) J. Sterlacci – Grade 6 English, (p) N. Toccaceli – Grade 7 English, (q) J. Morelli and D. Sahr – Grade 9 English, (r) A. Kenny and T. Danza – Grade 10 English, (s) L. Romero and D. Bobertz – Grade 11 English, (t) M. Kaplan and R. Rios – Grade 12 English, (u) M. Dreher – College Study Skills, (v) M. Dreher – College Writing, (w) J. Hajkowski – Grade 12 AP, in accordance with the information appended to the minutes.

P-7. APPROVE KIM CONTI AS LIAISON FOR DCPP FOR 2015-2016

That the Board approve Kim Conti, Director of Special Services as Department of Children Protection and Permanency (DCPP) Liaison for the 2015-2016 school year, at no additional cost to the District.

P-8. APPROVE CHANGE OF SALARY CLASS (EFFECTIVE SEPTEMBER 2015)

That the Board approve the Change of Salary Class (effective September 2015), in accordance with the information appended to the minutes.

P-9. APPROVE CERTIFIED TEACHERS EMPLOYED THROUGH SAINT CLARE'S HOSPITAL BEHAVIORAL HEALTH

That the Board approve the following certified teachers employed through Saint Clare's Hospital Behavioral Health, 130 Powerville Road, Boonton Township, New Jersey 07005 to provide bedside instruction for District students on an "as needed" basis for the school year 2015-2016 in the amount not to exceed \$5,000: Maria Milligan-Montgomery, Faith Kellman-Giambattista, Carolyn Ruban, Marlene Rudder-Rogovi and Nancy Blakely, in accordance with the information appended to the minutes. (7693-11-150-100-320-01-19)

P-10. APPROVE CERTIFIED TEACHERS EMPLOYED THROUGH EDUCATION INC.

That the Board approve the following certified teachers employed through Education Inc., 2 Main Street, Unit 2, Plymouth, Massachusetts to provide bedside instruction for District students on an “as needed” basis for the school year 2015-2016 in the amount not to exceed \$15,000: Victoria Litterio, Gabriella Larossa-Leedy, Isabella Lombardo, Holley Adams, Rachel Headman, Sarah Sutlic Cheng, Caitlin McCaffrey, Tracy Vail, Brandy Mawhenney, Chelsea Wallace Louro, and Amy Kepezynski Wenner, in accordance with the information appended to the minutes. (7693-11-150-100-320-01-19)

P-11. APPROVE CERTIFIED TEACHERS EMPLOYED THROUGH PROFESSIONAL EDUCATIONAL SERVICES

That the Board approve the following certified teachers employed through Professional Educational Services, Inc., 34 South Delsea Drive, Glassboro, New Jersey to provide bedside instruction for District students on an “as needed” basis for the school year 2015-2016 in the amount not to exceed \$20,000: Doreen Benesy O’Hare, Michael Castellucci, Anthony Galioto, Alice Holler Dietz, Pamela Myers, Ronald Schreck and Mary M. Yuknis, in accordance with the information appended to the minutes. (7693-11-150-100-320-01-19)

DISCUSSION:

Mr. Monge asked is P-11 is that a not to exceed \$20,000 each or \$20,000 in total. Ms. Conti stated for all the services provided through that agency for home instruction. Mr. Monge stated so it is a total aggregate amount. Ms. Conti stated yes. Even if all the individuals were provided service, collectively they could not exceed \$20,000. If we exceed that amount, we would have to come back to the Board.

Mr. Arminio asked if there were any more questions and/or comments? None.

P-1 to P-4(a) to (g), P-5; P-7 to P-11

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

NAY: None

ABSTAIN: None

MOTION CARRIED

DISCUSSION ITEMS:

Mr. Arminio stated we have two discussion items and one of which we had a presentation last month by Ms. Ionta the Athletic Director in hiring an Athletic Trainer. If anyone would like to go over what she discussed or have any comments about it – can we put it on for next week or should we wait until November. Mr. Tatum stated I would like to hear what the consensus is and needless to say we would be putting up a posting next week. Mr. Arminio stated we would have to have a proposal to make it a posting. Any comments about the second Athletic Trainer to help out Meg Berry?

Mr. Layden asked do we have the money in the budget? Mr. Vieira stated no, it was not budgeted for. It is another unbudgeted position. Mr. Layden stated then I say no. Mrs. Zuena stated not having the money is one thing but after seeing the presentation on what ratio of trainers to students is suppose to be it is almost like we are doing a disservice to not hire a second

one because we are leaving kids unattended on fields without AD monitoring there are State laws that are to be followed for athletics – not just for football but for soccer and for any of them and we are not following them. Mr. Vieira stated if you decide to post for the position, it is an unbudgeted position but something else has to be given up; maybe some of the equipment doesn't have to be reconditioned this year, wait until next year. Mr. Arminio stated Ms. Ionta did say money can be moved. Mrs. Zuena stated from her own budget and even for the fact that she presented that she pays people x-number of dollars to do concussion testing and different training, they wouldn't be extra for these people because the new trainer would take on some of that responsibility also.

Mr. McDowell stated this is the kind of thing that you don't want to play around with especially what is going on around the State and the country – the student that died a couple of weeks ago at a football game. Mrs. Zuena stated it was Summit against Warren Hills. Mr. McDowell stated so you don't want to be going to games like that and not have the people there to provide any kind of emergency services we need. Mr. Arminio stated as a coach for many years, it is not necessarily the games it's the practice and someone gets injured at practice and your whole practice is held up especially if you are coaching by yourself, caring for an injured player and you have 30 other athletes standing around and say run some laps guys while you are caring for this person until someone does come and sometimes it is 20-30 minutes. Mrs. Zuena stated Linda made the point, we have been sending a football team some weeks without a trainer on the bus where sometimes it is not during a game it's the children coming home that there is an issue that a hit took place during the game or something that took place on the field.

Mr. Monge stated you said that she would be looking in her budget for some potential solutions that would be good information to know to see if she could offer some of her own recommendations on how she can move her budget around. Mrs. Zuena asked Manny do you know how much is budgeted for the part-time trainer that we have right now. Dr. Lishak stated I want to say that when Linda discussed it with me in general, I think without looking at any other area just between her part-time and people that do concussion, I think she could come up with close to \$20,000 and that is without looking into any other area.

Mr. Nufrio stated I don't even know why we are talking about it. We are supposed to be for the kids; so we find the money. We make the money appear; why take a chance. I said that at the presentation. I asked questions, Linda responded, I thought perhaps that there were some regulations and she was very honest and she said not really but given the size and the number of programs we have, we would have to be out of our minds to say no. Mrs. Zuena stated the problem is that they are not all on site any more. We send soccer teams to Volunteer Park and there is not a way that Meg can be here and at Volunteer Park or whatever the case may be. Mr. Layden stated as long as we have the money and as long as we can move funds from somewhere else or cut something in our budget, I am all for it, I didn't just say to dismiss it completely. I just want to make sure that there are not too many unbudgeted positions once we can find the money from somewhere else. Mr. Arminio stated we always have to consider that. We can go forward with a proposal.

Mr. Vieira stated Diane had asked if it was going to be a P-item next week and the answer is no because you are going to post it and it has to be posted for x-amount of days and it

will be a resolution for November. Mr. Monge stated and during that time we will also get the feedback from her as how she can potentially shift budget dollars around. Mr. Nufrio asked and the posting will be for what length of time? Mr. Tatum stated the minimum would be five days. Mr. Nufrio stated that this is not an issue that requires that much time because there will be plenty of trainers applying.

