

TOWNSHIP OF UNION BOARD OF EDUCATION  
REGULAR MEETING MINUTES – AUGUST 21, 2018

NOTICE OF MEETING:

TO ALL BOARD OF EDUCATION MEMBERS:

The regular meeting of the Board of Education of the Township of Union was held on Tuesday, August 21, 2018 at 7:00 p.m. at the Administration Building, 2369 Morris Avenue, Union, New Jersey pursuant to notice sent to each member.

Mr. Nufrio called the meeting to order at 7:05 p.m.

PRESENT AT ROLL CALL:

Mr. David Arminio, Dr. Guy Francis, Mrs. Nancy Minneci, Mr. Jeffrey Monge, Mr. Vito Nufrio, Mrs. Nellis Regis-Darby, Mrs. Linda Richardson, Mrs. Mary Lynn Williams

ABSENT AT ROLL CALL:

Mrs. Sherry Higgins (arrived 7:10 p.m.)

ADMINISTRATORS PRESENT:

Mr. Gregory Tatum, Mrs. Annie Moses, Mr. Gerry Benaquista, Mr. Gregory Brennan, Mr. Barry Loessel, Mrs. Sandra Paul, Mrs. Anne Hart, Mrs. Kim Conti, Mr. Craig Wojick

ALSO PRESENT:

Mr. Paul Griggs, Esq.

Mr. Nufrio led the Board and audience members in the Pledge of Allegiance.

Mr. Brennan read the statement required under the “Open Public Meetings Act”, a copy of which is on file in the office of the Board Secretary.

Mrs. Minneci read the District’s mission statement.

Mr. Nufrio stated this is not a worksession so we will be taking action on all resolutions.

COMMENTS FROM PUBLIC ON RESOLUTIONS:

Susan Lipstein asked if there was going to be a presentation by the law firms today and was informed that would be at the September Board meeting.

COMMUNICATIONS:

LETTER FROM AMERICAN LEGION AUXILIARY UNIT #328

Letter from American Legion Auxiliary Unit #328 – donating school supplies to Franklin Elementary School.

**LETTER OF RESIGNATION – CLARKE**

Letter of resignation from Hazel Clarke, cafeteria aide-Franklin Elementary School, effective July 23, 2018.

**LETTER OF RESIGNATION – FARANDA**

Letter of resignation from Ross Faranda, classroom assistant-Union High School, effective August 1, 2018.

**LETTER OF RESIGNATION – GRAMATA**

Letter of resignation from Jeffrey Gramata, special education teacher-Union High School, effective September 29, 2018 (release date 60 days from notice; release date may be sooner and dependent on needs of District).

**LETTER OF RESIGNATION – KAPLAN**

Letter of resignation from Nicole Kaplan, teacher-Franklin Elementary School, effective July 27, 2018.

**LETTER OF RESIGNATION – LOPEZ**

Letter of Resignation from Alexander Lopez, school psychologist-Burnet Middle School, effective August 31, 2018 (release date 60 days from notice; release date may be sooner and dependent on needs of District).

**LETTER OF RESIGNATION – ROGERS**

Letter of resignation from Richard Rogers, special education teacher-Burnet Middle School, effective September 1, 2018.

**LETTER OF RESIGNATION – SANTIAGO**

Letter of resignation from Erica Santiago, speech/language specialist-Burnet Middle School, effective July 31, 2018.

**LETTER OF RESIGNATION – TRESNAN**

Letter of resignation from Jane Tresnan, English teacher-Kawameeh Middle School, effective July 12, 2018.

**REQUEST FOR LEAVE – KACZKOWSKI**

Request for unpaid FMLA/NJFLA (concurrently) from Marzena Kaczowski, classroom assistant-Jefferson School, from September 4, 2018 and with a return date of December 7, 2018.

**REQUEST FOR LEAVE – POLIZZI**

Request for unpaid child rearing FMLA/NJFLA (concurrently) from Abby Polizi, teacher-Battle Hill Elementary School, from September 4, 2018 and with a return date of December 7, 2018.

**REQUEST FOR EXTENSION OF LEAVE – GRATO**

Request for extension of leave from Nikki Grato, speech language specialist-Kawameeh and Burnet Middle Schools, with a return date of September 1, 2019.

**CORRECTION TO REQUEST FOR LEAVE – LEUNG**

Request for correction to leave to paid child rearing leave followed by unpaid FMLA/NJFLA (concurrently) from Christina Leung, teacher-Washington Elementary School, from September 4, 2018 and with a return date of January 2, 2019.

**LETTER OF RESIGNATION – DUELKS**

Letter of resignation from Rosa Duelks, classroom assistant-Battle Hill Elementary School, effective September 1, 2018.

**LETTER OF RESIGNATION – CHIARAMONTE**

Letter of resignation from Karen Chiaramonte, bus aide-transportation, effective June 15, 2018.

**UPDATE OF REQUEST OF LEAVE – SOBREIRO**

Update of request to unpaid child rearing leave/FMLA/NJFLA (concurrently) from Gabrielle Sobreiro, English teacher-Union High School, from September 1, 2018 to October 31, 2018.

**REQUEST FOR INTERMITTENT LEAVE – RAPKE**

Request for paid intermittent FMLA/NJFLA (concurrently) from Angela Rapke, 10-month secretary-Burnet Middle School, from September 1, 2018 to June 30, 2019.

Mrs. Higgins arrived at 7:10 p.m.

**APPROVAL OF MINUTES:**

Moved by Mr. Arminio, seconded by Mrs. Richardson, that the following minutes be adopted:

1. April 24, 2018 – regular meeting
2. April 24, 2018 – executive session
3. April 26, 2018 – public hearing on budget

**DISCUSSION:**

None

**AYE:** Mr. Arminio, Dr. Francis, Mrs. Higgins, Mr. Monge, Mrs. Regis-Darby, Mrs. Richardson, Mrs. Williams, Mr. Nufrio

**NAY:** None

**ABSTAIN:** Mrs. Minneci

**MOTION CARRIED**

**SUPERINTENDENT’S REPORT:**

1. Violence and Vandalism Report – EVVRS
2. Preschool Update

Mr. Tatum stated tonight we have a number of presentations from the YMCA and two health brokers. Before that I would like to start with presenting the Violence and Vandalism Report for period one of the 2017-2018 school year.

The State of New Jersey changed the format of reporting the violence and vandalism – period one is normally done in January – due to changes in the State it was then due in April – so tonight I'm doing period one and next month I will do period two and there is a different way in which these numbers are reported now.

Normally they are reported in categories and now the way the numbers are reported is those incidences that met the definition of violence and vandalism. I will read each school and say the number of incidences that took place and next month we will do the same thing: Union High School – total 26 incidences; Burnet Middle School – 14; Kawameeh Middle School – 3; Battle Hill Elementary School – 0; Hannah Caldwell Elementary School – 0; Jefferson School – 1; Connecticut Farms Elementary School – 0; Franklin Elementary School – 0; Livingston Elementary School – 0 and Washington Elementary School – 0.

That does not mean there weren't incidences that happened throughout the course of the year; however, this is the format that we have now been given to report to the public. It is a fundamental definition that meets that criteria. We have HIB issues and investigations that take place but when they don't rise to the level of the HIB definition, they are not recorded as conclusive HIB – that concludes that portion of EVVR for period one. Next month we will do period two and will put us on target on where we should be at this stage of the game.

Mrs. Moses will give us a quick pre-school update. Mrs. Moses stated we have full registration – people that have signed up to register and we are in communications with the YMCA and you will approve them tonight. We have 34 people on the waiting list. A letter went out yesterday confirming that they are welcome to come in and bring in the registration.

We have met with the pre-school committee which consisted of a teacher, principal, three supervisors, staff from counseling department – we met teachers and assistants in description of the program. We laid out all information that parents will get - the things that students will be working on; assessments that kids will take quarterly to measure their growth and how we are going to collect the data because this is a pilot program. We will also have a full day with what we will have teachers provide a special area – phys ed, art, music, computer class/technology class. We are in full swing with that. We are still updating and it is moving along. You will hear more from Jessica and her staff of the YMCA. Mr. Tatum stated we are also in the process of interviewing for the staff working in the pre-k program.

Mrs. Moses mentioned she has been in contact with the local YMCA and they are here. Please come forward and present all the good things that they have planned for the year ahead for our pre-schools.

Jessica from the YMCA stated thank you for having us tonight. This is Shayne Clark she is a school age childcare and camp coordinator. We will give a brief overview of last school year and then some changes to the upcoming school year.

In the 2017-18 school year, we fully transitioned our morning care programs to 7:00 a.m. for the full school year and we got a lot of positive feedback from our parents. We will continue with that 7:00 a.m. start time for all morning care programs. Both Burnet and Kawameeh Middle Schools started afterschool programs with an average of 15 students in the program. Again we are getting a lot of positive feedback from our 5<sup>th</sup> grade parents who are excited that they don't have to have their children walk home from school or take the bus so we are expected that number to continue to increase with our second full year.

Our program enrollment increased in morning care for the 17-18 school year by an average of 25 and aftercare by the average of 50 – of course with the addition of the two new programs but we did see increases across the Board.

Based on the approved program spaces and capacity limits that we have for the aftercare spaces – we are at enrollment capacity for both Livingston and Washington for the duration of the school year - with a wait list at each of those schools. Throughout the school year we do see children off the waitlist as spaces open up. Unfortunately we do have to follow the capacity limits with the approved spaces that we currently have. By the spring Connecticut Farms was also at capacity; however, we were never on a wait list we were able to accommodate the children that were coming in as the spaces opened up.

In January we welcomed a paraprofessional from Jefferson School onto our staff and she will be returning this school year in the role of a site supervisor overseeing the operations at the site with that aftercare program.

In January we started our partnership with the Department of Special Services to provide aftercare for a student at Kawameeh with special needs and where he was able to participate in an aftercare program one day of week with support staff that worked with him during his school day and we were able to work on his socialization as well as participating in various activities. We were able to continue our partnership in the summer where he came to the YMCA and worked on various skills in our fitness center, again with support staff from the school district and his mom reached out to me yesterday regarding that he has made a lot of progress with all the work that is being done in school as well as outside of school to help him gain those important skills. We are happy to continue that partnership as well.

As we look ahead to the next school year, we continue to be focused on quality, safety and structure of our program. We will give you a brief update on these areas of focus in addition to the new preschool program.

For safety and security, in collaboration with the school district, we understand that our responsibilities to ensure a safe and secure environment for the students, as well as our staff at the schools. As discussed at the Board meeting last week, the security in and around the school buildings at all hours of operations, including before school and after school, will require the commitment of all stakeholders which we definitely understand includes the YMCA and our staff that are on site at the schools.

In alignment with the State licensing procedures, we do complete a fire drill monthly and a minimum of two lockdown drills at each school site. In addition, our staff are trained in emergency evacuation and lockdown procedures. We are going to work with the principals and vice principals to discuss their emergency plans and we have never seen the emergency plans at the schools so we feel that we should be able to see what they are so we are informed as well.

We are also going to work with the principals and vice principals to conduct additional lockdown drills both in the cafeteria and other locations used by the programs. We did that with the principal at Jefferson School last year and she was able to go through their procedure so this way we were being consistent in our communications so that there is no confusion that the same procedures are followed during the school day are also in the afterschool hours.

We currently utilize a variety of State licensing and YMCA procedures to promote the safety of the students and the staff including but not limited to the following – understanding the importance of our staff being trained on school safety practices. In addition to our internal trainings that we are already completing, we are also looking into the FEMA (inaudible) as was mentioned last week for both Shayne and I as the leadership of this program so we can educate our staff so they know what to do in those situations.

As always, keeping all doors entering and exiting the schools closed. Any approved pick-up for individuals must provide a photo ID upon pick-up. If that person does not have a photo ID they cannot enter the school or pick up a child in our program.

Utilizing drop off and pick up entrances and exit doors for both morning and aftercare programs; reporting any concerns to the building personnel immediately and maintaining an open line of communication with the school leadership at all times.

We are also going to reinforce all the current school policies that are in place with parents, including requiring all parents to exit the building upon drop off – morning care or aftercare, even if they have a scheduled conference or a meeting or they need to go to the office to speak to somebody, they have to follow the same procedures as other parents and they need to exit the building after dropping off their child after morning care and re-enter through the front of the building. This is something that we will reiterate to our parents.

As far as a pre-school update, we received the information at the end of July regarding the new pre-school program so we immediately began the process to extend our license to include this age group and requesting additional room to accommodate the pre-school program. This is a multistep process; however, we have already been approved to extend the age group to our site licenses at all of the schools – just in case we expand this program but the specific focus on Livingston, Hannah Caldwell and Connecticut Farms –starting on the first day of school.

We were also approved to add on additional rooms. So once we receive the approval to do so – we submitted the room numbers on August 14<sup>th</sup> and the last step is for an inspector to actually be assigned to come out and measure the spaces and inspect the spaces to make sure they are appropriate spaces for our program. We don't anticipate any problems because they are in a public school building so we know you already meet all requirements. There is generally a

two-week turnaround so we are looking at possibly next week for the inspector to come out and measure the spaces. I have been in communication with Mrs. Moses who says as soon as we receive the greenlight she will work with us to get the inspector into the schools to measure the space. I did speak with her about an hour ago and she is in the office and she will give me an update to see if it is on her desk to do that assignment so hopefully we can get them out as soon as possible.

With the additional room space at each site, this will also increase the site license capacity for each of those schools. For a school such as Livingston, which is already at capacity with a waitlist, that will open up additional slots with that additional space for the pre-school; however, only pre-school students will be going into that classroom. Unfortunately we feel we will still have the wait list for the elementary schools for the time being.

To date we have had five parents reach out regarding Livingston, Connecticut Farms we have had two, and Hannah Caldwell we had one – again as parents get this and they are coming back from vacation, and some kids off the waitlist, we know we will continue to see an increase in communication from parents. We will be ready to offer the program to any and all pre-school participants that are participating in the program.

Shayne Clarke stated as we prepare for the upcoming school year, we are continuing to focus and provide instruction and organize the before and after care programs for all our participants with our staff following day-to-day activities.

In alignment to the Y's healthy eating and physical activity standards – all of our programs will offer healthy snacks and a minimum of 30-45 minutes of physical activities. As per State licensing and the YMCA requirements, staff meetings and professional development are completed once a month to ensure that we are on point with the structure of the program and also to make sure that we are keeping the staff accountable for keeping the structure throughout all the skills that we are serving.

We are trying to make sure that the children are being enriched mentally, physically, and emotionally and with the instruction that we are going to be providing for the pre-school program you want to make sure that we are helping to provide children with the physical, social and emotional and language development that they will need. We also want children to develop their fine motor skills and gross motor skills as well so we want to be in compliance with the schools' teachers as well to make sure that when they come to our afterschool program they are continuing to build on those schools that they are developing during the school day.