Mr. Tatum stated there is no motion at next week's agenda to post. We are just going to post a position and then we would start the interview process and then vote on a candidate in November. Mr. Vieira stated I agree. Mr. Nufrio stated and put it on the worksession meeting and we can action that meeting. Mr. Benaquista stated Mr. Tatum so you want us to post it tomorrow? Mrs. Zuena stated is it anything specific, is it full time? Mr. Tatum stated full time.

Mr. Nufrio stated Director Zieser commented on; we pay half, they pay half. It certainly something we discussed at length last time and the fact that we had discussed it on previous occasions as well. Anything that helps the security and the safeguarding our children has to be considered without question. Mrs. Zuena asked how much are we paying whether it is the SRO at Burnet – how much are we paying at the high school? Mr. Vieira stated we had an agreement with the Township of Union during 09-10 school year and it was a resolution passed for Union High School we pay 50% of the salary of the SRO. 50% of the salary was \$50,487 in 09-10 school year. Dr. Francis asked what was his salary? Mr. Vieira stated it was \$100,000. Dr. Francis stated why wouldn't we get somebody that makes less than \$100,000. Mr. Nufrio asked are they paid hourly or by salary? Mrs. Zuena stated salary. Dr. Francis stated police officers coming out are not making \$50,000. Mr. Vieira stated it is a good question but we are going back many years. Mr. Arminio stated please hold your questions until he finishes with the numbers. Mr. Vieira stated there was a resolution in 09-10 and we paid the \$50,000. Subsequent to that we have had the officer in the high school – there was no agreement or resolution and the Town never billed us and we never paid so there is an accrued liability of about \$250,000 for the past five school years. Mrs. Zuena asked did we budget the money? Mr. Vieira stated no. Mr. McDowell asked are they looking for it? Mr. Vieira stated they are reaching out for it now. Which we definitely don't have it in this year's budget so there will need to have a payment plan arranged. Mrs. Zuena asked did we every pay them? Mr. Vieira stated we paid them in the 09-10 school year and that was it. Mrs. Zuena stated so we owe 5 years and we owe over \$250,000. Mr. Vieira stated correct.

Mr. Monge asked how does this happen? Mrs. Zuena stated the Township didn't bill us. Mr. Monge stated if we know we have an obligation to something that you track in your financials so you have an obligation so why don't we pay our obligations when we have it. Mr. Nufrio stated why didn't they send us bills. Mr. Monge asked why didn't we pay the money? Mr. McDowell stated it is one officer that we owe this to. Dr. Lishak stated he is being paid by, we owe the Town. Mrs. Zuena stated the Town is the one who sends the bills for the officer. Mr. Monge stated he is still here. Mr. Vieira stated he is still working. Mr. Monge stated so he gets paid \$100,000 so a good way to start paying that money is to get someone cheaper.

Mr. Arminio stated the first thing that needs to be done is that Manny reach out to the Town and ask them to send us a bill. Mr. Vieira stated they did. They sent us a bill but I said to them that they need to send us an agreement, we need to do a Board resolution, so they are

working on that. I talked to them about two weeks ago. Mr. Arminio stated I don't know if we passed a resolution to pay the SRO. Mr. Vieira stated there hasn't been a resolution in the past five years. Mr. Arminio stated then we need to formulate a resolution so that we do give ourselves the opportunity to pay – not that we can, since we don't have the money and then we have to reach out to the Town and say o.k. what can we do from here on out.

Mr. Monge stated I think you should take a different approach. If we didn't have a resolution and we didn't agree to pay the money, I think talking to a lawyer because why would we pay an amount that we didn't agree to. Mrs. Zuena stated we agreed to the amount the first year. We initially agreed to it the first year when we paid them. Mr. Monge stated that was for that given year. Mrs. Zuena stated but we also kept him here and we had him come to work every day. Mr. Monge stated that leaves room for negotiations. Mrs. Zuena stated that they made a resolution the first year. Mr. Nufrio stated but that expired. Mrs. Zuena stated it did but in the meantime we didn't tell him not to come to work anymore. Mr. Arminio stated we knew every year that he was there. Mrs. Zuena stated whether it was him or Officer Mauro or whoever it was, there was still someone who was coming into work every day. Whether we passed a resolution or not, we still allowed them to come to work and they have to get paid. Mr. Monge asked are they accruing this with interest. Mr. Vieira stated no, just 50% of his salary.

Mr. Nufrio asked for a copy of the bill. I think everyone should see it. Dr. Francis stated can we ask the Officer to sign an IRS form so we can see what he files to show proof that he was paid that. Mr. Nufrio stated it is an exorbitant amount. Mrs. Zuena stated he is only working 180 days. It is only the school year that he is working. Mr. Monge asked so is that prorated? Mr. Vieira stated no, it is 50% of the annual salary. Mr. Monge stated so we paid for a year but we only get 180 days. Mr. Vieira stated but there is no agreement. I just got this bill emailed to me.

Mr. Monge stated the original agreement said what. Mr. Vieira stated 50% of the annual salary. Dr. Lishak stated the police officers work 4 days on and 4 days off. We have 180 school days and they work 208, not including whatever their vacation is. Mr. Monge stated but the point is that we are paying for 50% of his annual salary and we only get him for half a year. Dr. Lishak stated you get him 180 out of 208 days. Mr. Monge stated this is his only job. He is doing this he is not doing...Mr. Arminio stated not here, he does go out on patrol. Mr. Monge stated let's bring it back. Mrs. Zuena stated Monday, if that was his day off, because I think Monday is the day he is not here, so Monday if it is his regular day on....Dr. Lishak stated on any given week, for example this is a regular week, Officer Sancser was off yesterday, that is his day off. If he is here in Union working, he is getting paid overtime and that has nothing to do with us; that would be like a jobs in blue. He works Tuesday, Wednesday, Thursday, Friday here. Mr. Monge stated they have to submit not only an invoice but the backup and we shouldn't even consider paying it. What I'm hearing is that may make some sense if he is working overtime and we are paying, and if he is paid \$20,000 in overtime working on the police force, we are paying 50% of that overtime. Mrs. Zuena stated we are not paying for his overtime; that is totally different. He is here four days a week. Mr. Monge stated listen to what he said, 50% of his annual salary – his annual salary could....Mrs. Zuena stated salary of the high school. Mr. Monge stated annual salary. Mrs. Zuena stated I'm not saying it is right or wrong; that is how much they make – most of the officers make about \$100,000 a year.

Mr. Arminio stated we are talking in a cloud because we don't know facts. I think we have to end the discussion here until we have all the facts because I am hearing things that I don't know how true they are or not true. We are making a lot of suppositions based on what we feel at the moment. Dr. Francis stated but it is a discussion. Mr. Arminio stated I understand that. Dr. Francis stated we should be allowed to discuss. Mr. Arminio stated but we are discussing things without any substance. Mrs. Zuena stated these are things we need answers to. Mr. Arminio stated we need answers first before we discuss it. Mr. Nufrio stated we need numbers. Mr. Monge stated the invoice and we should ask for the backup for the years that they are requesting payment. I think that is fair and we should review and go from there. Mr. Nufrio stated along with that, if I may add, I'm sure there are days that possibility the officer was not on the job exclusive of the one day off so we need to see a record of attendance as well. Mr. Arminio stated there is always someone here, there is always a substitute. Mr. Nufrio stated let them show that; that should be part of the record as well. Mr. Monge stated and if they are at the same pay rate. Mr. Nufrio stated I still say \$100,000 is a...Mr. Arminio stated get us all the information that you can. Mr. Vieira stated I will. Mr. Arminio stated so we can discuss it with more authority.

Mr. Tatum stated that there is one more thing that needs to be added to this. Throughout the course of the time you are referring to, it was not the same person. Remember at one point Mr. Ardito was the SRO at the high school and therefore his salary could have been different than the officer that took over for him. You are talking about at least three individuals over the course of that time period that you are talking about. Mrs. Zuena stated you need to get the backup for all the years. Mr. Vieira stated absolutely. Mr. Monge asked do we keep attendance as well so that when they come here do they check in with us. Mrs. Zuena stated what my understanding is I don't think we are paying specifically Officer Sancser, we are paying someone to be here for five days a week and the police department then pays whoever is here because Officer Mauro is sometimes here once or twice a week so it is not so much that we are giving a paycheck right to him, the paycheck is going to the Town and then the money is going to the appropriate officer that is here that day. Mr. Monge stated but it seems like we have the same dollar amount for every year so they are probably...Mr. Vieira stated it is not the same dollar amount. Mr. Monge stated let's get a verification like Mr. Arminio said. Mr. Vieira stated but I think we should go back to Burnet because that is where the discussion started. Mr. Nufrio stated we can't even consider this until...Mr. Monge stated how can we. Mr. Nufrio stated because we will be getting ourselves into another mess.

Mr. Arminio asked does anyone else have any other comments about hiring a School Resource Officer? Mr. Harrell stated Mr. Salvatore, we had a brief discussion with Officer Sancser earlier today...Mr. Arminio stated can you please wait until comments from the public, sorry Mr. Harrell. We are almost there.

APPROVAL OF BILLS:

Mr. Arminio stated approval of bills next week.

UNFINISHED BUSINESS:

Mr. Arminio asked if there was any unfinished business? I will have some next week.

NEW BUSINESS:

Mr. Arminio asked if there was any new business? I know that we have to keep in mind no matter what happens next month, in the spring you all agreed, we didn't vote on, to be part of Relay for Life so don't forget that so whoever is part of the Board next year 2016 but you will be part of the Relay for Life and I will make sure that you are reminded of that. Also this Saturday there is a fundraiser for a young girl with cancer which is at the Elks and I think I heard that it was sold out but you can still make a donation if you like to for that cause and it is going to be at the Elks Club. I will stop in. Mrs. Zuena stated I know that you were going to call Michelle and I'm not sure if maybe if we can find out – it is a dinner because I have a table of people going but she had said maybe if people wanted to go in and it is a basket bonanza type of thing so maybe if some people just want to specifically go in and buy tickets and just not stay and come and leave their tickets and at least it would be a donation for the cause. Mr. Nufrio asked what time does it start? Mrs. Zuena stated it starts at 6:30 p.m. I will be there at a table and I know Michelle who is running this would definitely allow people to come in and buy tickets and participate because it is such a good cause. Mr. Nufrio stated tricky tray. Mrs. Zuena stated yes.

Mr. Arminio asked if there was any other new business? Mr. Layden stated I'm in possession right now of an Advisory Opinion from the School Ethics Commission. It is A32-14. It was released for public release on August 27, 2014. I won't read the entire opinion; I have copies if anyone would like to read it and I will pass around. Basically, I just wanted to bring it to your attention as Board President and all the Board members, it is an opinion that was brought to my attention regarding any Board members that engage in any volunteer activities in their school district and we have a lot of extracurricular activities, sports and different things and I just want to bring it to your attention and you can review it.

Mrs. Zuena asked what is this actually in reference to? Mr. Layden stated it is in reference to Board members and volunteering. Mrs. Zuena stated I know but doing what as they are volunteering. Mr. Layden stated this one had to do with a play but what I'm saying is I just wanted to bring it to your attention as Board President and to all Board members and it is something to read and make sure we are abiding by it. Mr. Arminio stated this was brought up and we went to the NJSBA, Mr. Nufrio, Mr. Monge and I and they discussed this. Mr. Layden stated so you are familiar with this. Mr. Arminio stated yes. Mrs. Zuena stated I will read it. Mr. Layden stated just so everyone is aware of it. Thanks.

Mr. Monge stated I know we had an email that was sent to us as it pertains to handing out political flyers and the like on school grounds. I just want to get confirmation is that actually part of our policy that you cannot do that. Mr. Arminio stated it is a policy. Mr. Layden stated I think the policy pertains to handing out literature to children. Mr. Monge stated no it doesn't actually. Mrs. Lipstein stated I have the policy here. Mr. Arminio stated not now. Mr. Monge stated I was just asking a question and the question was answered. Mr. Arminio stated this was directed at me and it is fine and that is alright Tom, you can direct it at me all you want but you should have said this is for you Mr. Arminio. Mr. Monge stated because I can tell you this is for you and I will be following through myself. Mr. Layden stated I will say Mr. Arminio it is directed to you. Mr. Arminio stated thank you and that is all I'm asking. Mr. Nufrio stated I attended, as Mr. Arminio said along with Mr. Monge and Mr. Arminio, and this was part of the

power point presentation which is somewhat gray because there are conditions that were attached to this so it is not as simple as black and white and excuse my phrasing of that. It isn't that simple. This has to do with special types of volunteerism. Mr. Arminio stated leadership roles. Mr. Nufrio stated leadership roles exactly. The caveat that is expressly prohibited is the leadership role.

Mrs. Zuena stated I have some other new business. Two things have come to my attention. Two teachers and I spoke to Mr. Tatum briefly about this today and there is a good possibility of a schedule change at the high school that a memo went out to the teachers about a schedule change, to add a homeroom. I will pass it around and you can have it; but I just want to know if that is something that will have to be Board changed. They want to add a homeroom. Everything is here and I will give it to Mr. Tatum and you can share it appropriately with your Assistants and maybe you can give us an answer.

Mr. Tatum stated I will share with the Board about what our conversation was this morning and that is if there is a change in the length of periods and if there is any change in the scope of the school day it certainly will require Board approval. If this was in the same amount of time in the homeroom as in the beginning of the period and end of the period, I would probably say that it does not need to have the approval of the Board. Mrs. Zuena stated it was just brought to my attention and I told them I would bring it forward and check it out. Mr. Nufrio stated if it impacts the length of education structure then we do need. Mr. Tatum stated that is exactly what I said. We have a policy that speaks to that – that is exactly what I'm saying, if there is a change in the length of the periods or a change in the length of the school day, if it is longer or earlier, than certainly requires Board approval. It has to be in the scope of the amount of time that is allotted for the school day. Mrs. Zuena stated some of the teachers were concerned so somebody sent it to me.

Mr. Tatum stated it is interesting Nancy that was explained to me was this was something that was brought up at a faculty meeting and it was brought up by teachers and I find it a little disconcerting that these teachers did not express their concerns to the building principals nor to me and they went right to the Board. I think that is a little out of sequence because there has been no discussion with me by any teacher about this and the truth of it all is that I don't think anyone here knows anything about this other than the principal coming to me and saying to me that there was something that they were going to do as a vote. Teachers brought it and they would like to have it where it did not disrupt instruction but they have an opportunity to announcements. They had this in place once before and I understand about a year or so ago it was changed so what I said to Mr. Lowery was I need to find in particular what you are doing so I can make a determination as to whether or not we bring it to the Board and most likely it sounds like we may have to based upon me reading the policy on this and then we would do it in a manner that is conducive to the Board's desire.

Mrs. Zuena stated I don't know any more than what I'm telling you and I don't have a problem with them having a homeroom or whatever if it helps them with getting announcements and things like that.