We also want to make sure that they are able to build their confidence and also independence. We know that pre-school is a very vital time where children are learning to do different things. We want to make sure that we create a structure this year to add to those things that they are learning during the school day. We also want to add on developing their problem solving skills, listening skills and understanding skills so that they are ready to take on kindergarten and first grade, elementary and so on.

For our elementary program, each day of instruction will provide students with at least 45 minutes of reading. If they are not going to be reading at that time, they will be working on homework and doing different enrichment arts.

In alignment with the Y health program, we want to provide students with at least 45 minutes of physical activity to promote health and wellness. While children develop teamwork and team building skills – we just want to make sure that when the children come into our program, we are building on their skills, development – socially, physically, mentally, whatever it is that we can do to enhance each youth that comes into our program.

Also with the middle schools we will be providing structure to make sure that at the afterschool program they are able to touch on the work that they are doing during the school day. If they have homework, they will have a 45-minute time period to also work on their homework and review and have study lab and review whatever they are working on during the school day.

We will also be providing 45 minutes for physical activities in the gym or yard – wherever we are going to use as far as licensing. We will also be providing 30 minutes of enrichment arts where the children will be able to be themselves and find different subjects that they may like. For example, yoga, photography – so we will be connected with those children in our middle school program so have a review of things that they may like and train staff to develop those skills so we can expand our middle school program as well.

Overall the goal is to provide all of our participants with instruction that enrich their goals and making sure that the children are safe and complying with school, the Board of Education and the YMCA regulations.

Jessica stated we partnered with the Mad Science Company – this last school year where we were able to offer an 8-week STEM class – at Washington School which is are largest location with 90 students and we had the most interest from that school. We had about 10 children participate in an 8-week class where the scientist came in and he did a one hour lesson with the kids – hands on engagement with a small add on fee. We understand for a working parent to leave aftercare at 6:30 and to get them to any other enrichment program is difficult so we are trying to bring more activities into aftercare because the children are already there and we can easily bring it to them. We are going to be partnering with a theater project from Union to offer a play writing class for kids, so they can enroll and learn how to create a work for the stage and also strengthening their writing skills. Also an acting workshop where students will create their own short theater project; so those are two things that we are going to be advertising to the middle school age group and it will come out in the fall and hopefully we get some interest from the parents there because again they are going to come into the school to that project but if we get interest from both middle schools, we will come to the YMCA and get the children over there.

We are also working with our Director of Healthy Living – Tom Phillip and he runs all our youth sports classes and health and wellness classes – everything from soccer to yoga to family Zumba to see if we can run a similar thing where there is an 8-week class of soccer,



maybe held at Connecticut Farms in the gym – 5-6 p.m. every Monday or maybe a Zumba teacher come in for the children so that is another opportunity that we are looking at.

To really gage the interest at each of the sites and make sure that each site has its own personality and each school has its own personality so one school may be interested in another school may not. We are going to do a survey with our parents and ask them for their feedback and kind of gage what they would be interested in so we can better prepare for ourselves and roll those out as there is interest and that is how the Mad Scientist program ended up at Washington. Those are some opportunities that we are looking at to extend enrichment activities and bring programs into the program so parents don't have to worry about shuffling their kids around after aftercare.

Those are the things we are working on and I'm sure we will have more as the school year rolls out. We appreciate the time you give to listen to us and we are hoping for a really successful school year.

Mr. Tatum stated thank you for taking on the new initiatives and the implementation last year of the middle school program. I do know and I will reiterate what I said last year, you took on a challenge two years ago and each change we brought to you – you have done an admirable job in terms of filling those needs so again thank you for your hard work.

Mr. Nufrio stated you definitely came a long way and made many strides and offering all these possible programs for these kids and for that the Board appreciates that as well.

Jessica stated it all came from you providing your feedback – Mrs. Moses and Mr. Tatum met with us about the school year and anytime they think of something they reach out to us and we really need the feedback from all of you and the community and parents in order to make the changes. We are very open to that and I'm looking forward to a pre-school program and I would be interested in working with that pre-school committee – themes and all of that so we can work hand-in-hand with that age group. It is a crucial time and they need to be ready for kindergarten because the expectations are pretty high compared to several years ago and we want to make sure that the program is successful.

Mr. Tatum stated we are at the point of the presentations by the health brokers and we will begin with Brown and Brown.

Presentation by Brown & Brown – healthcare broker – presentation appended to minutes.

David Feuerstein stated who is Brown & Brown and how can we service the Board of Ed – to give you a sense of who we are, what we do and how we can think we can help.

Brown & Brown is a 75-year old company that started out in Daytona, Florida and we have grown to over 200 offices across the country. We are the largest insurance broker in New Jersey. We are publicly traded and that means everything has to be compliant, above board, everything is accounted for and we get audited every single year and we pride ourselves in transparency.

We are a national presence, a national brand name, second largest in the country but we have a local field. Every office in New Jersey is an autonomous office – we have the local presence with the national feel. Family type office based in Roseland, New Jersey with a little over 100 employees with deep expertise.

Insurance that we offer – every year when we look at these accounts and we want to make sure that the costs get maintained as much as possible. We notice that this Board has their medical and prescription with Blue Cross/Blue Shield and there are reasons for doing that and for breaking them apart. Everything has to be looked at every year since costs go up every year.

People in our firm will come to every single enrollment meeting. We do have the industry knowledge that you will be taken care of.

We have relationships with each carrier and it is a benefit to you. We leverage our book size to your benefit. The benefits that come with voluntary benefits, dental, vision, life insurance, all those types of things that we cover and are familiar with.

We have a team approach to each account. Each account sees the same account people every single time throughout the year.

Kathleen stated the amount of experience, the number of clients in the public sector – that is a real strength of ours. Employee benefits is always a moving part in a budget that is being kept in balance for a lot of things. In this scope of service it does identify a few things – compliance management. With public sector I would throw the idea union contracts into that piece of compliance because that is always something we need to be keeping in mind. Not only in the present but if there are negotiations in the future with certain unions.

The account management piece and the benefit consultant, that really comes around not just one time of year, but as we are getting the analytic and reporting and we are looking to see where are the employees utilizing these benefits and how are these claims being sent. When you are preparing for negotiations, we may say to propose a benefit change in this base here because it will have this overall impact in claims spent and allow us to predict savings down the road – to better tailor an offering or offer a new offering and making better choices for members.

With Chapter 78 implications, it has never been a bigger consideration than it has in the last few years because we are ultimately talking not only the budget of the Board but everyone's individual budget – how does that impact my check. Those are the things that we are looking at to balance.

We talk about health and wellness and with respect to health insurance there are certain byproducts of the health and wellness initiatives that can have a number of different outcomes. A healthier employee base is a better employee base. There are a number of initiatives that carriers will do with respect to health and wellness because they want to incentivize that type of behavior as well. They will give stipends that can be spent on different initiatives – flu shot, biometric screening, reimburse or rewards for people that go to the gym regularly. What it can

do, if we have a healthier employee base we are increasing preventive screenings and we are getting to things sooner or later and bend the train on increases we see and that will allow a lower pace of premiums, claims spent and ultimately the money being taken out of peoples' checks.

The last thing is the focus on you, it really gets down to the identity of your organization and employees and how we are going to provide to you and the employees.

David stated to be transparent – what are the fees and how does this affect us? The good news is you are dealing with the two top brokers in the State and I will say that with my friends outside the door – my competitors, Willis is a good company and Brown & Brown is a good company. Both have really good qualities and it will come down to what services do we offer and how much does it cost.

When we answered the RFP, I look at my own district and I'm about 10 years in the industry and with all this being said, I see what is going on with the bidding on public entity business and I want to shake this up a little bit and I want to change it and cut the fees where I can and go down the most because I see how it affects me personally. The last meeting there was a discussion on what is the fee and what are we saving? Delta is like \$40,000 in savings – my thought here – can we provide you the services that really benefit the district at a cost that is affordable and save you money.

Mr. Brennan stated as far as your \$75,000 fee – does that include COBRA administration company that would take care of our people that have been terminated or retired and also how about a direct path call center – do you have a call center?

Mr. Benaquista stated the work place – is that a help desk for our employees? Kathleen stated the work place is more of a help desk for the administrators of the program that are getting at the higher level. We do have the resources for employees to contact Brown & Brown with particular questions and claim issues. Often the best place to go is the source because if you call Horizon they can pull up the system and have the knowledgeable conversation and that is probably great 80-90% of the time. There is always that one claim that is not the same as everything else and in those instances we get involved and advocate – we can resolve some things right on hand or we can get involved on your behalf and interface with Horizon or whomever. Mr. Benaquista stated we have 1200 employees – the amount of issues and we have one person in Central Office that oversees the benefits and the reason we need that help desk because she can't facilitate those phone calls. When you call Horizon sometimes it is great, but you are on hold, you don't get answers, you don't get that personalization and I don't want that to drop off for our current employees because we have had that and it has been successful to help our employees not get stressed out. If you can get that help and not deal with more aggravation and I want to try to keep that going. When Mr. Brennan talked about COBRA, I don't know with the amount of leaves and COBRA situations that we deal with, I think we would have to hire another person so I want to make sure that is in place as well. Those are the two things I know of and I have to keep going.

David stated you would have a dedicated claims person for the District. I know the frustrations of calling Horizon, getting one answer, hanging up, calling again and getting another answer – it is something I am familiar with and we are very careful with. There is a dedicated person to alleviate the burden to handle questions like that. I don't ever saw a charge for COBRA separately when we are building in the fee it should be all inclusive.

Kathleen stated we generally advocate that you use a third-party for COBRA because of the risk associated with it. I did not formulate the fee but we don't do COBRA administration, we partner with COBRA organizations – a third party vendor. The fee is not exorbitant but it is generally outside of the fee – probably a few thousand dollars more. It is not done by Brown & Brown because that is not what we do. Mr. Brennan asked when you say a few thousand - \$20-\$25,000? Kathleen stated no for this size probably in the range of \$6-7,000. When they bill it they do a fee per contract per month.

Mrs. Higgins asked can you talk about your educational communications and tools and is the cost of that included in the price as well. I'm looking at one of your slides and it looks like it is a self-service model. Kathleen stated the carriers themselves have a lot of communications and they will disseminate that information through organizations like Brown & Brown to share with our clients. There may be communications during open enrollment that may need to be developed because you may be adding a new offering and we want to tailor it. At Brown & Brown we have a repository of pre-fabs on different topics – some which may not be of any need or interest to you because you are public entity and then some that are very much so and we can get those pieces out to you.

Mrs. Higgins stated I was just asking on a cost perspective because I have nine years at MetLife and Prudential so I'm familiar with working with brokers on communications but I was just curious of the costs. Kathleen stated we usually don't have a cost that we build in per say. We have gotten to a place where so many people have email or clients who have an intranet – some folks film meetings and get some of our materials and then post that on their intranet site. We have found ways to minimize any costs there would be.

David stated part of the service that we use designs that for us so you would have wellness letters every month and there is no additional charge for that and we get that to you to give to the employees so they are cognoscente that October will be an awareness month.

Mr. Monge stated you had mentioned the \$40,000 difference and it is not a fair statement because you are talking apples to oranges in certain services. Looking at the compensation disclosure it says services would not be included would be payments for COBRA, FSA – what is FSA? Mr. Brennan stated flexible spending account. Mr. Monge asked do we have that today? We have the COBRA and it says payroll and HR technology. Kathleen stated it is making a reference to what is called an HRIS system which is effectively a system that aggregates all of your human resources, payroll, benefits administration and things of that sort – so that is more of disclaimer.

Mr. Monge stated it says external wellness programs – how does that related the one page we went over. Kathleen stated there are no fees tied to that. Often with larger clients, in

particular the public sector clients, Horizon, Aetna, Cigna when they do the renewals, they will offer a stipend. So they will say you have a \$10,000 credit or stipend that can be used towards anything that is relevant to wellness – the wellness of the members. Sometimes they do competitions like “Biggest Loser” for weight loss; flu shots, things like that.

Mr. Monge asked do we have a call center? You were mentioning a person. David stated for the claims. Mr. Monge stated it is different from what we have.

The other thing I want to have a better understanding on is your fee structure and you mention in here where there is a commission model versus a fee model and I’m assuming you are talking about a fee model so you wouldn’t be looking for any additional compensation. David stated if there were something to come up and you wanted to implement a new program that we didn’t account for we would come to you and say this is what it would cost to implement this program. We are fee based and there are no additional costs to that.

Mr. Monge stated this bullet talks about Brown & Brown being a national organization and has an ability to generate potentially income from insurance carriers based on the amount of volume that you do with these national insurance carriers. There is an opportunity for you guys – there is a revenue model that is there with Brown & Brown that creates revenue for the company because of your volume but that is not revenue that we trickle down per our agreement. David stated anything that has to be added on has to be disclosed. We are at \$75,000. Mr. Monge stated I’m talking about revenue to you. David stated I would have to disclose that to you. Mr. Monge stated you would disclose that but it is not going to affect our fee downward. David stated correct.

Kathleen stated Brown & Brown does a lot of property and casualty business and a lot of the larger insurers do bonus programs if you retain the business with them, if you generate a certain amount of business and things of that sort and that is what that is speaking to.

Mr. Monge stated I’m trying to understand your business structure. Your local offices are solely owned, subsidiaries of the national company in Florida? Kathleen stated we are not subsidiaries. It is one company but there are multiple locations and each location is considered decentralized so there is a team leader, process center leader – who is responsible for the PNL there. They are responsible for hiring, employee management, any of the obligations at State level, compliance, audit and things of that sort. Mr. Monge stated they are LLC’s. Kathleen stated it is the way we were acquired but it is a national – everything is Brown & Brown. David stated it is a business within a business – local offices run like their own business. Mr. Monge stated it is wholly owned. David stated subsidiary of the parent.

Presentation by Willis Towers Watson – healthcare broker – presentation appended to minutes.

Chuck Walter stated I have been with the company 24 years and with me is John Moore. John Moore stated 39 years with Willis. Denise Lang stated she has been with Willis for 19 years.

Mr. Walter stated thank you for giving us this opportunity to present. We are a large publicly traded insurance consultant. We came from the Willis side. When Willis and Towers merged it became Willis Towers Watson. We work in the mid-market sector and you fall into that sector. Mid-market is a couple of hundred to a couple of thousand employees. We are a mid-market broker and that is where our tools and resources and expertise is focused on.

We have 1800 employees in the United States and 5,000 health and benefit clients in that market space. We have 40 health and research and innovation consultants. The health care market and the insurance market is constantly changing so we have people that their job is basically to come up with new ideas out there and there are so many new companies that are coming into play right now with tools and resources to try to help lower benefit costs and that is why we have these people on our staff.

We have 15-25% of mid-market account for all the major carriers nationwide. We are a large book writer. We write a lot with Horizon of New Jersey and nationwide with the carriers that are nationwide – Aetna, Cigna, United Healthcare. We are a large nationwide public sector book of business. We have 135 physicians, RNs and things like that to work with our clients.