Mr. Tatum stated I just think that the teachers need to realize that there is a chain of command and it goes to me before it goes to the Board. Mrs. Zuena stated this is coming from the teachers and it was sounding like a change that was being made without even recommendation from anyone. Mr. Tatum stated I need to have the opportunity, in all fairness to me, I need the opportunity to internalize that and bring it to the Board before that happens and unfortunately I think that is something that has happened in this District far too much and if you want to bypass the people who are responsible for making the recommendations to this Board and unfortunately it is a situation where I have heard a piece of this and now I'm seeing another piece and the compilation should be with myself, the building principal and then a recommendation to you guys.

Mrs. Zuena stated exactly, but I'm just passing on that basically it sounded to me that they were bypassing us so not just the teachers, but the administration was bypassing the Board. Mr. Tatum stated that they can't bypass the Board until they come through me. We need to make sure that that is understood. According to Board policy, because I read the policy, I can cite a few verbatim that they are suppose to go through my desk for the recommendation to you guys; that is the appropriate protocol and I think that we are going to stand on the premise that we are going to do things the right way, I think people need to stop being comfortable in thinking that they can bypass the entire process and just go to the Board and bypass the Superintendent.

Mrs. Zuena stated that they were uncomfortable that it was being skipped over the Board office and it was going to be implemented without change. I'm just reporting. Mr. Tatum stated I knew about this because the Board has not been bypassed because the principal did speak to me about this. I think what they are saying is premature because I can cite you dates and conversations that I have had with the principal about this thing. I also had a conversation with you about it as well. We are aware of this and I wish that they would just take the opportunity to talk to me before they go in another direction. If they feel that this office is being bypassed, they can also pick up the telephone and contact myself or one of the Assistants or Personnel Director.

Mrs. Zuena stated I'm just telling you what was sent to me. It is my job as a Board member to bring it forward. Dr. Lishak stated I thought it was meant to be a fact finding; that was my understanding – what do you think about this? Would you give us back your feedback?

Mr. Nufrio stated this was not precipitated in the minds of the teaching staff, it was precipitated in the minds of the administrators? Mr. Tatum stated no, it came from a teacher. Mrs. Zuena stated this came from an administrator; that was his report that went to all the teachers; that came from an email to them. Mr. Tatum stated that the initial idea was borne by a group of teachers who said they would like to have a homeroom period and it was discussed at a faculty meeting with a number of options and from what I understand, the faculty is suppose to vote on the options that they thought were the most feasible and that was supposed to be presented to me and then I was supposed to present it to you guys. Mr. Nufrio stated o.k. Nancy you are new to the Board and I just want to clarify something. I have been on the Board since 2011 and I negotiated two teacher's contracts among others and it was always my wish, on my wish list and Noreen will attest to this so as Greg, to add minutes to instruction time and I was always stopped by a Mack truck called a Memorandum of Agreement and I said we have to start doing something about that; so if a Board member who was looking to help children get more

instruction time can be obstructed and stopped by a Mack truck called the MOA, how can these people even think about bypassing the Superintendent or how can they even think that the idea in itself would not have been at least a discussion item with you guys. Not you, Noreen and possibly you, I'm a little disturbed by this that they can actually come up with ideas. It is great that they come up with ideas but I wish they would come up with different ideas.

Mr. Tatum stated I just wish that they wouldn't be distorted and I'm not suggesting that Nancy is distorting it, I'm suggesting that apparently there was an entire process that took place there but when they go to a Board member, they go through the Board member with a portion of what allegedly took place. Mrs. Zuena stated what you have there is the memo that came directly from Dr. Lowery. It is the email that came directly from him with the proposed schedule. Mr. Nufrio stated Mr. Lowery presented it? Mrs. Zuena stated correct. That is the way I see it there.

Dr. Francis stated I hear what you are saying Greg, they like to go around you by coming to us as Board members and I want to remind the public as well as the Board members, when stuff comes to me I usually tell them you really need to send it the Superintendent or Assistant Superintendents first. We as a Board can only really effect policy. We are not here to run the District that is Greg Tatum's job. We need to remind them that it is up to the Superintendent and he is the boss and we are just here to advocate for the kids and make sure the policies are being followed.

Mr. Nufrio stated just a follow-up on what I would say about instruction time, I read one of the NJEA review reports and there is a district not far from here that actually managed to add 15 minutes in total of instruction time. I will find the article and forward it to you Noreen because I would like you to look into that. The Superintendent came up with the idea and I don't know all the particulars but from what I read it sounded like my wish came true in another district.

Mr. Zuena stated we can't take from between classes I will tell you that much because let me tell you something, the night of open house, trying to get from one class to another in that little amount of minutes in between. Mr. Nufrio stated and having your homeroom that is not embedded in the class would do exactly that.

Mrs. Zuena stated Mrs. Salvatore who is the cosmetology teacher at the high school knew that I went through the program there. I guess she sent out a little note and she is trying to take her kids on a class trip and I guess that some of the funds got cut from her budget so I guess what she is trying to do is find out if there is any way possible that she can take the kids, being a cosmetology student from Union High School and Vito talking about vocational, now it saves the kids easily about \$12,000 but there is a big international hair show that they have and I guess that she would like to take the kids to and she doesn't have the funds. Mr. Tatum stated is she going to call one of us and ask us. Dr. Lishak stated the Perkins Grant that is normally where they get funds from that; the State came in and said you are no longer allowed to use funds to pay for field trips, travel and/or admission to a program. Mrs. Zuena stated she can't, it is out of New Jersey because it is a New York trip. Dr. Lishak stated that is what it was the Perkins Grant and they said you are no longer allowed to do that because I guess it was beneficial to somebody.

Mrs. Zuena stated when she use to have funds that were given to her from us, obviously it is all about money, right now I know we don't have money, is it something that could possibly be considered if she gave information on a trip. Dr. Lishak stated normally what would happen would be within the budget of the high school, they would have to reallocate money. They decide what field trips they are going to allow. What happens in the high school is, if the high school is paying for it, they may pay for it every other year but if you are talking about a band trip, they fundraise for their money so they offset that on the year that they are not going but it would be up to the high school. We can request it of the high school to see what they have available in the budget to pay for that. Mrs. Zuena stated so that would be something that you can look into.

Mr. Arminio asked any other new business? Mr. Monge stated the two resolutions that we talked about. Mr. Tatum stated that is actually going to Mr. Nufrio because that is part of policy. We will run that by him and if there are no questions then we can actually get it formulated as a policy. We talked about this once before in a session but I will remind him of what it is and I will make sure he gets a copy tonight before he leaves. Mr. Monge stated thank you.

Mr. Arminio asked any other new business? None.

COMMENTS FROM PUBLIC:

Mr. Arminio asked if there were any comments from the public?

Jill Hall stated I am sure I am missing something and I'm oversimplifying things, but I have been in the presence of the gentleman from the United Way for these last couple of meetings and it is very hard for me to sit here and listen to us be so willing to take from Bed Bath & Beyond and to be so unwilling to give back to the United Way so I am really asking us to take a look at that. In addition, I take offense toward the Board members who said it is a problem to have that population in the school around our kids; that is not how we should be referring to those who suffer with mental illness or disabilities. Thank you for that consideration.