I am the senior director and Denise and I work the day-to-day on this account. John is our public sector leader and he is involved in key meetings.

We wanted to talk through what we have done. It was two years ago we stood up here and told you why you should hire us. So what have we accomplished for you and did we do what we said we were going to do. When we were first appointed, we came in and gathered information and one of the first things we looked at was trying to align the medical prescription and dental renewal dates because you had your dental renewal in the fall and medical renewal in March. We wanted to have them renew at the same time and we did do that and it helps with the budget process and it makes things a little bit easier.

The second thing we did was we found that open enrollment was being done in the fall for a January 1<sup>st</sup> effective date. However, your dental plan was renewing in October and medical was renewing in March. Under the rules, if there is an increase in costs you have to allow the membership an opportunity to change plans. What we did was we realigned it so that open enrollment will now occur on March 1<sup>st</sup>. When we did open enrollment this past year we told everybody going forward that there is not going to be an open enrollment that starts in the fall – it will start 1/1 for March 1<sup>st</sup>. So you don't have that gap where the rates did go up after Chapter 78 – you don't have to worry about people not being given an opportunity to reenroll into another plan.

Ms. Lang stated with your COBRA administration, under your previous broker there was a vendor put in place and going through and assessing what was out there already, we found that there were some newly implemented plans that were not put on the platform by the old vendor. So we went in and we were able to correct that. Something else that occurred was the administration of the medical under COBRA was happening with the old vendor and the dental administrator was happening in house which wasn't really necessary because most COBRA vendors will administer the whole entire program. We thought it was best to put in a new

COBRA vendor who could better handle Union BOE's volume in regards to COBRA billing and they were making sure that the COBRA notifications were going out and being delivered properly. It also streamlined the COBRA process. The good thing about the new vendor, Discovery Benefits, is not only do they have more of a streamlined process; the other thing that they offer is the marketplace and what that means is not only do they send out the notices and letting people know that they now have COBRA available, it also talks to them about the federal exchange. They may see an opportunity to go out to the federal exchange that may be a little cheaper than a COBRA plan and what that means for Union BOE is it takes them off of your experience. They have an opportunity to move and that is one less person that you have to worry about sitting on your plan. We were also able to make it more electronic and it is a better process in place for the benefits personnel. This is a Willis, Towers, Watson paid service.

Also we were able to do was we found that there were some statutory compliance issues that needed to be addressed when we came in and what we did was we reviewed what we needed to offer and we put in place the employees now receiving the mandatory statutory notices that they should be receiving every year. We will show you where that is in the benefit guide. The notices are Medicare Part D that has to go out every October, CHP notification, HPPA – those notices need to be given out to the employees as well as a few others. These are notices that employees must receive and now we make sure through our communication process that they are receiving those notices.

Our benefit training – we have been doing onsite training for all new hires. During that time we try to educate members and new hires on the different offerings from the carriers – whether Horizon or Delta, as well as the offerings from Willis, Towers, Watson in the form of DirectPath and educate the employees about the different plans, the costs of the different plans, how it impacts their Chapter 78 contributions and hopefully they will not just make a choice based on what the richest benefit is but how it will affect them financially. These are all the things we talk about during our benefit training.

Mr. Walter stated one of the things that we did after the UTEA settled we had an open enrollment and we worked with Gerry and the team. The goal was that everyone had an opportunity to speak with us and Horizon. We went out to six different schools over a two-week period and met with a lot of teachers and we had a presentation. It was well received. The focus was yes we had an agreement to move from Direct 20 to Direct 15 and a lot of folks we thought would just go from 20 to 15 but we really wanted to educate folks and that there are other plans out there and plans that may suit you very well. With Chapter 78, these people are paying a lot of money out of their pay to be on that plan. Our goal was for them to look at the other plans and see what is best for you and their family and I'm pleased to report for the OMNIA plan we had a 300% increase in the OMNIA plan participation and for the PO we got 25% more. The reason that is important is it saves the membership money and it also saves the District money.

Ms. Lang stated with the wellness we do have subject matter expert, who has also been out to speak to some of you with regards to what we can put in place to address wellness. We talked about what Horizon currently offers – their bfit program which is the gym members – if you do 12 visits within a month a period you can get a \$25 reimbursement which could add up to \$240 annually. The blue365 is their discount program and you can get vision discounts and

other health benefit discounts and also talking about the preventative exam. We also talked about the dental piece of it and doing the preventative exams under their dental plans as well.

Mr. Walter stated communication is key and how we communicate is going to get people educated more and educated people are better consumers.

Mr. Moore stated when we first met it was with the Finance Committee and then the entire Board and they were asking us to try to distinguish the different programs and fees – what can you do and where can you make an impact. We can make an impact in education.

Mr. Walter stated we did create an open enrollment guide and they are in the packets. There really was no condensed piece of communication that people were getting. They were getting pieces of information from Horizon and Delta and we condensed it all into the guide. We like guides because we can throw all the mandatory notices in the back of it and satisfy your need to notify the folks. We worked with the team; we got all the information; we put some of the voluntary benefit information available into the guide and it is on the website and we use that as part of our communication.

The other thing we did we created a Chapter 78 calculator for the UTEA folks. They go in, pick the plan they want to look at, their coverage, their salary range – Chapter 78 works in salary bands and it tells them what their cost will be monthly, semi-monthly and annually. They can go in and see how much it is going to cost.

Ms. Lang stated DirectPath is our call center and it is our employee advocacy service and it is provided by Willis Towers Watson – one of our value added services. DirectPath is a group of advocates who sit and specifically respond to inquiries from your employees. If they have questions in regard to their claims, benefits, one of the great things that DirectPath does is they do cost transparency – if you need an MRI, you go to a place, it is the same but where you go will not be the same cost. What DirectPath is willing to do is they will go out and get three different MRI facilities and share with you those costs and then you can make the decision as to which facility you will use. They will talk to providers for you, they will discuss billing issues – the key here is that most employees are sitting in a classroom all day long and they don't have time to call into an insurance company and do the automation thing. This is what DirectPath does. Call them, talk to someone to assist you with any issues, you can ask for that same person again – you have the ability to email them. They are available Monday through Friday from 8 a.m. to 9 p.m. and also Saturday from 9 a.m. to 2 p.m. They are available to the employee, their dependents and they will assist even your in-laws, if they have Medicare questions. They are specifically available to speak to your employees. If there needs to be a type of escalation, they will reach out to us and then we will reach out to our dedicated account managers at Horizon to bring resolution to any issues that they may have.

Mr. Walter stated this is a service that we pay for as part of our fee. We did have an in-house call center and Denise ran it. What we found five years ago, just scaling that was very difficult to do to make it efficient. We couldn't do Saturday or late hours. It wasn't as effective as it needed to be and that is why we went out and we wanted a professional call center to handle



this stuff. These folks can help you with the claims and where the best place for me to go to have the surgery or who has the best outcomes and that is a nice value added to the membership.

We negotiated renewals back in March 2017. We were fortunate to get the renewal from 11% to 0%. Delta Dental was a 0% and we aligned the renewal date to March 1<sup>st</sup>. This year was a big renewal. Claims experience went up. Good news things are trending a little better and I don't foresee that being an issue and staying as an increase at all next year.

We did a thorough market analysis this past year. We went to every carrier possible. We looked at Aetna, Cigna, Oxford, AmeriHealth, the State employee benefit plan and we did a marketing on dental as well. We also looked at some alternative funding; just to see if that was a viable option. We provide renewal estimations throughout the year so there are no surprises to the finance department when the renewal comes in. We assisted in the UTEA negotiations and we provide monthly claim reporting.

Why us? We looked at our presentation back in 2016 and I think we delivered on what we said we were going to deliver. We had a comprehensive suite of consultant services and subject matter experts and we deployed them out here and they have helped out. We have the tools and resources. Mid-market expertise – this is what we do. We do not work with smaller groups. You are a perfect group of what we do. Leverage with the carriers to get the best pricing but we truly do have a lot of business with the carriers and we sit on the boards of almost every carrier out there because of our size. We are the second or third largest in terms of broker/consultant in the world. We have the reach there. We focus on our certain areas and we are mid-market.

Team approach – if you are with the right consultant we can save you 1%. We are saving over \$230,000 to the District. Our communication campaign and the way we designed it with these guys and we worked it and the time we spent paid off. It saved about \$390,000 to the District and that is why we should be retained and hope we can continue to work with you guys because I think we can keep delivering that and bringing it to you guys to save money.

Our fee is \$115,000, it is about 11.5% off the previous contract – we do pay for resources.

Mr. Monge stated we had that meeting and you were going over the approach and the plan; definitely the proof is in the pudding so kudos as it pertains to the numbers you are talking about.

Mr. Monge stated what are they providing that Brown & Brown are not providing? Mr. Brennan stated the full service call center and also COBRA administration. Mr. Walter stated your previous consultant was providing COBRA as well but we found out was the COBRA administrator was doing medical and Donna was doing the Delta COBRA and it was paper based so we put it all in to Discovery so we would have one vendor doing both and streamline it. Also when you hire someone, they are supposed to get initial notification of their COBRA rights and we don't think the initial notification letters were going out so we did blast that out to everyone.

We are charged by Discovery and Direct Path and we pay – that is part of our negotiations.

Mrs. Richardson stated if we did not have this company and we would have to have it done in-house – what would the cost be to the District? Mr. Brennan stated Mr. Benaquista and I were chatting about that. Mr. Benaquista stated we would definitely have to hire someone else at least to facilitate the COBRA. Without a help desk, I don't think it can be managed by one person - minimum one employee - \$80,000 – salary plus benefits. No matter what direction you chose to go, you need a help desk to facilitate it.

Ms. Lang stated we had an in-house call center and I was the team leader and we had 4-5 representatives who worked on the different clients to field those questions and answer calls and things of that nature. The difference between us and others in regards to our call center now is that you have a group of advocates and I work hand-in-hand with them to make sure the benefits are being administered properly so whatever they are not able to field with Horizon Directly and get an answer, they will come back to me and I will escalate the issue but it is not just one person, it is a team of people working to assist that one employee to make sure that all their claims and benefit issues come to a resolution.

Mrs. Richardson stated I'm looking at this as an additional savings to the District and not having to have to hire someone. We are savings \$300,000 but it is not including a call center. Mr. Brennan stated also the COBRA administration is paid by Willis - \$25,000.

Mr. Benaquista stated no matter what direction we go, we have to continue the education to our employees because it helps in so many different factors. From year to year, someone can switch benefits. If they are single one year and they get married and they want to switch to a different benefit plan, that is huge to have that knowledge and that is why when we went out to the schools it was to try to give knowledge to all the employees to make an educated decision and what is best for them. Everything is reducing in their salary. They are getting raises yet that raise is smaller than it really is. If they can switch their benefits to help their raise look a little better. I haven't heard any complaints of people switching but it is about that education across the board. If we can educate our employees for wellness to stay ahead of the game on certain exams, like dental – getting two cleanings a year; going for wellness exams – staying up with check-ups – are experience is going to drop. Overall it will be easier negotiating with Horizon if your experience is low. We have to push the education side which is manpower.

Mrs. Richardson stated the calculator letting them see how much they are going to be saving in their paycheck. Mr. Brennan stated that was very helpful and they developed that as well. Mrs. Richardson stated that is genius because you are trying to make a decision. Mr. Walter stated and it is complicated with five plans. It was a lot of moving parts and we thought the calculator was the way to get them to sit down and focus on the dollars and cents. If we couldn't explain the dollars and cents we weren't going to get the people to move.

Ms. Lange stated on the education piece, we offer different avenues to communicate to the employees. You see the benefit guide and the one on the website is electronic version. We also have access to DirectPath communication – we can create brain charts, webinars – I think

the key is communication/education of the employees helps to address the financial challenges not just of the Board but the employees as well so they can be better informed.

#### EDUCATION/STUDENT DISCIPLINE COMMITTEE RESOLUTIONS:

Moved by Mrs. Regis-Darby, seconded by Mrs. Minneci, that the following resolutions be adopted:

##### E-1. AFFIRM SUPERINTENDENT'S RESOLUTION OF HIB

Affirm the Superintendent's resolution of Harassment, Intimidation and Bullying (HIB) conclusions for the month of July 2018, in accordance with the information appended to the minutes.

##### E-2. APPROVE CURRICULUM GUIDES – 2018-2019

Approve the following Curriculum Guides:

- (a) Social Studies – Grade 7
- (b) Science – Grade 6
- (c) Science – Grade 7
- (d) Science – Grade 8
- (e) Social Studies Honors – Grade 7
- (f) AP Psychology
- (g) Psychology
- (h) Social Studies – Grade 7

##### E-3. APPROVE SCHOOL HEALTH STANDING ORDERS – 2018-2019

Approve School Health Standing Orders for the 2018-2019 school year, in accordance with the information appended to the minutes.

##### E-4. APPROVE JUNE REPORT – NJDOE – HIB

Approve the Township of Union Public Schools June report presented by Superintendent as required by the New Jersey Department of Education of Harassment, Intimidation and Bullying (HIB). The report provides the public with the information collection from January 2018 through June 2018, as well as the number of incidents per school building, status of investigations, HIB investigators, nature of the HIB reports and the discipline resulting from the report findings. The HIB report also includes all training of school district personnel, building programs and assemblies during the time period.

##### E-5. APPROVE SCHOOL SELF-ASSESSMENT

Approve School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the period of July 1, 2017 through June 30, 2018 for submission to New Jersey Department of Education by September 30, 2018, in accordance with the information appended to the minutes.

##### E-6. APPROVE I&RS MEMBERS – 2018-2019

Approve I&RS members for the 2018-2019 school year, in accordance with the information appended to the minutes.

E-7. APPROVE SCHOOL IMPROVEMENT PLANNING COMMITTEE – 2018-2019

Approve the School Improvement Planning Committee for the 2018-2019 school year, in accordance with the information appended to the minutes.

E-8. APPROVE CODE OF CONDUCT AND CORE VALUES – 2018-2019

Approve Code of Conduct and Core Values for the 2018-2019 school year, in accordance with the information appended to the minutes.

E-9. APPROVE AGREEMENT FOR TITLE I SERVICES – UCESC

Approve Agreement for Title I Services between the Union County Educational Services Commission and the District for the 2018-2019 school year, in accordance with the information appended to the minutes.

E-10. APPROVE NJSIAA POLICIES

Approve the following New Jersey State Interscholastic Athletic Association mandated policies: (a) NJSIAA Pre-Season Heat Acclimatization Policy Revised, (b) NJSIAA Heat Participation Policy, (c) NJSIAA Cold Water Immersion Policy, (d) Collaborative Solutions for Safety in New Jersey Sports Concussion Injuries, and (e) NJSIAA Strength and Conditioning Policy, in accordance with the information appended to the minutes.