For those of you who were working with the VGO, the robot will be going into the classroom tomorrow we were finally able to get that going and I have to applaud Dr. Lishak for her time, it was very complicated to enable the robot to be accessed from the student's home so we were able to get passed that. Dr. Lishak asked is my part in calling Jeff and saying hey this thing is still not working? Jill Hall said yes. Dr. Lishak stated I don't know how they made it work but it worked. Jill Hall stated that Dr. Lishak and Jeff really worked on that and we only had one student in one class so the robot is going into science and social studies tomorrow, Thursday and Friday and Monday will roll into English and we hope that will put enough pressure on the last student holdout in the Math class and hopefully all will be done by next week. We are very excited about that and I really can't thank you enough for your support. It was an arduous process and I think that this will be an amazing opportunity. Dr. Lishak stated I really wish we could have brought it over here. Jill Hall stated right now it is in Jason's office with a big Jason face over it. We put Mr. Malanda's face on the front of the robot. We will have some fun with that but the kids are so excited about that.

Mrs. Zuena stated if that one parent doesn't sign they can't...Jill Hall stated they can't do Math. My feeling is that we really have to respect that parent and that student but I kind of feel like when it becomes less scary and people see it, we will be o.k. We are going to put gentle pressure to get that going.

I also wanted to address the tricky tray for Saturday night. It is sold out the last that I heard but it is a wonderful opportunity for the community to really rally around this family. The expenses that have been accrued by this family are really enormous and the work of Bianca's Angels have been extraordinary. They have really done a lot of work and Mr. Arminio will be happy to know that I was able to secure four tickets to a Philadelphia Union game – sideline passes plus parking so you might want to drop a few tickets in. I think that basket really has your name on it.

Susan Lipstein stated first I want to commend the Board and Mr. Arminio that started this wonderful District planning thing which I have come to as often as I can and which generates such enthusiasm and brings together so many different passions who really care about the children and who care about doing the right thing. The slogan "For U With U, Excellence is the Only Option" is something that everyone in this room really needs to think about how important it is that we do what we are suppose to do. Excellence is what we are trying to do and following the rules and following policies is absolutely essential for all of us including the Board members.

That leads me to things about the campaign, my concern, these are small things but they are big things. Lawn signs have been put out for the past two years and it is legal to put out lawn signs but there are really places where you need to put the lawn sign. If the lawn signs are going where they are not suppose to go, they have to be taken off by, if they are on municipal property, they can't be removed by just anybody, you have to go and take them and I'm going to address Mr. Layden and his group on that because there were campaign signs on municipal property and they are not suppose to be there. I had to email all over because I got the pictures and it is wrong and it not following the rules. If you can't follow the rules that are set out in your Town and by your Board, you need to rethink and you need to pull them down. I got from Tammy Cobrin and I got from Eileen Birch that their Code Enforcer was going to remove them. I don't think we should be worrying about people running around and taking out lawn signs where they shouldn't be; that is a waste of resources of this Town. Now someone reported was on the entrance of the Garden State Parkway and it is not suppose to be there. Even the Mayor appealed to me, he said that we are not a Town that wants to have messy signs all over the place. He would like to see no lawn signs and I can understand that. But I think that lawn signs are not appropriate. If you have a message put it on your lawn and that is fine. Do not put them, and this goes for all the candidates, where they are not supposed to go. It is just ridiculous and to me it shows a desire not to follow the rules, it is a desperate wanting to get a vote but why vote for vote the wrong way.

Let's stick to the issues so that is my (inaudible) and I think everybody should follow that. I also feel that campaign regulations need to be followed and need to be done correctly. If you are going to get contributions, it is questionable if you get contributions from anybody that is given business with the Board. Unfortunately that has been done in the past, it is a red flag and there is no lawyer here I think but you can't do that. It is a violation and it is like a pay-to-play.

If you are running, please don't do that; those things are filed and they are problematic. I learned at the PACE meeting that everything is out there for the public to find so please don't do that.

The second thing is the problem with distributing materials on school property which was September 16th at Washington School PTA meeting. Parents reported it; maybe some of them are here, I don't know. You cannot do that File Code 13:15 and this goes to the people, some of those people are here today, one is on the Board, Mr. Layden, one was on the Board, these were policies passed by the Board and if you are busy getting information from the ethics committee, please check our own policies, they are on line, you cannot do that. The Policy of the Board of Education is to prohibit the distribution of partisan political materials on or in school buildings or properties. Let's follow the rules that were made. Let's do what we are supposed to do. Let's live up to our excellent "this is the only option" that right there we are passing, that we are all saying we want the kids to do, we don't allow kids to violate policies. I am assuming Mr. Layden was told as a Board member not to violate Board policy. I think that two candidates that did do that are here tonight. Nice to see the candidates at a Board meeting; I have not seen them here before and it is good to know if you are applying for a job you know what it is going on. If you want a job let's follow the rules.

That is my sermon and I wasn't really going to say too much but Mr. Layden said we are trying to say no, no if you only give to kids that is the State law. If you campaign information to children on school grounds that is a violation of a State law. If your children are there, which they possibly could have been, it's a violation. I don't know if they were or not. But this is our policy and we need to know it if you are running and serving on the Board. That is how I feel and it upsets me very much because I think we have major issues in this District.

Now I'm going to talk as Education Foundation President to thank everyone who supported this. We work very hard because we want to get more for the children and we wanted to be academic and we had two major fundraisers toward charities and it was wonderful and I want to thank you for that and I just want to say as a citizen, I expect everybody to live up to that goal.

Mr. Harrell stated sorry for the earlier interruption in the meeting. Just to go back to Burnet. Not to go passed Dr. Lishak and Mr. Tatum and Annie Mosses, we did have a brief discussion with Officer Sancser this afternoon, Mr. Salvatore and myself and I did know that it was on the agenda tonight to discuss this item. Please give me some clarity because Officer Sancser said that this SRO or this Student Resource Officer would be for both middle schools but I'm seeing on this document that it says it is for Burnet. If it is indeed the case it is for both middle schools, given the scope of work that Mr. Salvatore, Ms Drayton and I are trying to do, I take issue that it just says Burnet. I take issue with the idea already but I'm only one person in the building that we need an officer in the building; however, Officer Sancser calmed me down significantly why because we have 6th grade babies inside of the building and I knew and I was hoping it wouldn't be the case, but it specifically says Burnet Middle School on this. Please change it if it is for both middle schools because it should say for the middle schools. Try to leave our name out of the mix that we have an officer walking around with little babies that are in the 6th grade. As a long time teacher/educator and someone who supports and loves kids, it just makes me feel very awkward and I told you that and you didn't like it but I really didn't care

because I'm more concerned about the little babies that are in our building with some officer walking around and number two and I promise I will go quick, I did say to Officer Sancser and now I'm saying it to the Board of Education and whoever is here for an officer, if this SRO is going to cost a zillion dollars, just joking Mr. Vieira, he is actually going to come into our building, you really should grill the gentlemen who is going to hire that person, as the Vice Principal of the building and long-term science teacher in that building who is a serious stakeholder there, I would really feel very uncomfortable with some gruffy rude officer in the building. I like police officers very much; however, all police officers do not belong in the building with 12, 13 and 14 year olds. So as a Board of Directors, you really need to see exactly who is going to be placed in Burnet Middle School and be a part of the process in hiring this person. If it is the right fit terrific. If it is not the right fit, think twice about it please I beg of you.

I'm here this evening for two reasons – for that issue with the officer and to really support the slogan that Mr. Tatum put together with this Township Committee and we have been working diligently to bring through positive things that are for the betterment of the District and next week we meet again and I am going to bring up ideas about giving some extra clubs and activities for academic things that we are trying to put in to Burnet Middle School and we are going to rope Dr. Lishak into the building – she didn't know that but now she does – and make her stay a half hour to discuss this and I'm going to bring it to the Committee next week that we need just a little bit of funding and we are going to give you some preview of ideas to make something really academically impactful at Burnet. Dr. Lishak stated you know I just had a Burnet person here today asking for... Mr. Harrell stated I knew about it. Dr. Lishak asked are you coming in stages? Mr. Harrell stated we are collaborating and make sure Mr. Nufrio who missed some of it. Mr. Nufrio stated I'm sorry I had clear out my chest. Mr. Harrell stated it's o.k. They will fill you in and want you to be the main person to grill these people because you seem to do it well.

Mr. Tatum stated a quick response to one of the concerns Mr. Harrell raised about two middle schools. Every so often we have in this office what is called typographical errors and we do it quite well and we apologize to Burnet Middle School for that happening on this occasion. Mr. Harrell stated he accepts his apology. Mr. Tatum stated it was not targeted for just Burnet, it was just a typo and we do that every once in while not too often but maybe once a week.

Maria Valesquez stated I have two students in the Union Township schools. I sent an email about two weeks ago regarding the Livingston School 4th grade teachers switch program. I understand that the Board isn't involved in the curriculum in the building or anything like that but I am disappointed that I never really heard back. I was told I would hear back and I just really want an answer. There are a couple of other parents here who were inquiring. Mr. Tatum stated first of all we had our first opportunity tonight to talk to the Board about this concern. That is the first thing. The Board in and of itself had not been aware of a switch program. It was interesting because when I got the first email and I saw the word I believe it was "pilot program", I didn't realized that Mrs. Moses, the elementary Assistant Superintendent had come to me and talked to me about something that was going on at Livingston but I did not realized that they were one and the same and what is ironic about the whole thing is that conceptually it is certainly is not a bad program it's just not established appropriately by protocol. One issue is

that I did have the opportunity to talk to a former principal and he said to me that he was not aware of the fact that this needed to be approved by the Board; that was the first thing. The second thing was and I'll let Mrs. Moses tell you about this part, there is a compliance issue that deals with the State of New Jersey regulations on SGO's and SGP's and maybe that is the place for you to pick up.

Mrs. Moses stated the State of New Jersey's SMART has students linked to teachers and this is their accountability for instruction so when students take State assessments, the assessment is linked to the teacher based upon his or her students. If teacher A and teacher B decide that they will switch off kids, teacher A will be marking and educating the children in an academic area where he or she is not accountable for. Every teacher in the District is linked to students so that we can go back years and I can tell you who Annie had in 4th grade because she was linked to her at the time she was tested. Man from the audience spoke out. Mr. Arminio stated we usually just have comments but because this is a situation that is a little controversial and people are concerned, I'm letting it go a little bit more. Let her answer hers and then you will have your five minutes otherwise it will become a fight, an argument and we are not here to argue, we are here to listen to both sides.

Mrs. Moses stated with that the teachers did not propose any...it was to be a "pilot program", there is no documentation. There is no data, there is no goal setting, there is no outcome, there is no information to say, I Annie Moses, if I was a teacher, why I should teach this subject based upon the data I have from my teaching. All that documentation evidence is needed to start a "pilot program" and has to be presented. Mrs. Valasquez stated thank you for that explanation. I am sure there are other questions that other parents have regarding this but for the future, as a parent who made an inquiry to the Board and made an inquiry to Mr. Tatum and to not hear back is disappointing and hopefully in the future there can be more of response. This is my first meeting I attended and I certainly think it is educational and I would like to attend more but I really came because I didn't get a response.

Mr. Arminio stated I don't know who you sent the email to. Mrs. Valasquez stated I sent it to the Board. Mr. Arminio stated I responded. Mrs. Valasquez stated you responded someone will get back to you from Mr. Tatum's office. Mr. Arminio stated and that is all I can do. I don't have any authority to say anything else other than that. I did respond I didn't ignore it.

Mr. Tatum stated the lack of response is the Board of Education and I needed an opportunity to talk about this a little before my being able to give you any type of definitive answer. The other thing is this, I need to be very clear about, when there is a change in program, we have to send that to the County. Right now the only building that is classified as elementary that actually has switch into transition to middle school, is actually Jefferson School. If the County would walk in right now they would identify that because that has been an approved program since the desegregation of 1969; that has been the actual program. Therefore, that actually is bonafide. We are going to be monitored by the State this year. If indeed the State walks in to see that happening at one of the schools where it has not been approved, then there has to be some level of sanction that will be held against the District for non-compliance – for not getting the appropriate measure approved. We cannot display resolutions by the Board of Education that says it was approved – all information that Mrs. Moses mentioned in terms of

scientific data and what we are striving and the goals, none of that would be available. We just did something without following the appropriate protocol.

Mr. Monge stated there are two things and I think she is getting the answer now but what I think she is saying is that she sent an email and if you had to come back and speak to us I think it was only right to get a timely response. Mr. Tatum stated first of all, Mr. Monge in all fairness, there was a response sent to parents. There was a letter that was sent by the building principal in collaboration with Mrs. Moses and in fact Mrs. Moses is the person who is in charge with the responsibility of the elementary education at this stage of the game and the fact is that when I learned that we were talking about the same two things, I did speak with Mr. Arminio, the Board President, and we were going to discuss this matter with the Board before giving any responses because it had to be researched. Maybe what you are saying is that we should tell the parent that we are researching this but I understood that was his response already that we were researching it and a couple of people had actually been told orally or whatever the case may be but I know I was told that the group of parents were told that we were taking care of this and we would get back to them. Mrs. Valasquez stated I'm glad I came today so I was able to get an answer.

Milton Hernandez stated I'm a parent of a Livingston student. My concern is not looking to regulation, I respect that, I don't need to understand that. My concern is with the administration. How did this happen? You referred to the previous principal that this program was instituted and there is a protocol to be followed; how does that happen? That is what I want to be investigated and I want answers to that because I don't think it is fair for this to happen again. There is one critical element here that happened. It was the students that were impacted by this because there was a structure in place. Let's forget about that right now that it was the right protocol or not but there was a structure that was put in place and then all of a sudden nine days into the school year we have to stop it. I clearly get that we have to stop it because there are regulations that you have to follow but that is my main concern.

Mr. Tatum stated what you said right now is actually what I just said to Mrs. Zuena a few moment ago and you know what that is that there is an established protocol in the District and you know the only way for us to get a handle on and to make sure it doesn't happen again is to instill in the staff that there is a chain of command. There is a process that we have to follow because unfortunately, you are absolutely right, the students end up being the victims of this whole thing because an adult made a wrong decision. But by the same token, we are accountable here, not only to all of you but to the State of New Jersey to ensure that an instructional program that we have in place complies with the New Jersey regulations. That is our job to ensure that happens. We are not interested in hurting children by any means at all. We are here as you see, we have a committee we are trying to do good things for children but by the same token this was an error that was made and I can tell you openly, everybody who is here tonight, as a Superintendent I certainly apologize for the fact that this was done but it certainly was not done in an attention to hurt children. I think you will understand that. Mr. Hernandez stated I don't think it was the intent I just want to be reassured that the protocols and process are being followed because we have similar issues because the high school teachers are going around. I am a well educated person and I think something that is going on with the kids (inaudible).