E-11. APPROVE VANDALISM AND VIOLENCE REPORT

Accept Vandalism and Violence Reports for period one of the 2017-2018 school year, in accordance with the information appended to the minutes.

E-12. APPROVE ST. CLAIRE’S HOSPITAL – BEDSIDE INSTRUCTION

Approve Saint Clare’s Hospital to provide bedside instruction for District Students on an “as needed” basis for the 2018-2019 school year in the amount not to exceed \$1,045 (Account #7693-11-150-100-320-01-19), in accordance with the information appended to the minutes.

E-13. APPROVE ELIMINATION OF RESOURCE PROGRAM

Approve elimination of the Resource Program – In Class Support, In Class Resource for kindergarten at Franklin Elementary School, effective September 1, 2018, in accordance with the information appended to the minutes.

E-14. APPROVE ELIMINATION OF RESOURCE PROGRAM

Approve elimination of the Resource Program – In Class Support, In Class Resource for kindergarten at Washington Elementary School, effective September 1, 2018, in accordance with the information appended to the minutes.

E-15. APPROVE ELIMINATION OF RESOURCE PROGRAM

Approve elimination of the Resource Program – In Class Support, In Class Resource for kindergarten at Hannah Caldwell Elementary School, effective September 1, 2018, in accordance with the information appended to the minutes.

**DISCUSSION:**

Mr. Nufrio stated we talked about these resolutions about elimination of programs. Mr. Griggs stated Mr. Tatum contacted the County office to confirm if it is necessary and they said yes.

Mrs. Regis-Darby stated E-8 and I hope every member had an opportunity to read the back-up. Every year we approve this we talk about it and this is one code of conduct that needs to be revised especially about the change in our schools and the population of our students and classes. I took some time to read it and just in terms of dress code, at the high school you have a teenage girl who is 5'8" versus a teenage girl who is 5' – yet the 5'8" teenager will get detention because her shorts are short but the 5' teenager who wears the same shorts will not get a detention in terms of the length restriction and that is in there. Think of the African American boys who wear the hair with the dreadlocks and they have to wear the African American hats to go with it because it is a protective covering now they are going to be placed into detention because hats are not allowed.

Also there are other things in there – this whole Code of Conduct needs to be addressed and even with the hair styles of the African American girls in terms of head scarfs and head wraps and that is not permitted in any of the buildings but it is part of their culture so I think those things need to be looked at especially when it talks about a code of conduct in a population of students that are in our building before we can approve something like this.

Mr. Nufrio stated I think some of the regulations that emanated from the State also had some health issues that were trying to be addressed. It is a task that has to be looked into in terms of compliances with the health regulations and directives that we have with regard to the students. As far as the dress code that is certainly something a little more easy to look at. Mrs. Moses stated we look at it every year. Mr. Tatum stated it was formally revised by the Board about four years ago and I know we do revisions here and there within the student handbook. When we talk about head gear, when a group of students or a particular religion, there shouldn't be any punitive action regarding that – the thing that you mentioned, it is something that we should take a hard look at. When we see the handbooks, we are saying we are basically in compliance with the policy as we currently read today. There may be a need for us to take a look again. Last time it was a committee of teachers, parents and then it was brought back to the Board. Maybe there needs to be some other revisions on that policy as it aligns to the actual core values of the student handbooks.

Mrs. Moses stated when we do that can we invite the principals to the table because every year we send it out to the principals to look at this code of conduct based upon some of the concerns that lie in the 17-18 year – there are things that happen. At the end of the year, we send it out for them to look at so if we bring it back to the table I only ask that we bring administrators to the table as well because the practice of teaching and learning is for everybody.

Mrs. Regis-Darby stated I feel with education and how it is changing and our culture here in Union has changed, I think we have to embrace everyone's culture and uniqueness for what it is. I don't think clothing makes people learn any better than what they wear or don't wear. I think that policy needs to be taken a look at.

Mr. Nufrio stated this is a Central Office issue and we will take direction from the Superintendent as to any modifications of these policies. The policy committee can then look at it. Mr. Tatum stated in terms of compliance and deadlines. Mr. Nufrio stated if we approve the current one and then we can readopt. I think we need something in place in order to comply with regulations. If you don't have something in place and we don't get it done until the end of September, then we are not compliant.

Mr. Monge asked what are we doing? Mrs. Minneci stated leave it on and then review it and update it in September. Mr. Nufrio stated whenever the administration and Central Office has come to some kind of decision.

Mr. Monge stated E-7 – approve school improvement planning committee – do they also look at conditions of schools? Mrs. Moses stated school improvement planning committee is part of Achieve New Jersey – in which there is a committee formed of teachers and administrators in each individual building that look at the data of instruction, school culture and climate with the safety team and we use that data to develop professional development training. The school improvement plan is there to improve instruction, culture climate, help teachers with strategies, look at the observations, talk about the data. Mr. Monge stated so it is learning environment, not looking at facilities. Mrs. Moses stated anything that is connected to instruction; culture climate – we have another team for that and that is a part of our HIB – we have a lot of committees but the school improvement plan is under Achieve NJ and that is all about teacher's evaluations, instruction, strategies. Safety of the building – that is the school culture and climate safety team.

Mrs. Regis-Darby stated they look at content versus pedagogy. Mr. Monge stated when we put together a long-range facility plan, we were looking at committees and trying to get feedback from our schools and maybe one of these committees could be part of that evaluation process.

Mr. Nufrio can you expand on for the public's education E-13, 14 and 15 – why are they being eliminated? We were trying to shorten what has to be and what doesn't have to be. Then we went to Mr. Griggs and Mr. Tatum – when there is an elimination of a program is cited, whether that is mandated for the agenda. Mr. Tatum stated the paperwork has to be filed with the County whenever there is a change in the use. Many times with special services, when we are eliminating a program, it is replaced by something else. Mrs. Conti stated you have to make sure that the IEP's and needs of the students are being fulfilled and in this case we have in-class resource kindergarten. We do have other kindergarten programs so the need will still be fulfilled. As to eliminating the need for redundancy, you must eliminate a program – in one school we may have two sections of in-class resource at the 2<sup>nd</sup> grade. If I go down to one I don't have to do anything. If there are zero in that building, then we must eliminate. You don't have to do it for each one. If you don't have any in the building then you must establish that program. Mr. Nufrio stated and that is mandated and must be put in a resolution. The elimination translates to not having any of those programs in that building as opposed to a reduction.

Mrs. Higgins and Mrs. Richardson stepped out prior to vote

AYE: Mr. Arminio, Dr. Francis, Mrs. Minneci, Mr. Monge, Mrs. Regis-Darby,  
Mrs. Williams, Mr. Nufrio

NAY: None

ABSTAIN: Mrs. Minneci (E-7 only), Mrs. Regis-Darby (E-8 only) MOTION CARRIED

FISCAL AND PLANNING COMMITTEE RESOLUTIONS:

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

F-1. TREASURER’S REPORT

That the Treasurer’s Report dated July 31, 2018 be accepted.

F-2. SECRETARY’S REPORT

That the Secretary’s Report dated July 31, 2018 be accepted.

F-3. CERTIFY TREASURER’S AND SECRETARY’S REPORT

Pursuant to N.J.A.C. 6A:23-2.11(a), I certify that as of July 31 31, 2018 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district Board of education pursuant to N.J.S.A. 18A:22-8 and 18:22-8.1.

/s/ Gregory E. Brennan  
Gregory E. Brennan, Board Secretary

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Dated

Pursuant to N.J.A.C.6A:23-2.2(h), we certify that as of July 31, 2018 after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.2(d)3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. This certification is solely based on the information provided by the School Business Administrator and Board Secretary and is assumed by the Board to be correct.

F-4. APPROVE APPROPRIATION TRANSFERS

Approve appropriation transfers in accordance with the information appended to the minutes.

F-5. APPROVE LIST OF CONTRACTS/PURCHASE ORDERS

Approve the attached list of contracts and/or purchase orders pursuant to the requirements of N.J.S.A. 18A:18A-5 (bid exceptions to requirement for advertising) and 18A:18A-10(a) (purchase through State agency; procedure), in accordance with the information appended to the minutes.

**F-6. APPROVE DISTRICT WIDE TRAVEL AND RELATED EXPENSES**

Approve district wide travel and related expenses pursuant to the requirements of N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7 and Board Policy File Code 6471 and in accordance with the information appended to the minutes.

**F-7. PRE-APPROVE DISTRICTWIDE STUDENT FIELD TRIPS**

Pre-approve districtwide student field trip destinations and purposes pursuant to N.J.A.C. 6A:23A-5.8, in accordance with the information appended to the minutes.

**F-8. APPROVE PARENT TRAINING – SUICIDE PREVENTION AND AWARENESS**

Approve one session of parent training for suicide prevention and awareness, delivered by Amy S. Jacob, LCWSW. Training will be conducted during the 2018-2019 school year. The cost will be \$450.00 and be two hours in duration. The total cost to the District for the training will not exceed \$450.00 (Account #7075/11-000-219-320-02-19).

**F-9. APPROVE LIST OF 2018-2019 STATE CONTRACT VENDORS**

Approve the amended list of the 2018-2019 State Contract Vendors pursuant to N.J.S.A. 18A:18A-10(a) (purchase through State agency; procedure) to facilitate schools’ purchasing, in accordance with the information appended to the minutes.

**F-10. APPROVE 2018-2019 OUT-OF-DISTRICT STUDENT PLACEMENT LIST**

Approval be given to amend the 2018-2019 out-of-district student placement list, in accordance with the information appended to the minutes.

**F-11. APPROVE TRAVEL AND RELATED EXPENSES – NJSBA WORKSHOP - 2018**

Approve travel and related expenses pursuant to the requirements of N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-5.8, 5.9 for the NJSBA Workshop Convention in Atlantic City, New Jersey for Board members and Central Office Administration.

**F-12. APPROVE RODRIGUEZ NATIVO LLC – SIGN LANGUAGE INTERPRETER**

Approve Rodriguez Nativo LLC to provide sign language interpreting for parent conferences and school activities at a flat rate of \$175 for two hours (and then \$70/hr. day rate and \$75/hr. after 5 p.m.) not to exceed \$2,750 for the 2018-2019 school year (Account #11-000-240-890-01-54-060).

**F-13. RESCIND RESOLUTION F-14 ADOPTED MAY 15, 2018 BOARD MEETING**

Rescind resolution F-14 adopted May 15, 2018 approving withdrawal of undesignated fund balance in the amount of \$350,000 for the purpose of increase in health benefits.

**F-14. ACCEPT DONATIONS**

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

From	For Use By	\$/Item
Bottling Group LLC-FSV-	Union High School	\$600.62



PBC		
American Legion Auxiliary Unit #328	Franklin Elementary School	School supplies/backpacks for Franklin Elementary School
Bottling Group LLC-FSV – PBC	Union High School	\$101.19

**F-15. APPROVE RESOLUTION TO INCREASE 2017-2018 GENERAL FUND APPROPRIATIONS - \$275,000**

Approve resolution to increase 2017-2018 General Fund appropriations from Emergency Reserve in the amount of \$275,000 for healthcare insurance premiums, in accordance with the information appended to the minutes

**F-16. APPROVE LEASE PURCHASE AGREEMENT – BUSES**

Approve execution and delivery of a Master Tax-Exempt Lease Purchase Agreement, and related instruments, and determining other matters in connection therewith between the Board of Education and US Bancorp Government Leasing and Finance, Inc. for the lease purchase of two buses, in accordance with the information appended to the minutes.

**F-17. APPROVE INCREASE TO 2018-2019 GENERAL FUND APPROPRIATIONS – \$40,000**

Approve appropriation transfer in the amount of \$40,000 from Unreserved Capital Reserve to Fire Alarm BMS Capital Reserve 2018-2019 Project (Account #12-000-400-450-13-11-1901 x18789).

**F-18. APPROVE INCREASE TO 2018-2019 GENERAL FUND APPROPRIATIONS - \$385,000**

Pursuant to N.J.A.C. 6A:23A 13.3 section (d) appropriate surplus generated from State extraordinary aid excluded from the excess surplus calculation in the prebudget year in the amount of \$385,000, the unbudgeted special education appropriation shall be used as follows: \$385,000 – Account #11-000-216-320-01-19 – contracted related services (Effective School Solutions (ESS)).

**F-19. ACCEPT NONPUBLIC SCHOOL NURSING AID FROM NJDOE**

Accept Nonpublic School Nursing Aid from the New Jersey Department of Education for the 2018-2019 school year as follows: (a) Holy Spriti School - \$16,490 and (b) St. Michael School - \$31,525 for a total of \$48,015, in accordance with the information appended to the minutes.

**F-20. ACCEPT NONPUBLIC SCHOOL TEXTBOOK AID FROM NJDOE**

Accept Nonpublic School Textbook Aid from the New Jersey Department of Education for the 2018-2019 school year as follows: (a) Holy Spirit School - \$9,078 and (b) St. Michael School - \$17,355 for a total of \$26,433, in accordance with the information appended to the minutes.

**F-21. ACCEPT NONPUBLIC SCHOOL TECHNOLOGY AID FROM NJDOE**

Accept Nonpublic School Technology Aid from the New Jersey Department of Education for the 2018-2019 school year as follows: (a) Holy Spirit School - \$6,120 and (b) St. Michael School - \$11,700 for a total of \$17,820, in accordance with the information appended to the minutes.

**F-22. ACCEPT NONPUBLIC SCHOOL SECURITY AID FROM NJDOE**

Accept Nonpublic School Security Aid from the New Jersey Department of Education for the 2018-2019 school year as follows: (a) Holy Spirit School - \$12,750 and (b) St. Michael School - \$24,375 for a total of \$37,125, in accordance with the information appended to the minutes.

F-23. *For informational purposes only – vote not required.* List of legal services for the 2017-2018 school year, in accordance with the information appended to the minutes.

**DISCUSSION:**

Mr. Monge stated I would like to ask Mr. Brennan on F-13, F-15 and F-18 – are essentially tied together. Mr. Brennan stated F-13 and F-15 are tied together. F-18 is the ESS program. Back in May because of our increase in health benefits from March 1<sup>st</sup> through June 30<sup>th</sup> is about \$800,000. We were under budget by \$350,000 at that point in time. We were going to take it out of fund balance but after talking to our auditors, Nisivoccia, Kathy Mantel. It is hard to get it out of the emergency reserve fund which we had one million dollars in and usually you have to get the Commissioner's approval to do that with two exceptions, but one of them helps us out tremendously. The only exceptions where the Commissioner's approval is not required to withdraw from emergency reserve is for withdrawal that is necessary to meet an increase in total healthcare costs in excess of 4% and the District did not receive an automatic adjustment for healthcare costs pursuant to N.J.A.C. 6A:23A-11.4 so that is what that is all about. The reason why it went from \$350,000 down to \$275,000 is because the administration team here – Mr. Tatum, Mr. Vieira, Mrs. Guilfoyle were able to charge some of the teachers' benefits to the Title I fund and saved another \$75,000 so that is why the numbers are different.