Mr. Tatum stated I understand what you are saying and as a fairly new Superintendent let me tell you what the first order of business is – is to change the mindset of people. Before you get an organization up and running and get it to the point where people are actually doing the things that they are suppose to do, you have to change their mindset. This is an old thing that has happened in Union for a long time. If you don't like what the Superintendent says so you go above him. If you don't like what the principal says you go above him. There is a protocol and unfortunately occasionally there are things that happen like what happened here where a person takes it upon themselves to do something and totally skips the process and had that person still been working for us and certainly there would have been additional consequences for that happening because unfortunately everything supposed to be discussed with this office. These two ladies are in charge of the curriculum in the District right now. Before it ever comes to me, they are the first person that they should be speaking to and let me just say this to you, do I think and I said this tonight at the Education Committee meeting – do I think this is a bad idea? Absolutely not, if we do it right then certainly it is viable. It is not something that we wouldn't say down the road, we will examine it a little bit more and take a closer look as a protocol. But guess what, I have six K-4 schools not just one. If I'm doing something and there is dissension in the District it should be done across the board so that when students transition into grade 5 next year they have the same experience.

Mr. Nufrio stated I just want to make a comment. Perhaps this is an eye opener and certainly to the parents, we all owe you an apology for not responding but the mere fact that we were following protocol in that it was new and it was something we were not cognoscente of and tonight in Education Committee, the very same sentiment that Mr. Tatum expressed we expressed that possibly this could be something that we could somehow embed it within the structure that is now there; but it certainly could not continue for the mere fact that it was not approved nor would it be approved if in fact when QSAC comes in and sees something that is not in the books and we would be sanctioned for and it would be stopped immediately. Having said that maybe what is important is for the community to understand maybe we need to prepare some resolution so that the entire community is cognoscente of the fact that you are parents as I am and when I had a problem either I or my wife and usually my wife because I had my own educational problems with my schools, you bring it to the principal, you ask the principal to look into it. It is really that simple. I'm not saying that anything was bypassed but maybe that should be our point of order for everyone to at least use as a point of reference is that you go to your school building administrator and express your discontent or your displeasure about something and ask for it to be looked into because ultimately he is the one who is going to hang on the subject and deal with it. He will be the one to make the decision based on all parameters and all criteria that affects this type of profession, this type of institution which is the education of children. We are not a sole entity. We are responsible not only to the County, to the State and to the Federal government. Along with that protocol, no one Board member can actually affect change; we can simply recommend. We can review, we can assess and we ultimately make a decision; but ultimately, the Superintendent and his cohorts are the ones that make those decisions. But as you said earlier, we don't set the curriculum but we certainly oversee it.

Shawn Brown stated I have a couple of things and I'm just looking back on F-9 and I see some moneys were allotted for Kawameeh Middle School for their 8th grade trip and I'm wondering what is happening with Burnet. Are we allotted something for them to go on a trip, I

know they went to Casa DelSol last year. I just didn't see anything. Mr. Vieira stated that resolution F-9, it's the student activity accounts which the moneys are generated from fundraisers and we have a student activity policy where any disbursement that exceeds \$1,000 has to have Board approval. It is a check and balance. But as far as the source of the revenue, it is from fundraising. This is not taxpayer money. Ms. Brown asked is this through the PTA fundraising? Mr. Vieira stated student fundraising. Ms. Brown asked are we offering the staff or the parents or the teachers at Burnet the opportunities for the same fundraisers because they didn't go on this trip last year and I know Kawameeh did so I don't know what you guys are putting in place but I would like to know because my son is going on this trip this year but there are quite a few disparities as well with Burnet and Kawameeh.

Mr. Harrell stated I cannot jump passed Dr. Lishak who will be in our building, who will be roped in. Dr. Lishak asked are you going to be asking for \$7,000? Mr. Harrell stated we are trying to work this as part of our agenda with Dr. Lishak when she comes into our building in the next week or two and I promise I will update you on it – the results of the meeting. She is having it with my principal, Ms. Drayton and myself in this coming week or so.

Ms. Brown stated this one last thing that concerns me about the Burnet Middle School and I think this is different from Kawameeh and this is the 80-minute block classes on the Core Curriculum and then they get 40 minutes for lunch. Does that help for the kids to have a 40-minute lunch program? Dr. Lishak stated it is the length of a regular period. In all of the schools it is the length of a period. Ms. Brown stated the Core classes are 80 minutes. I guess my concern with the lunch is that it is 40 minutes but the kids don't actually get to go out and do anything after lunch and have free time or play time or something to digest the food. I see a lot of them going home and not feeling well and I don't know if it is the indigestion, having to just spend 40 minutes doing the things you have to do and not getting a lot of exercise. Mrs. Moses stated everybody has 40 minutes. The little ones they eat their food and they go outside to play. Maybe the older kids do the eating and socializing they don't get to go outside. Dr. Lishak stated at the time of lunch period it is either there's gym classes going outside if the weather permits or teachers are on duty or they are covering duty or they themselves are on lunch. It would be a matter of supervision. When they are in the cafeteria, they are supervised (inaudible). You couldn't take one of the teachers on lunch duty, remove them from cafe duty and put them outside, it would be impossible to supervise either amount of kids, inside or outside, one person in and one person out – two people in, two people out with the amount kids, especially we are talking about Burnet there is almost 1100 students in that school. I think the number is 1051 and trying to get them through all the lunch periods. I think Kawameeh has 650.

Ms. Brown stated they wouldn't have any phys ed to get any physical activity in the day. If they are not getting gym in that cycle. Dr. Lishak stated they have gym out of three marketing periods and one which is considered in the curriculum and health is also considered in the curriculum as PE class. During the cycle where they are actually in a classroom for health, they would not have any physical activity during the course of the school day. Ms. Brown stated in the Core? Dr. Lishak stated if it is replaced with health, it is PE Health.

Woman in audience stated I have two daughters in Union schools and my concern is the lack of unity between the schools, the Boys and Girls Club, the YMCA – all the places that

house our kids while parents or parents sitting at home doing nothing, regardless of what the parent is doing, the lack of unity between these, the things that house our children I really take issue with. I really haven't heard anyone talk on that note. I have heard the word unity, I heard togetherness, just different major things that we like to project to the children but if the children don't see us, what makes us think that they are going to do that. Do you understand? We have to lead by example. I have had some different incidences and just the lack of unity and one of my children go to Burnet Middle School and the other one goes to the Union High School and they both attend the Boys and Girls Club and the fact that the Boys and Girls Club will not contact any of the schools and the schools won't contact the Boys and Girls Club, I feel that says a lot. I'm coming from New York City where nobody wants to contact anybody and they did more contacting then what I'm seeing here and I think that it is a big issue to everybody. It can become big because what are we painting for these children. You can say do what we say and not what we do but in all actuality, that is not what these kids do and I thought my generation was crazy but these kids can be sometimes very out of control and if they don't see us as adults in different places that house and sticking together we are going to lose our generation and they are our future. We need to be open, we need to mold them to be what we need them to be later on so that we have to act and set an example and I say housing our kids, because I have no better terminology – I wake up at 4:00 a.m. to go to work and I'm a little tired now that is why I'm leaning on this wall. Thanks for offering the seat brother but if I sat down I would fall asleep. I'm even willing to step up. I have called councilmen and I think I called everybody up under the sun due to this issue. I'm willing to step-up. I work two jobs and I have four kids. Two of them attend Union schools. I'm tired but I'm never that tired that I cannot support our children. It is just not my children it's everybody's children. There needs to be some type of unity between these people or we will continue to fight on the way to school and we are going to continue to have this person and that person and just negativity from these children because they are not seeing us unite. They are not seeing us together and I have said what I have to say because I really think that is something that should be brought up at these Board meetings. I really feel and I'm disappointed not to see anybody from the Boys and Girls Club that my children attend and I thought thanks a lot this is my first Board meeting and what brought me out was due to the incident that my children had and I feel that is my downfall because I'm in Union and I'm a resident of Union and should have been here not just when something happens to mine. I should be here and we all should be here supporting the kids. There should be a whole heck of a lot more parents and cousins and brothers and uncles in these meetings and that is not what happens in any town; but where do we break the ice. Maybe we say enough is enough. Where do we show these kids instead of showing is in who and how can we want something from them when we are not dishing it out and they are not blind. These kids are swifter than us. You have to wake up early to mess with these children.