Mrs. Higgins asked can you explain F-18. Mr. Brennan stated that is for the Effective Solutions program that was approved at July meeting and a couple of weeks ago we got our extraordinary aide in and the dollar amount that we budgeted for 17/18 for revenue was \$900,000, we were counting on \$900,000 but it came in at \$1.7 million so we got a \$800,000 surplus in revenue so that administration decided and the Board decided to use the extraordinary aide money for the ESS program so therefore it is an increase in the budget because it is not coming out of any other lines.

Mr. Monge stated F-16 and we talked about this – every five years. Mr. Brennan stated it is 15 and depending on how old our school buses are. A school bus life is fifteen years so we have two school buses that are aged out of our transportation fleet so we need to replace them with two new buses and the best way to go about this is through a lease purchase. It doesn't impact the budget as much as paying it out in one full lump sum. We pay it out over five years at a very low interest rate and that is budgeted for.

Mr. Monge stated we were told that the old buses would be sold and generate some revenue off of that. Mr. Brennan stated correct.

Mr. Monge stated there was a list of out-of-district students, my question is how does it compare to last year. I know one of the things that Mr. Tatum said at the last meeting we actually are going to see some kids coming back from out-of-district because of the ESS program. I am assuming that is a cost benefit and that out-of-placement list in front of us – how does it compare to last years. Mrs. Conti stated let's talk about ESS. As you know it was Board approved in August. We are still working on amendments, doing updated intakes because there was that break in programing. At this point, we are in the process there. As far as our list compared to last year, it is in such a state of flux right now with students moving in and out and you won't get a good read yet. We keep trying to look at it but we still have registrations in buildings and we have kids moving out. There are parents that haven't done the withdrawal process or registered with us fully yet. When you are taking a look at the out-of-district and the direct effect of ESS, you really have to look at it as to there are 18 spaces at Burnet/Kawameeh and an additional 9 at the high school. You are looking at a small subset so you have to look at it within ESS because if you look at the entire out-of-district list, there could be 150 students. Again it has to do with the least restrictive environment and first what is the benefit to the student and two, you can look at that subset of the 27 students how many have come back from out-of-district. We are in the process of that and as we talk about it and we are meeting with families now to talk about placements for September.

Mr. Tatum stated when we talked about a month ago about projections of students and the number he is referring to is five. As you and I have spoken we are taking a look at who we currently have out and looking at their IEP and the potential of about five students that may be able to fit into this program and that may be the number you are referring to and that is all within the process. Mr. Nufrio stated that is a work in process. You don't know how many you need to put out. Mr. Tatum stated we also have students coming in with a plan of action from a former district. Mr. Nufrio stated we may have a better picture by the end of September. Mrs. Conti stated the October 15<sup>th</sup> count that comes into play. Mr. Nufrio stated but maybe by the October meeting you should have true numbers.

Mr. Monge stated F-4, last month we talked about the capital project dollars that we approved. Mr. Griggs I don't know if you looked into that vote but the idea was if we didn't have money to replenish by the end of the year, that we wouldn't spend a half million dollars. We do have that full money that is being transferred. My understanding is that it is not all being spent but Mr. Tatum and Mr. Griggs, we approved something as a Board and it wasn't followed and there may be a justification and I understand that there is but I don't know if we need to officially do something as it pertains to that. Two, as we have additional revenue that is more than we were bargaining for, I asked Mr. Tatum, please take a look at how much money that we have in capital reserves because we didn't replenish that money and if we have this new found revenue and it goes elsewhere, please consider the fact that we are not going to have that much money to go into capital reserves.

Mr. Tatum stated Mr. Loessel and I had a conversation regarding this as well. We were talking about the energy costs this morning and there is supposedly some cost savings coming from there down the road. I don't know if it will be repurposed just for that purpose or how that money can be used and what the restrictions are and that is another area where money is being regenerated. We will take a look at that.

Mr. Griggs asked Jeff is your question not spending what was budgeted? Mr. Monge stated there was a million dollars – we approved that but it was a place holder budget. What was supposed to happen was a budget would come back and what we were actually going to go ahead and agree to spend the money on and we said that if we had money left over from last year, we would replenish the capital reserve bucket and then spend that money. If we didn't have any money left over, we would reduce spending the \$1.1 million and put that dollar amount - \$500,000, back into the capital reserve. One, it didn't happen, we didn't get the projects that we were going to get and actually vote on and two, we never replenished the money like we said we were going to do. Again there may be good reason or emergencies and the like but we still need a response on why that didn't happen and I don't know if we need to do anything special because we didn't replenish that money.

Mr. Griggs stated my question to you is your auditors are coming when? Mr. Brennan stated coming late September. Mr. Griggs stated in terms of what was left over from last year, that would be reflected in your audit. Mr. Brennan stated yes, as far as surplus. Mr. Griggs stated is your office able to determine that now? Mr. Brennan stated by next meeting we can do that. Mr. Monge stated you said there wasn't going to be any surplus yesterday. Mr. Brennan stated we should have a small amount of surplus. Mr. Monge stated if there was surplus left over than we would have to do a resolution like last year to move it into capital reserve. Mr. Brennan stated if the Board decides to do that, if not then it goes to revenue in the following year in the budget.

Mr. Tatum stated the withdrawal in the capital reserve, the \$1.1 million. Mr. Brennan stated the budgeted amount. Mr. Tatum stated when we took that withdrawal from capital reserve it didn't completely deplete the capital reserve. Mr. Brennan stated we didn't take out \$1.1 million from capital reserve; \$700,000 we spent on projects.

Mr. Loessel stated we had \$1.1 million in actual projects. We had \$1.4 million in capital budget. We did about \$800,000 in repairs to the District this year so we should have around \$600,000 left in capital funds. Mr. Brennan stated we withdrew \$1.1 million from the \$1.4 million.

Mr. Monge stated F-4 is transferring that money over and that is why I'm bringing it up because it is part of what we are voting on.

Mr. Nufrio stated within the capital budget itself, you can move money back and forth. Mr. Brennan stated yes.

Mr. Monge stated we are transferring the money to be spent. We are making the transfer of all of the money to those line items. If we are not going to spend all the money, then why are

we taking all the money? Mr. Tatum stated I understand – the money we are taking out \$1.1 million but we agreed we weren't going to use all that money but the money that is left will be returned back to the capital reserve. Mr. Brennan stated we would transfer it back. We decided not to do some projects. Mr. Nufrio stated you are putting a cushion just in case you need to use it. The list of projects are still by priority. Will we get an update? Mr. Brennan stated yes. Barry and I will work on that.

Mr. Nufrio stated are we required to vote on this resolution? Mr. Brennan stated money needs to be put in place. Mrs. Richardson stated how much money? Mr. Brennan stated \$1.1 million. Mr. Monge stated that is the whole thing. You are transferring all the money over but you are not spending it all but if you are saying we are voting on this to transfer it over but it is going to come back – o.k. fine but I don't want this to get lost in all of this. We voted on a mock budget that was supposed to come back to us for final vote on what were the projects we were actually going to do, how much they were going to cost and then surplus. I just want to make sure we understand that. Next month come back – we can approve this with an understanding that some of this money is going to come back.

Mr. Arminio stated after we approve these and before we go onto Operations – there is another fiscal matter I want to bring up. It has nothing to do with the resolutions on the table.

Dr. Francis stated F-19 to F-22 – can you explain why are we getting these funds? Mr. Benaquista stated we receive Title I funds, you have to offer it to the other schools. Mr. Brennan stated we get the money so it is zero impact. Mr. Nufrio stated we are the conduit. They can't send the money directly to those schools. Mr. Tatum stated whenever we apply for a grant, the non-public schools they say we have to cut them in. If they are not interested they have to sign a waiver.

AYE: Mr. Arminio, Dr. Francis, Mrs. Higgins, Mrs. Minneci, Mr. Monge, Mrs. Regis-Darby,  
Mrs. Richardson, Mrs. Williams, Mr. Nufrio

NAY: None

ABSTAIN: Mrs. Minneci (F-9 Vendor 85992 only)

MOTION CARRIED

Mr. Arminio stated today we received the eight RFP's from the Banks and I read through them. What are we doing with those? Mr. Nufrio stated they weren't scheduled for this evening. Mr. Arminio stated what is going to happen, I think that is important that we know what is in store. Mr. Brennan stated all the RFP's have been uploaded. We are going to make a decision in September. Do we want to do it by committee? Or the whole Board.

Mr. Nufrio stated I know there were questions on whether they too should be given an opportunity to make a presentation. Come September everyone will have the details and bring it to the table. Mr. Arminio stated we have eight banks that have given proposals – if we put all eight on the table we can have one vote for each bank. I don't understand how we are going to funnel it down. I'm asking Mr. Brennan how are we going to get down to a bank from eight. They are all within the realm. I think from your office or Mr. Tatum we need to come up with some kind of process that will help us narrow it down. Mr. Brennan stated narrow it down to a few banks and take a vote on it. Mr. Tatum stated you go through those eight, you look at the

ones that come close to the RFP and you present it to the Board. Mr. Brennan stated that sounds good.

Mr. Monge stated five months ago we had a fiscal and operating committee meeting and we discussed a process that Ms. Higgins, Ms. Richardson and I agreed to present as an idea and it was based on an improvement of last year. Last year we went through a process while it was tedious for those committee members, we got through it, we made a recommendation, it got voted on and it was done. Three, four months into a process and we still don't have an insurance broker, we still don't have bank services, we still don't have a law firm. What we are doing is not working. I would like to figure out how we could bring that proposal to the table again and I don't know how is a process approved. I understand the president has the ability to select committee members but a process should be approved by the Board. Unless otherwise, someone else tell me otherwise. We talked about the finance and operation committee would review these with the staff – Mr. Brennan would make a recommendation, come to us and we would do interviews like we have done in the past and ultimately make a recommendation to the larger Board for approval. A version of that worked two years ago splendidly. I offer that again.

Mr. Nufrio stated it is something that we can consider. Given the fact that nobody expected eight respondents – Mr. Tatum, myself and Mr. Brennan, and make sure Mr. Griggs is part of the process, we will let you know what the process will be.

Mr. Monge stated my objection is the Board should be part of approving a process because right now what you named was not the Board. If you have a recommendation coming from a committee and I can send it out again, if you would start with reviewing that, that would be highly appreciated because I think it would be efficient. If we done that the first time, we would have been done with the process already. Mr. Nufrio asked who are you speaking too? Mr. Monge stated I'm speaking to you. Mr. Nufrio stated it was established that Mr. Brennan was going to review because that is how it is normally done any way. He is the Business Administrator – that is his job. Mr. Monge stated it was established by you. When we had that conversation, Mr. Brennan actually agreed with the process or thought it was a good idea and Mr. Brennan if you had an issue with that process, please make edits to it I think the committee would be open or the Board would be open to that and if you would consider looking at that process again and bringing it again, edit it, comment on it to the Board, please do. Mr. Brennan stated o.k. Mr. Nufrio stated that is basically what I'm saying. It wasn't going to be just my idea. Are you fine with that Mr. Arminio? Mr. Arminio stated I'm fine with that.

Mrs. Richardson stated if my memory is correct, rather than going through 200 RFP's, it would be minimized to a smaller number and then reviewed by committees and brought to the Board. Mr. Nufrio stated that is exactly why we pay Mr. Brennan. Mrs. Richardson stated I remember hearing that. Mr. Nufrio stated you are absolutely right Linda. We will consider other options and then we will let Mr. Brennan send out a memo or Mr. Tatum and let you know within the week.

**OPERATIONS COMMITTEE RESOLUTIONS:**

Moved by Mrs. Richardson, seconded by Mrs. Williams, that the following resolutions be adopted:

**O-1. APPROVE SECURITY DRILL/BUS EVACUATION REPORTS**

Pursuant to N.J.S.A. 18A:41-1 and P.L. 2009, Chapter 178, approve the following security drill and bus evacuation reports for the 2018-2019 school year, in accordance with the information appended to the minutes.

O-2. *Item tabled to September Board meeting (Approve Rental Fee Schedule).*

**O-3. APPROVE GATEWAY FAMILY YMCA FIVE POINT BRANCH – 2018-2019**

Approve early care and aftercare contracts with the Gateway Family YMCA Five Point Branch for the 2018-2019 school year, in accordance with the information appended to the minutes.

**O-4. APPROVE SERVICE RENEWAL PROPOSAL – STANK LLC ENVIRONMENTAL PEST CONTROL**

Approve Service Renewal Proposal from Stank LLC Environmental Pest Control (Pest Control & IPM Law Compliance Services) for the period July 1, 2018-June 30, 2019, in accordance with the information appended to the minutes.

**O-5. REPORT RECEIPT OF BID – VIDEO SURVEILLANCE MAINTENANCE**

Report receipt of one (1) bid for video surveillance system maintenance for the 2018-2019 school year, in accordance with the information appended to the minutes.

**O-6. REPORT RECEIPT OF BID – STUDENT TRANSPORTATION**

Report receipt of one (1) bid for student transportation for the 2018-2019 school year, in accordance with the information appended to the minutes.

**O-7. APPROVE AWARD OF BID – VIDEO SURVEILLANCE MAINTENANCE**

Approve award of bid for video surveillance system maintenance for the 2018-2019 school year to Service Works, Inc.

**O-8. APPROVE AWARD OF BID – STUDENT TRANSPORTATION**

Approve award of bid for student transportation for the 2018-2019 school year to Villani Bus Company.

**O-9. APPROVE SCHOOL EMERGENCY MANAGEMENT PLAN**

Approve School Emergency Management Plan for the 2018-2019 school year, in accordance with the non-public information appended to the minutes.

**O-10. APPROVE RESCHEDULED DATE – GREAT INFLATABLE RACE AND FOOD TRUCK FESTIVAL**

Approve rescheduled date for Great Inflatable Race and Food Truck Festival to September 15, 2018 and to use UHS parking lots and football field and track

**O-11. APPROVE UHS FIELD – RELAY FOR LIFE**

Approve the use of Union High School field on June 1, 2019 from 11:00 a.m. to 11:00 p.m. for the purpose of the American Cancer Society – Relay for Life event.

**DISCUSSION:**

Mrs. Regis-Darby stated the contract for the YMCA, page 2, paragraph 3 – said the start time was 7:30 to 9 – but Jessica said it was from 7 a.m. to 8:45 so you might want to change that in the contract because they are not right. Mr. Nufrio stated so noted. Mr. Brennan is there a problem with making that change? That was to accommodate the parents? Mr. Tatum stated it could be because of the schedule change.

Mrs. Richardson stated O-2 – the rental fee schedule for 2018-19. I am having a problem understanding it. Mr. Brennan stated Barry do you want to take that. Mr. Monge stated we thought we were going to receive a comprehensive schedule so if someone was to see it they would say I'm renting Livingston gym for two hours and this is what my cost is going to be. Does it include maintenance, security, 5 people-500 people. Mr. Loessel stated that is what the classes are. There are added security if you look at the bottom of the list – it tells you prices for security, custodial, police officers, fire department per hour.

Mr. Arminio stated the problem I think is you have the first column for charitable organizations – no charge, then you have three classes – 1, 2 and 3 and it is not clear what organization belongs to what class and that is what has to be clarified. What is class 1 – can you tell me and I don't think you can in any way shape or form, define who is in class 1, 2, 3 and that has to be adjusted and corrected in this fee schedule. Charging an organization fine if they need to be charged. Giving it to them for free if they deserve to get it for free because it is our kids from Union benefitting or a charitable organization – whatever the case may be.

The only thing that needs to be done before we approve this fee schedule is who belongs where? What are the criteria for each of those groups? Do you want to change the amounts in each group – fine. Mr. Nufrio stated I also said the same reasoning should apply to what is charitable organization. There is a criteria that should be met. Mr. Loessel stated I will get that for you for next meeting.

Mr. Arminio stated there is something in our policy but it is so vague and so unclear that you can't follow it. Mr. Nufrio stated maybe classifications should also apply to the type of organizations. Mr. Loessel stated I will work on that for the next meeting. Mr. Nufrio stated it is a big task so consult with Mr. Tatum and Mr. Griggs would also have to have some input about the charitable organization. Mr. Brennan stated how to determine them.

Mrs. Richardson stated the classes are different amounts of people? Mr. Nufrio stated that is what he alluded to. Mrs. Richardson stated if I take this piece of paper and someone said this is what it is going to cost I would think it would cost me \$40 in class 2 for a jobs in blue – class 2 I don't know how many people that is for? Mr. Arminio stated it is not people, it is type of organization. We have no amount of people. Mr. Nufrio stated you are talking about non-charitable organization. Mrs. Richardson stated this is not a fee schedule for everybody? Mr.



Nufrio stated Mrs. Richardson are you recommending that we remove this from the agenda. Mrs. Richardson stated I recommend that we remove O-2 for clarity.

Mr. Nufrio stated O-2 is no longer being voted on this evening – pending further information and clarification from Mr. Loessel and Mr. Brennan.

Mr. Monge stated at that meeting yesterday we talked about O-4, O-5 and O-6 – they are single bid recommendations. Mr. Brennan stated the first one is a quote – Stank Environmental. It is not a bid. Anything \$40,000 and over is a bid. Mr. Monge stated it wasn't a competitive process. We have done this a couple of times already. We would look for at least three quotes and make a decision. We have student transportation, video surveillance maintenance – there are many companies that offer those two services. Pest control – there are a bunch of companies that offer this. We should be able to get three offers. We said we were going to do that to save money for the district.

Mr. Brennan stated these last three – they were put out for bid. O-5 and O-6 they were advertised like a bid. Mr. Monge stated we did this before. There were a couple of other vendors that we had the same conversation with. You guys went out and you were able to put it back out and whatever you did. Mr. Brennan stated we did that with the garbage last year and we only got the same guy back. Some things you don't get that many responses. Mr. Monge stated Waste Management is different than video surveillance. It is how we changed our approach for banking services. The first approach got us three people and we did an enhanced approach and we got eight. Whatever we are doing, we need to approve upon that. If we are doing bids for services like this and we only get one, then we have to change it. We have to do better.

Mr. Brennan stated I think I have done a good job with RFP's and what not – you know that. There are a lot of RFP's out there right now. Mr. Griggs stated you advertised and this is what came in – so they followed the process. Mr. Monge stated this is not the first time we had this conversation. The point is. Mr. Griggs stated I get what you are saying but school is going to start. Mr. Monge stated back in the day we had a process that we put something on our website and that was a bid and we always got one person. We can always improve. No one should take any offense to what I'm saying. One person bid response; something is wrong for not a unique service. Mr. Nufrio stated the two that were advertised, can you tell the Board how many responded to each of those. Mr. Brennan stated it says it right in the resolution – one.

Mr. Nufrio stated in the maintenance video cameras, it is not something that everyone can service, so is this person or entity that has done it in the past? Mr. Brennan stated yes. Mr. Nufrio stated what is their name? Mrs. Cappiello stated Service Works Inc. Mr. Nufrio stated this is the one that has been providing the maintenance for all the cameras. In your opinion, have they done a good job? Mr. Brennan stated yes. Mr. Loessel stated yes, they are the one that installed the cameras in the high school. Mr. Nufrio stated in your opinion do you believe that you can do better? Mr. Brennan stated not necessarily. School is going to open and we are going to put it out for bid again and we will get the same response – one response. Mr. Nufrio asked were the numbers they presented fair? Mr. Brennan stated yes. Mr. Loessel stated they do very good work – most companies are comparable. They installed the cameras at the high

school, they gave us great service and they worked with us to keep us under the bid threshold. They charged us \$39,999 and installed all the cameras and the cheapest company we had coming in was \$165,000.

Mr. Nufrio stated in your opinion, just like the problems at Burnet, and I presented my opinion about that company. These are state approved people. Mr. Loessel stated Stank is one of the best for exterminators, we have Western and other guys, but they didn't give us the service like Chris does. Mr. Nufrio stated service response is important.

Mr. Brennan stated \$14,500 for the surveillance. Mr. Benaquista stated Mrs. Paul can comment because it is tied to IT. The high school cameras are the best cameras.

Mr. Monge stated I'm not questioning the company, I'm questioning the process. We had this same conversation about BGIA, the architect – going through a process; all I'm saying and I don't know why it is wrong to assume that when you have a bid process for not a unique service that you only get one respondent that we should all feel great about it because it is someone that we worked with. If we had three guys and you selected him because he was the best person and it was in the right ballpark I get it but it is about the process. If we sink into being o.k. with things, then it is going to cost us money for decades and you have done a great job Mr. Brennan and I'm not questioning your job but sometimes the process doesn't always come out with the result that we should be expecting as fiduciaries for our tax dollars.

Mr. Brennan stated we are doing it the way we are supposed to do it and by the law. Mr. Monge stated it is about the result. Are we o.k. with doing bids that come out with just one result? Mr. Brennan stated not on a big ticket item. Mr. Monge stated people are losing their jobs. Mr. Brennan stated I understand that but I'm doing my due diligence by advertising for the bid and there is one bid as a response. Do you want me to go knock on doors? That's illegal. Mr. Monge stated this is what I'm saying – last time we rebid to get more competition. We did it with bank services and the result was going from three banks to eight. The rates that they are offering are higher than the first time. We are going to end up making a hundred grand a year based on some of the numbers that I eyeballed. All it is we have a process and if it is coming out with one – all I'm asking is that should we be o.k. with that process. Maybe we can improve that process to maybe get three and then we have a competitive process going on. Even the renewal, we are just renewing the guy we have. There was no competition in that process. We are renewing the guy we have. This is about competitive process and save money in the district.

Mr. Brennan stated I'm all for saving money; I have saved a lot of money. It would be nice if we had a couple bids coming back. Mr. Monge stated I'm not going to belabor this. We can always do better and as fiduciary of our tax dollars – one bid results are enough than we vote on that but I won't. Mr. Nufrio stated that is your right to vote no, yes. I asked if the process was followed. Mr. Brennan stated yes. Mr. Nufrio stated and were we in compliance with what we are mandated to do. Mr. Brennan stated absolutely.

AYE: Mr. Arminio, Dr. Francis, Mrs. Higgins, Mrs. Minneci, Mr. Monge, Mrs. Regis-Darby, Mrs. Richardson, Mrs. Williams, Mr. Nufrio

NAY: Mr. Monge (O-4, O-5, O-6, O-7, O-8 only)

ABSTAIN: None

MOTION CARRIED

Mrs. Richardson stated the discussion item - Request from Union High School PTA requesting (a) the use of the track and grounds for the Union High School PTA Color Run and (b) waiver of fees (Athletic Department will provide security) on October 6, 2018 from 1:30 p.m. to 3:30 p.m. (with a rain date of October 7, 2018). Certificate of Insurance will be provided prior to event.

Mr. Arminio stated it is the Union High School PTA, it is our students and it is our athletic department and it is our event. I can't see why we would say no to our students for the scholarship fund.

Mr. Nufrio stated the only condition is that they provide for insurance. We can have this on the September worksession for vote.

**PERSONNEL COMMITTEE RESOLUTIONS:**

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

**P-1. PERSONNEL ACTIONS**

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

**P-2. APPROVE SUBSTITUTE LISTS**

Approve Substitute Lists for the 2017-2018 school year in accordance with the information in the hands of each Board.

**P-3. ACCEPT LETTERS OF RESIGNATION/RETIREMENT**

Accept letters of resignation/retirement from the following staff:

**Resignations**

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Eff. Date</u>	<u>Reason</u>	<u>Notes/ Corrections</u>
Clark, Hazel	Cafeteria Aid	Frank	7/23/18	Resignation	
Faranda, Ross	Classroom Assistant	UHS	8/1/18	Resignation	
Gramata, Jeffrey	Teacher of Special Education	UHS	9/29/18	Resignation	Effective date may be sooner dependent on needs of district.

Santangelo, Erica	Speech/Language Specialist	BMS	7/31/18	Resignation	
Kaplan, Nichole	Elementary Teacher	Frank	7/27/18	Resignation	
Lopez, Alexander	School Psychologist	BMS	8/31/18	Resignation	
Rogers, Richard	Teacher of Special Education	BMS	9/1/18	Resignation	
Tresnane, Jane	Teacher of English	KMS	7/12/18	Resignation	
Duelks, Rosa	Classroom Assistant	BH	9/1/2018	Resignation	
Chiaromonte, Karen	Bus Aide	Trans- portation	6/15/15	Resignation	

P-4. APPROVE LEAVES

Approve leaves for the following staff:

**Leave of Absences**

Name	Position	Location	Leave Dates	Leave Type Regarding updated info only.	Notes/ <b>Corrections:</b> <b>All tentative approvals are pending required documentation.</b>
Kaczkowski, Marzena	Classroom Assistant	Jefferson	9/4/18-12/7/18	Unpaid Child Rearing Leave under FMLA/NJFLA (concurrently)	Not to exceed 12 weeks
Polizzi, Abby	Elementary Teacher	BH	9/4/18-12/6/18	Unpaid Child Rearing Leave under FMLA/NJFLA (concurrently)	Not to exceed 12 weeks in a
Grato, Nikki	Speech Language Specialist	KMS/BMS	Extension through 6/30/19 Return 9/1/19	Unpaid Child Rearing Leave NON FMLA/NON NJFLA	Leave began 2/26/18 FMLA/NJFLA time exhausted
Leung, Christina	Elementary Music/Vocal Teacher	Wash	9/1/18-1/1/19 Return 1/2/19	Paid Child Rearing Leave followed by unpaid FMLA/NJFLA (concurrently)	Correction to 6/19/18 agenda. Portion of leave to be paid

Sobreiro, Gabrielle	Teacher of English	UHS	9/1/18-10/31/18	Unpaid Child Rearing Leave under FMLA/NJFLA (concurrently)	Update to end date
Rapke, Angela	10 Month Secretary	BMS	9/1/2018-6/30/19	Paid Intermittent FMLA/NJFLA (Concurrently)	Not to exceed 12 weeks

**P-5. APPROVE DONNA HUBBARD**

Approve Donna Hubbard to attend, record and transcribe the minutes of the Residency Committee meetings as assigned for the 2018-2019 school year at a rate of \$250 per meeting.

**P-6. APPROVE CENTRAL OFFICE RESOLUTION**

Approve resolution providing fringe benefits for all staff in the Central Office for the period from July 1, 2018 to June 30, 2019, in accordance with the information appended to the minutes.

**P-7. APPROVE RESIDENCY INVESTIGATORS – 2018-2019**

Approve residency investigators for the 2018-2019 school year, in accordance with the information appended to the minutes.

**P-8. APPROVE CARE STATION – TRANSPORTATION PHYSICALS**

Approve Care Station to perform Department of Transportation physicals for the 2018-2019 school year (Account #11-000-213-330-01-54-0060).

**P-9. APPROVE CRISIS RESPONSE TEAM – 2018-2019**

Approve Crisis Response Teams for the 2018-2019 school year, in accordance with the information appended to the minutes.

**P-10. APPROVE CHANGE OF SALARY CLASS – EFFECTIVE SEPTEMBER 2018**

Approve Change of Salary Class (effective September 2018), in accordance with the information appended to the minutes.

**P-11. APPROVE 2018-2019 HOURLY RATES LIST**

Approve the 2018-2019 Hourly Rates List, in accordance with the information appended to the minutes.

**P-12. APPROVE TRANSITION MEETINGS**

Approve transition meetings for Sarah McCulloh and Vanessa Tuohy for the 2018-2019 school year, in accordance with the information appended to the minutes.

**P-13. APPROVE DISTRICT DCP&P LIAISON**

Approve Julia Vicidomini as the District DCP&P liaison for the 2018-2019 school year, at no cost to the District.

P-15. APPROVE ADDITIONAL EMPLOYEES FOR REAPPOINTMENT - 2018-2019  
Approve additional employees on the attached list be reappointed for the 2018-2019 school year, in accordance with the information appended to the minutes.

P-17. APPROVE REVISED JOB DESCRIPTION  
Approve revised Job Description for the position of Assistant Director of Instructional Technology, in accordance with the information appended to the minutes.

Mr. Nufrio asked these increment withholdings? Aren't they going to be presented in Executive Session? We talked about this in personnel but the entire Board has not had the opportunity to hear some summaries on them. Mr. Tatum stated some of them have been spoken about already. Mr. Benaquista stated we can speak about which ones were or weren't if we are pulling them to go into executive. Mr. Griggs stated to be clear, when we hold an increment, we need to hold that increment before it vests. The increment will vest September 1<sup>st</sup> just so you know why this action is on this agenda. You have quite a few employees so it takes time to get to this point.

DISCUSSION:

Mr. Arminio stated we have done it many times in the past – we can go into executive session, discuss it and come out and vote after the executive session. Whether we discuss these or not, I can't possibly remember #11279 and who that is and what the event was from a month ago. There is nothing in back up. Mr. Nufrio asked all were riced? Mr. Benaquista stated we will talk about this in executive session.

Mr. Nufrio stated we will withhold voting on these particular resolutions until the public session following the executive session. Mrs. Cappiello stated it is P-14, 16, 18, 19, 20, 21, and 22.

AYE: Mr. Arminio, Dr. Francis, Mrs. Higgins, Mrs. Minneci, Mr. Monge, Mrs. Regis-Darby, Mrs. Richardson, Mrs. Williams, Mr. Nufrio

NAY: None

ABSTAIN: Mrs. Higgins (P-1 #11846; P-5), Mrs. Minneci (P-1-#8933), Mr. Nufrio (P-1, P-10)

MOTION CARRIED

POLICY COMMITTEE:

Mrs. Richardson stated the following policies are for first reading:

POL-1.POLICY 5141.4 – CHILD ABUSE AND NEGLECT

Policy 5141.4 – Child Abuse and Neglect, in accordance with the information appended to the minutes (*First Reading*).