Mr. Arminio stated thank you very much we will certainly talk about it. Mr. Monge stated I am an advocate here. One of the things I will say is we do have – Guy and I are baseball coaches for years now in Union Little League and we see the results of that and we go around people calling us Coach and we have coached 100's of kids already. There is some of that stuff but I don't know exactly our involvement with the Boys and Girls Club but and I'm from New York too so I know what you are talking about.

Woman from audience stated uniting with bigger and better than a small town. Mr. Monge stated absolutely. We expect more here. Woman from audience stated show a little concern for the parents.

James Horne from the United Way of Greater Union County stated I appreciate your comments. This is a dovetail on that to the Board President. I would be more than happy to arrange the tours at Hillside where we are housed in the administrative building for the Hillside Board of Ed and as well as in Plainfield we have a similar relationship. There were a couple of issues that were raised. One, in terms of potentially using the space in Hamilton and securing it in a way that the staff in the building would feel comfortable; I think that we actually went through with an architect and those are some of the considerations that we put into our architectural renderings that I can share with the Board at any time in terms of which how we would go about trying to lay that out in the way that it makes some sense. One of the things that do want to say, the building is not going to be used by the United Way. The building will be used by Union Township's families and residents. We would just facilitate a process to do some of the things that I heard here today. How do you connect the community? How do you empower parents? How do you enrich the fabric for families? That's really what the Family Success Center is designed to do. One of the things that and why we are here is not because we want free space, we are here because when we look at information around the quality of life of some of the residents of Union Township, we feel that there are opportunities to provide for greater opportunities for those residents. I think that part of our core are the workshops and other things, we also rely on parents and have them involved in program design and the parent advisory committee council to better think about what the gaps are and how we can better navigate families to get those services. That is really kind of core for us. One of the things that we learned over time is that we open up a Family Success Center and people that tend to come into those centers come because they truly want to do better. They want to seek help and so the label of who they will be; they are the members of our community that are seeking to improve the quality of their life and that is really something that we found is important. As I thought through this and heard some of the comments, in our history of Family Success Centers here in Union County, I can't think of one incident that where the center or the place where we housed it was adversely affected. Where there was any kind of misdoings upon the individuals that utilize the facility. Because again when people come looking for services, they truly come with the best intentions in mind. I really just wanted to reinforce that.

It is interesting for me and it is a long meeting, I do want to share with you that I have sat in this seat. I was a 10-year board member in my hometown so I am very familiar with some of the policies/issues that you have to do deal with but also in my hometown, I come from a housing project and I grew up there and after I got out of the housing project and moved on and got on the school board, some young men said that we really want to do something for young people in our community but there is no place for them to go and what we realized was that when you think about opportunities and where facilities are, school buildings are in fact provide opportunity so I worked with them and we opened up a school which led to us opening a series of schools to allow different utilizations. That experience has worked for me. What we are proposing here is a smaller scale and much more limited. But again, helping families where they are where they really can get the services I think is what we are trying to accomplish. I would welcome any of the Board members to go on a tour with us to learn more about how the Family

Success Centers operate. One of the things that I do want to say in terms of the United Way's commitment to Union – for us this is a long-term relationship. We try to map out need and community programming and when we see the gaps of how do we really begin to fill those gaps. I think going forward that is something that really has to be addressed because the population throughout the County is changing and I think there are more people that have issues and needs and how we begin to address those issues for those families. For us it is not just Hamilton School, it is how we connect all the resources so that they are providing better levels of service for families throughout the community. In Hillside it has been kind of interesting transition for us from the schools, we are now working with the library, we are working with churches, we are running satellite programs throughout those other institutions directed from the Family Success Center. We have a very active parent advisory group there, very active teen advisory group. So the notion how do you help people who are seeking services but also how do you empower them to create a strategy for their own success. That is really the notion of what we are trying to accomplish with the Family Success Center to service Union Township residents. I do really thank you for your considerations and whatever we can do to put away concerns and fears; we are more than willing to engage in those discussions. It got to be for us to be successful for the children and families to be successful it has to be a win for everyone. Thank you for your time and I look forward to taking you on a tour and I will come pick you up when you are ready to go.

Mr. Arminio stated I'm ready and thank you very much and certainly once we set up a time I will contact all the Board members and if they want to tag along and go for a ride. Thank you very much.

Steven Le stated I appreciate a lot of the comments that a lot of parents came with tonight and the members of the community because what we should be focusing on tonight is about the needs of our community and the needs of our parents. I feel that one of the comments that was quite politically motivated in terms of leveraging and attacks on one another. Regardless of our politics, when we step through those doors and into this conference room or into any Board event meeting, the politics leave and we discuss about the real issues that matter to children and that matter to our families in the Township of Union and when you leverage attacks you are violating the law or violating policy, we are all not lawyers, we use to have a lawyer in the room and now he is not here anymore, but we are not all lawyers here so I'm not going to blow smoke and say that we are interpreters of the law or policies but at the end of the day when you come into this room it is about community, it's about coming together for our children and it is about discussing those policies and not trying to weigh some political scoring because that is beneath the standards of our community; that is beneath the standards of what we all want for our Town which is good schools, good education, good opportunities. I regret one person that made such ridiculous and to be quite honest, false comments about laws and policies. We should be focusing less on the pettiness and on the policies that matter and as long as we come back together after the discourse here in terms of having a more civil discourse with one another then we can work together for our children and for our community. That is all I have to say tonight.

Mr. Arminio stated thank you Steven. Any other comments from the public?

MOTION FOR EXECUTIVE SESSION:

Moved by Mr. Nufrio, seconded by Mr. Monge 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.

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

NAY: None

ABSTAIN: None

MOTION CARRIED

Mr. Arminio stated he wants to thank everyone in the public for coming tonight. It shows a concern. We may not always agree but that is how things get resolved; when things are discussed.

MOTION TO RETURN TO PUBLIC SESSION:

There being no further business before the Board it was moved by Mrs. Zuena, seconded by Mr. Monge that the Board return to public session. All present voting Yes. **MOTION CARRIED.**

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

P-6. APPROVE SETTLEMENT AGREEMENT

That the Board approve the attached Settlement Agreement for employee #9827, in accordance with the information appended to the nonpublic minutes.

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

NAY: None

ABSTAIN: None

MOTION CARRIED

Mr. Arminio stated now we are waiting for the resolution. Mr. Benaquista stated we are going to add it to P-4 as a leave request. Mr. Arminio stated P-4 states "the Superintendent recommends and the committee concurs and I so move that the Board approve leave for the following staff" and we are adding "(h) Mauro Golding unpaid maternity leave until June 30, 2016".

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

P-4. APPROVE OF LEAVE FOR STAFF – GOLDING-O'BRIEN

That the Board approve the addition of the following leave request for the following staff:
(h) Maura Golding-O'Brien, teacher at Washington School, unpaid maternity leave through June 30, 2016.

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

NAY: None

ABSTAIN: None

MOTION CARRIED

MOTION TO ADJOURN:

There being no further business before the Board in public session it was moved by Mr. Layden, seconded by Mr. Nufrio that the meeting be adjourned at 11:05 p.m. All present voting YES. MOTION CARRIED

RESPECTFULLY SUBMITTED,

MANUEL E. VIEIRA
INTERIM BOARD SECRETARY