POL-2.POLICY 6111 – SCHOOL CALENDAR

Policy 6111 – School Calendar, in accordance with the information appended to the minutes (*First Reading*).

**DISCUSSION:**

Mr. Arminio stated it is simple changes – very little change – just who gets notified to fulfill something in negotiations with supervisors and principals.

**RESIDENCY COMMITTEE RESOLUTIONS:**

Mrs. Williams stated that this will be discussed in executive session.

Mr. Nufrio stated with regard to current situations that are in the news – civil liberty union, saw fit to file litigation with some districts which will take some time to resolve but the heart of the matter that they are citing is the type of documentation that they are asking that district's ask for proof of residency. It is sticky. I walked out by saying the ACLU is the only one that has to prove what this is all about. I would urge the residency committee to discuss it further with Mrs. Moses and Mr. Tatum. This alluded to driver's licenses. We can't afford a law suit. Mr. Griggs stated you can use a utility bill, you can use a lot of things to show where you live. Mr. Nufrio stated it is important because there are 5-6 districts in this County that are facing the ACLU.

**TECHNOLOGY COMMITTEE:**

Mrs. Higgins stated now the entire district is on Gmail and google docs. Mr. Benaquista, I know you are going to the safety conference. Mr. Benaquista stated I went in June and they are offering another one in August and Sandra and Mr. Ardito were allowed to go. They are talking about a follow-up, a mandatory one, but I haven't heard when the next one is. It will be continual – at least annual mandated trainings and we will have a lot of professional development coming forward.

Mrs. Higgins stated is there anything you want us to be aware of? Mr. Benaquista stated they are talking more about looking at the schools outside in now compared to before we were protecting inside out. CNN did a thing on man traps, double entries – hardening your doors in many different ways. When they originally had schools built they did not have this in mind. There are a lot of entrances and exits. Once the school day starts, you should go down to one entrance. Before that and during the day you need to know what is open; you don't know who on the outside is looking at your buildings and calculating when that same person leaves that door every day. There was a lot talked about but overall security is going to a roll for all stakeholders. Greeting the kids, getting to know them, see who's not coming in their normal self. It is not just outside people it is what is going on in your building. If a child is not feeling safe and the climate and culture is not great – we have to find out those things as well and that is where the counseling piece comes in and the support. It is definitely impacting different areas of education and I almost think it is the focal point right now. They say kids will not perform as well as they can on assessments and in classrooms if they are not feeling safe and comfortable in school. When we talk about environment, we have to look at everything for these students. We had students speak at our Board meeting last year and I met with the one and I listened to a lot of things that she said. You are going to get honest opinions from students. It is listening to students moving forward, the parents, the community – the other thing that is key is the finance part of it. Other states have rolled out bands of matching grants and I'm still waiting to hear what is coming. I haven't heard anything. I search almost every day as far as federal and state – there are small security grants that you can get and we get one through our insurance broker. Mr.

Loessel and I are using funds that we can to protect the outside of the building. We are going to be meeting with custodians when they are closing up buildings at night. The stuff that doesn't cost money we are going to be doing immediately and we are going to do things different during the school day, after school. The buildings are being assessed to see which ones are easier to do for double entry and if it isn't going to cost that much money we are going to try to use the funds we have to do that but the buildings that do cost money we have to come up with game plans and look at how much it is going to cost and put it on the table because it is important.

We also talked about the retired police officers. So many districts are advertising and it ranges from an hourly rate or a salary but you are not talking benefits, they are not in the pension system and here you can put someone who has a lot of experience in your buildings for a minimal costs and a lot of districts are going to that and that is in agreement with your local police – they still have to sign off on that. We have a meeting with the police department and we are going to find out what their feeling is on it. There are a lot of things that they have to agree to; we just can't put an officer in our school.

The other thing I want to say is the task force that the State has – it is the Department of Ed as well as State Police. The one gentleman is coming to one of our administrator meetings – so we set that up. We also invite them to come in and look at a building here and there. We are going to take them up on that.

Mrs. Regis-Darby stated coming from a district that I'm coming from, I think you are giving a lot of information and this is being recorded and it is part of security and we want to protect our kids so I do believe that can be talked about offline so just an FYI. Mr. Benaquista stated I'm not giving away any of our plans. Mrs. Regis-Darby stated it is still a lot of information that I would not. Mr. Griggs stated he is generally talking about what every other school is doing.

#### APPROVAL OF BILLS:

Moved by Mrs. Richardson, seconded by Mrs. Minneci, that the Board concur with the bills listed in the permanent bound register appended to the minutes and be ordered for payment.

#### DISCUSSION:

None

AYE: Mr. Arminio, Dr. Francis, Mrs. Higgins, Mrs. Minneci, Mr. Monge, Mrs. Regis-Darby, Mrs. Richardson, Mrs. Williams, Mr. Nufrio

NAY: None

ABSTAIN: Mrs. Minneci (Vendor #85992 only)

**MOTION CARRIED**

Mr. Nufrio stated before I go to Unfinished Business, I consider this important and only because of the timeline. I think you all got this email from Mrs. Damato, the principal at Jefferson, and for those that may not have seen it yet and for the public – I would like to read it. It is a short statement from our principal at Jefferson and it is a wonderful achievement and accomplishment and milestone for the District. Mrs. Moses, I saw your compliment on the response.



Here's the statement:

“It is with great honor that I officially announce that Jefferson has been recognized as a Leader in Me Lighthouse School. This distinction means that we are a model Leader in Me School for all others to emulate. There are 3789 Leader in Me schools around the world and only 424 Lighthouse Schools...around the world!! The Leader in Me program in itself is a Social Emotional Learning (SEL) certified program.

At this point, we have empowered three years of students and staff! It shows in our outstanding academic growth and in our students' behaviors.

You are all invited to attend our Lighthouse Ceremony on September 25th at 6:45 PM. It will be a brief ceremony that will transition into our first Student Led Open House that begins at 7 PM.

Please reach out to me if you are interested in any more information about the journey of leadership we have been on and/or the Lighthouse Evaluation process. Also, Jefferson will be featured in the NJEA Review's September Edition!

Link to Leader in Me:

[www.leaderinme.org](http://www.leaderinme.org)

Link for more info on the SEL Certification:

<http://www.theleaderinmeblog.org/casel-select/>

NJEA article:

<https://www.njea.org/leaders-thrive-in-union-twp/>

TapInto Article- 3rd Annual Leadership Day:

<https://www.tapinto.net/articles/jefferson-school-celebrates-leadership-day>

Thank you for your continued support.”

#### UNFINISHED BUSINESS:

Mr. Arminio stated September 5<sup>th</sup> – trip around Union – Mrs. Moses and Bob Ghirretti – did a great job in this professional development. They will be touring Union and going to three sites – Liberty Hall, The Caldwell House and Kean University.

In March, we are going to be hosting the Unsung Hero to honor those students that are not the greatest athletes and who have done something that needs recognition. For those that went to the past ones, it is absolutely fantastic to hear some of the stories of these kids. We are excited about hosting.

Summer reading program sponsored by the Union Library for our students has been a success. We voted on allowing Friends of Union Library to donate money to the schools with the most students. You will hear the numbers at our next meeting.

We rolled out the ESL program. Thanks to the UTEA for supplying materials for those kids in the ESL program. The teachers wrote the curriculum, the library for providing the space and the Friends of Union Library funding the whole program. Hopefully next summer will be even bigger. We plan to expand the program to allow the parents to join their kids.

Union Wrestling – the coach at a wrestling clinic this summer – four clinicians came to work with him – Glenn Grant, the Assistant Assigning Judge for New Jersey, Tom Collins – they are both Union wrestlers and Union graduates, Steve Lily who placed second in the States a number of years ago and Mike Furon who was a State Champ. They came to work with our wrestlers this summer.

We had a discussion for Relay for Life for June 1<sup>st</sup> – hopefully one of you will take over as chairperson of the Board team at the Relay for Life of 2019.

Union's Got Talent – October 6<sup>th</sup> – It has been great the last six years. It raises money to give to our kids as scholarships.

The Mayor's 5K Race is September 23<sup>rd</sup> – to raise money and a portion of the proceeds goes to a family in Union.

Football is starting - August 24<sup>th</sup> scrimmage. The 31<sup>st</sup> of August we open up our football season against our rival Linden. No longer will Linden be the Thanksgiving Day game. Now we are playing them opening day.

I am to move a resolution I do that in New Business. Mr. Griggs stated sure.

Mrs. Richardson stated this has to do with the policy and regulations for the school district. I spoke to Mr. Brennan and he gave me a lot of information and I spoke with Mr. Benaquista about all the policies that have been changed over the last couple of years.

Mr. Brennan stated Strauss Esmay – I met with them in June and Gerry has reached out and what they did for free, at no charge to the District, was assess our policies and said that we are in very fair condition with our policies and a lot of them need to be updated. They are a firm that would come in and update our current policies and keep us up to speed with all the new State mandated policies that come out. I did not get a price yet. Mr. Benaquista stated when we do QSAC policy is another area that they look at. All policies should say CSA compared to Superintendent. It is a minor change but it affects almost all policies. I do not think you would get hammered on that if it was updated as much as if a policy was State mandated and it was changed and you didn't keep that up to date. It is a huge task and this company is in many districts and the key is when a policy does change within the State, they update it for you and you can just put it to first reading or discuss it with policy and then put it on first reading. Those hours of updating, they are doing and they are doing it for all the districts and that is why I don't

think the cost is going to be outrageous and it something that districts need to keep up on. Your in-district policies, they will work on them and any time we need to change them they will assist us in that but they are going to keep you updated on State mandated and the ones that you have to have updated.

Mrs. Richardson stated I don't think it is cost effective for our staff working on it. It is coming in, Mr. Arminio is very helpful, then I have to send it on to Diane, and we had a stack and it is really a lot to keep up with. When you look at the cost of having employees doing it versus a company that is going to do it for a lot less it may be cost effective to do that.

Mr. Benaquista stated about five years ago we redid all of them and the hours. Mr. Arminio stated about 6-7 years ago, we had Strauss Esmay along with NJSBA, both sending us updates and you still had to do something with it and updates just piled up and nothing was done with it. The reason we dropped Strauss Esmay is because we went online with the policies and they were not online until six years ago and they took all the policies and put them online and we updated all of them. If we go to Strauss Esmay that is fine but they are going to do the same thing – they will take all of our policies and put them in their format which is a different numbering system – I think we should budget for it and do it but put it in for the following year. It is going to be \$30-\$40,000 – they have to take every policy and transfer it to their system. I know their numbering system is different. May be you can get a cost but it should still be a budgeted item.

Mrs. Richardson stated that is why I brought it up for the future. Mr. Arminio stated we made the decision to go with one because we were already paying NJSBA and now we are going to have to pay Strauss Esmay every year their fee. We saved money by only having one. I have no problem with it if they are a good company. Their updates are very effective.

Mr. Brennan stated between Mr. Benaquista and I we will get a cost of what we are looking at and putting it in the budget for next year.

Mrs. Regis-Darby stated I know we completed our Board's evaluation – did we every get the results of the Board's evaluation and did we ever go over those results or are we supposed to.

Mr. Nufrio asked Mr. Brennan did we get those. Mr. Brennan stated that was completed. Mrs. Regis-Darby stated last year we had a summary of the evaluation for the Board – aren't we supposed to get one or no? Mr. Nufrio stated I don't know if we get them, I know that conflicted Board members do not. The individual ones? Mrs. Regis-Darby stated yes. Mr. Nufrio stated I don't see why that would be a problem. I do recall getting one in the past. Mr. Brennan stated I will reach out to Gwen Thornton at School Board.

Mr. Nufrio stated I know you weren't talking about the Superintendent's but generally the way that goes, it is his option if he wants to discuss the evaluation that he received or he accepts what they are. In the past I think that is what was done.

Dr. Francis asked what did NJSBA say about it – what is the deadline for presenting the evaluation to Mr. Tatum. Mr. Griggs stated June 30<sup>th</sup>. Dr. Francis stated so we were supposed to

sit down with him and go over it with him as a Board. Mr. Griggs stated you were supposed to have completed the evaluation and then have a conference with the Superintendent as of June 30<sup>th</sup>. That is what the field representatives were pushing each district because they change the regulation to run it through the School Board Association to push boards to complete the task. I think you had a discussion in June was coming close and Gwen Thornton sent emails out. Mr. Nufrio stated I recall seeing an email and they give a short window of time by which the completion has to be in and then a discussion. In the past, I recall one time you said I'm o.k. with the evaluation; but you are saying you never got it. Mr. Tatum stated there has been no evaluation. There is a lot in 6A that spells out the responsibilities of the Board which have never been fulfilled and I will leave it right there. Any further discussion will be discussed elsewhere.

Mr. Monge stated we have a president and vice president that is conflicted – so the non-conflicted members are sitting here ready, willing and able – who puts this together to? Mr. Griggs stated I was part of the process but this is what I remember. Your field representative was sending out emails in June and talking about the process being completed. I recall some discussion about the fact that the non-conflicted Board members would have to schedule a special meeting in addition to your two meetings in order to complete the process by the end of June and I don't know where that went to.

Mrs. Regis-Darby stated there was an email and I remember on the email it was what is our next step and I think it said Mr. Arminio because he was the senior member on the Board that he would be the one and then nothing ever happen. There was no follow-up so I wondered what happened.

Mr. Griggs stated you should contact Gwen Thornton – she is the repository for the evaluation. Mr. Brennan stated right. It said the most senior member that is non-conflicted on the Personnel Committee – that was what she said. Mr. Nufrio stated that was just a suggestion. It can be a senior member. Mr. Brennan stated I will reach out to her.

Mr. Monge stated this is my go to and I repeat this at every meeting – I'm going to challenge you – to be able to sit with your team and try to come up with a plan to put together a long-range facility plan; shared services agreement – somebody says we are not going to do anything, we are just going to continue, just say that and it will be what it is going to be; we talked about a food service survey, if we could have a true timeline to be able to do that and ARAMARK should not be part of that – it should be us, our parents, our kids; my last thing is about revisiting the AMAZON idea, I know we ran into road blocks but if it is something that we can take a look at and the very last thing is we talked about this in the committee meeting about this whole notion about redistricting in our planning goals – this is a result of growth in our community in certain parts of our community with no responsibility given to developers that are adding units and we are not getting any tax dollars – that is what is happening and for the result of that to uproot families to go to other schools to be able to balance things out. I would hope that is the last resort of one of the things that we talked about and our buying capacity is through the roof, our auditors said that and Mr. Brennan's feedback to us is that most districts when they are looking for capital plans, they are looking at that option – we have no money as it pertains to capital reserves to do the long-range facility plans. We can't keep on kicking that down the road. We need to do something.

Mr. Nufrio stated an update at the planning session one of the last items was the opioid training and I sent to you and Julia a flyer – here is an update – here is the problem – she spoke with me a length and I asked for a video if possible, she said the video would not be available because it is interactive with the kids so she said for the time being she has a modified assignment so and unfortunately, she is not available until 2019 which is around March of next year. She did say to send some dates – she said we could be the first ones. Mr. Tatum stated a memo was developed today and sent to the principals for dates. Mr. Nufrio stated she is the only one they have who has that training. I said to Sheriff Corvelli last year, you need to expand this as much as possible and he said it costs money.

#### NEW BUSINESS:

Mr. Arminio stated we had two presentations today by the insurance brokers. I don't see any reason why we need to postpone it another month and I guess it is legal for me to make a motion.

Mr. Nufrio stated I think it was quite a bit of information that was given this evening and I personally would like an opportunity to digest and certainly the worksession meeting is coming up soon. I asked Mr. Griggs and Mr. Brennan if we should put it on the agenda for a vote at the worksession giving everyone an opportunity to digest what was heard this evening. I think it is only fair to the entities, the Board members – we had quite a bit of information and that is my opinion. Mrs. Minneci stated I agree with you that there is a lot of information.

Mr. Monge stated we have had that information – how long have we had this information? Mr. Brennan stated April. Mr. Monge stated the information that they presented was the same information we had.

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

#### APPROVE WILLIS TOWERS WATSON - HEALTH INSURANCE BROKER

Approve Willis Towers Watson as health insurance broker for the period of September 1, 2018 to June 30, 2019 with an option to renew for an additional year.

#### DISCUSSION:

Mr. Nufrio stated I just want to reiterate what I said that I would like some additional time. There is no advantage and September 11<sup>th</sup> is the worksession and it is still in the timeframe of the renewal date. Mr. Griggs stated the original contract expired June 30, 2018 so essentially Willis has been a holdover. Mr. Nufrio stated they are still the broker.

AYE: Mr. Arminio, Dr. Francis, Mr. Monge, Mrs. Regis-Darby, Mrs. Richardson

NAY: None

ABSTAIN: Mrs. Higgins, Mrs. Minneci, Mrs. Williams, Mr. Nufrio                      MOTION CARRIED

Mr. Nufrio stated you may notify Willis that they have been approved.

Dr. Francis asked if he could make a motion as well.

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

**APPROVE TO PROPOSE TERMS/CONDITIONS**

Approve to propose to Mr. Tatum's attorney the terms and conditions of his contract per non-conflicted Board members.

**DISCUSSION:**

Mr. Arminio asked can you explain the motion so we understand. Dr. Francis stated as non-conflicted Board members discussed in executive session, that we have been trying to get proposed since April to Mr. Tatum's attorney. All of us should have gotten this from Mr. Griggs on how we go about doing this.

Mr. Arminio stated so a yes would mean? Mr. Griggs stated would mean you are authorizing me to propose to Mr. Tatum's attorney the terms and conditions which the non-conflicted Board members agree to. Mr. Arminio stated and a no vote? Mr. Griggs stated then I'm not doing it.

Dr. Francis stated it would only be the non-conflicted Board members – you, Jeff, Richardson, Williams, myself and Nellis. Mr. Monge stated this is what we asked in April.

Mrs. Regis-Darby asked what is the yellow folder for? Mr. Tatum stated they are correspondence that my attorney requested to go to the non-conflicted Board members.

Mrs. Richardson stated we did come to an agreement that night and we thought it was going to be presented to his attorney and from that point on nothing has happened. We are at a point now that we did what we had to do but it hasn't proceeded the way it was supposed to. Mr. Griggs stated you can't talk about executive session. Mrs. Richardson stated what we are trying to say is let's go forward.

Mr. Arminio asked do you have notes on the terms? Mr. Griggs stated yes. Mr. Arminio asked can we modify those terms and how would we modify those terms. Mr. Griggs stated you would have to have a discussion in executive session but he needs a Rice notice unless he waives his Rice notice. The terms would have to come after he waives it and then we would have executive session to discuss those terms in executive session and then we would come out and all the Board members would need to be sitting at this table.

Mrs. Cappiello confirmed that she will only call non-conflicted Board members.

AYE: Mr. Arminio, Dr. Francis, Mr. Monge, Mrs. Regis-Darby, Mrs. Richardson, Mrs. Williams

NAY: None

ABSTAIN: None

**MOTION CARRIED**

Dr. Francis asked Mr. Tatum can you inform the non-conflicted Board members when the attorney has gotten this information? Mr. Tatum stated yes.

Mr. Monge asked how do we go through the process of being able to sit at the table with Mr. Tatum. Mr. Griggs stated that is an executive session question.

#### COMMENTS FROM THE PUBLIC:

Jill Hall stated with the YMCA and their approval and the discussion that they brought forward was fabulous. Have their staff been trained in the HIB because since they are now connected on a middle school level, their staff according to code and statute should be trained in the HIB so we can be in compliance. Mrs. Moses stated if they have not, I will invite them in to be trained. Mrs. Hall stated I will be happy to do it.

Rich D'Avanzo stated September 22<sup>nd</sup> is the Burnet/Kawameeh alumni softball game. We have a lot more people involved – former alumni – to raise money for the Ed Foundation. They give scholarships to our educators for grants to do things in the classrooms. All is invited.

The Jefferson Leader and Me – I will be copies of the NJ Review in September – there is a story in there; I will give you copies.

Susan Lipstein stated the before and after care – parents should call the Y and they will have the fees and registration. Mrs. Moses stated yes.

Mrs. Lipstein stated the elementary school librarians – what is the situation? Mr. Tatum stated we have brought back one librarian last month. We have another librarian that we are potentially looking to bring back. We had a discussion yesterday but we are monitoring the funds. Mrs. Paul and I had a discussion and we are looking at schedules in terms of deployments. My opinion is we need the other person but they will get back to me. Mrs. Lipstein asked and the high school? Mr. Tatum stated the other person decided to take another job somewhere else. Mrs. Lipstein asked middle school? Mr. Tatum stated they each have one there right now. Mrs. Lipstein asked Jefferson School? Mr. Tatum stated right now they are still sharing. Mrs. Lipstein asked elementary and Jefferson are sharing? Mr. Tatum stated we may be looking to put that other person back – by looking at the schedule I think we will be short and that is my opinion right now. In the middle schools in terms of covering classes versus facilitating research and I think that we need the finances to but that will determine whether we cover what we currently have. My thought is we need the other person.

Miguel Guzman stated just following up on the Chromebooks for middle schoolers. Have we decided if 7<sup>th</sup> or 8<sup>th</sup> graders can bring them home? Mr. Tatum stated that was one of the recommendations that we had and I thought it was 8<sup>th</sup> graders that would be able to take it home. Mrs. Moses stated Mrs. Paul and the principals of both middle schools did an assessment at the end of the year and what they found out was that they should not be taking them home as of yet. There were a lot of things that happened. I know they need their tools every day because they are getting a lot of teaching materials and it is online and we have to make sure that they have it every day. We are going to give a little more time before they roll that out. They came to me

and discussed that with me – the administrators, the principals in the building and the IT Department.

Craig Wojick stated one of the concerns was that the damage rate was very high even with keeping them in schools and we implemented a new policy and procedures, they were using the carts and once everything was in place it went very well and they were pleased with how it worked and they wanted to keep it that way. The damage rate at the high school was about 30% which is about double the industry standard. After discussions they were happy with the way things went – the middle school principals.

Mr. Guzman stated if we are distributing Chromebooks are we distributing the inexpensive padding bags that allows the students to carry them? Where is that damage happening? Is it in transportation or within the facility? That is the assessment that needs to take place. You have other school districts from 6<sup>th</sup> and up are taking laptops home every day and I would be curious to find out if you can make a comparison as far as damage from one school district to another and what is contributing to our rate. Mr. Wojick stated the higher rate there versus here. Mr. Guzman stated inexpensive padding bags. Mr. Wojick stated or they require it from the parents to provide that. We don't have anything like that and that may be a solution that will get us to the place where they can be sent home.

Cathy Sharpe stated we are very close to the start of school – can you give me as of tonight a number of the professional staff that still has not been called back? Mr. Benaquista stated we were at 40, 10 was on tonight and there were two more leaves that were accepted tonight so at least two more and I can tell you with how busy we are with our registration, and one family registering there were three special ed so that number can change and once it is in the IEP and we have to provide it. We were down to 30 out of the 40.

Mrs. Sharpe asked do we have any idea when the rest of the paras are going to know whether they are coming back or not? Mr. Benaquista stated when we have a position for them we do contact them to tell them we are bringing them back. We will be adding three more in pre-k and interviews are going on. We are taking back the ones that are ours – we are not going outside. Mrs. Sharpe stated I know that but a lot of the special ed assistants – we are in limbo because our positions have been eliminated here. We are wondering are we going to be shifted into other positions? Mr. Benaquista stated special ed is based on the needs of the kids – the IEP's there is always movement in special education. More than any other area because it is based on the kids' needs. As things change in IEP's we have to now change – so positions do change. I have had this conversation with everyone I sat with to hire – your personality has to be flexible because your job changes drastically from day-to-day. Some people get transferred from three different buildings during the year based on needs of the kids. We have to fulfill the needs of the kids. Mrs. Sharpe stated I understand that. I'm just trying to see if I can tell these people like you will hear something like the first day of school if you are coming back. Mr. Benaquista stated at this point the people that we need and there will be a couple more jobs we had interviews for pre-k and there will be a few more receiving phone calls and as we can call them back we will.



Teachers – at this point we are down to 14 that weren't called back – 5 of them we know have employment from the information we got from other districts. There are still four short-term leaves and we have been working all day contacting people and figuring out who is going to what positions. We got some of the leaves taken care of but I believe there are four more short-term leaves and one more elementary special ed position right now. Possibly five more of those that are interested can be out of the 14 be called back for those positions. Along the way that number kept getting smaller and smaller and today we are at 14 with five that already got positions that we can't rehire. There was one CST member, two librarians – one got a job elsewhere, one we are still trying to. We are trying to make sure with the needs that came in; we have enrollment that we are watching because of registration. We are very busy and the line did not stop today coming into that front door. We are looking at enrollment daily and sometimes hourly to see if it puts us at a number where we need to bring back another teacher and that actually happened today. We brought up two people – shifted one and another person got into another position. It hasn't ended yet and I don't think it will.

Mr. Tatum stated in terms of classroom staff, we are talking about 6-7 people now. Mr. Benaquista stated the ones that are still available were 9 and I think five of them we can figure out if they want. Again it is a 4-5 month leave.

Mr. Tatum stated we would be at four people that doesn't have a classroom job. We have had conversations with some of those guys and if indeed we need a para, they can even elect to do that. The bottom line is we have most of our people back. We have huge number of teachers back in some capacity – considering where we were when we first sat down at this table. We have done our due diligence and we have kept the UTEA informed of where we are and we have taken guidance from our attorneys so we have been working really hard at this. Every area we continue to look very closely because we are trying to make sure that the people who were laid off are the people that we bring back if we have an opportunity to bring them back. I'm proud that the number is where it is right now. I know there are a lot of people in this room and community that didn't think we could do. We did and I'm proud of it.

Mr. Nufrio stated thank you for all he came tonight.

#### MOTION FOR EXECUTIVE SESSION:

Moved by Mrs. Regis-Darby, seconded by Mrs. Minneci, that the Board go into Executive Session at 11:15 p.m. to discuss the following subject matters without the presence of the public in accordance with the provisions of N.J.S.A. 10:4-2b.

- Matters rendered confidential by state or federal law.
- Pending or anticipated litigation, contract negotiation and matters falling under the attorney-client privilege.
- Matters involving employees and terms of their employment and contract.

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 interests 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.

All present voting YES.

MOTION CARRIED

Mr. Nufrio stated that the Board will return to public session to vote after executive session.

Mrs. Williams left the meeting at 11:23 p..

The Board returned to public session at 11:55 p.m.

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

- P-14. APPROVE WITHHOLDING OF INCREMENT – EMPLOYEE #10661  
Approve withholding the employment increment and adjustment increment for Employee #10661 for the 2018-2019 school year.
- P-16. APPROVE TERMINATION OF EMPLOYEE  
Approve termination of employee #11795, effective August 22, 2018.
- P-18. APPROVE WITHHOLDING OF INCREMENT – EMPLOYEE #9030  
Approve withholding the employment increment and adjustment increment for Employee #9030 for the 2018-2019 school year.
- P-19. APPROVE WITHHOLDING OF INCREMENT – EMPLOYEE #11647  
Approve withholding the employment increment and adjustment increment for Employee #11647 for the 2018-2019 school year.
- P-20. APPROVE WITHHOLDING OF INCREMENT – EMPLOYEE #11279  
Approve withholding the employment increment and adjustment increment for Employee #11279 for the 2018-2019 school year.
- P-21. APPROVE WITHHOLDING OF INCREMENT – EMPLOYEE #10874  
Approve withholding the employment increment and adjustment increment for Employee #10874 for the 2018-2019 school year.
- P-22. APPROVE WITHHOLDING OF INCREMENT – EMPLOYEE #10231  
Approve withholding the employment increment and adjustment increment for Employee #10231 for the 2018-2019 school year.

AYE: Mr. Arminio, Dr. Francis, Mrs. Higgins, Mrs. Minneci, Mr. Monge, Mrs. Regis-Darby, Mrs. Richardson, Mr. Nufrio

NAY: None

ABSTAIN: None

MOTION CARRIED

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

**R-1. APPROVE TO REMOVE STUDENT**

Approval to remove student #290307 from the attendance rolls as the student has been determined to be ineligible to attend the Township of Union Public Schools as a resident student.

AYE: Mr. Arminio, Dr. Francis, Mrs. Higgins, Mrs. Minneci, Mr. Monge, Mrs. Regis-Darby, Mrs. Richardson, Mr. Nufrio

NAY: None

ABSTAIN: None

**MOTION CARRIED**

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

**APPROVE TO EXTEND LONG-TERM SUSPENSION**

Approve to extend the long-term suspension of Student #190846 to the September 2018 regular Board of Education meeting.

AYE: Mr. Arminio, Dr. Francis, Mrs. Higgins, Mrs. Minneci, Mr. Monge, Mrs. Regis-Darby, Mrs. Richardson, Mr. Nufrio

NAY: None

ABSTAIN: None

**MOTION CARRIED**

**MOTION TO ADJOURN:**

There being no further business before the Board, it was moved by Mr. Arminio, seconded by Mrs. Minneci, that the meeting be adjourned at 12:00 midnight (August 22, 2018). All present voting YES.

**MOTION CARRIED**

**RESPECTFULLY SUBMITTED,**

**GREGORY E. BRENNAN  
BOARD SECRETARY**