

WORKSESSION MINUTES – May 8, 2012

Meeting held at James M. Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey.

PRESENT AT ROLL CALL: Mr. Gary Abraham, Mr. David Arminio, Mrs. Linda Gaglione, Mr. Richard Galante, Mr. Thomas Layden, Mrs. Versie McNeil, Mr. Vito Nufrio, Mr. Francis R. Perkins, President and Mrs. Judy Salazar

ABSENT AT ROLL CALL: None

The meeting was called to order by Mr. Perkins at 7:00 p.m. Mr. Layden led the board members and audience in the Pledge of Allegiance.

Mr. Damato read the statement required under the "Open Public Meetings Act" a copy of which is on file in the office of the Secretary

APPROVAL OF MINUTES

Minutes will be provided to the board members by the end of the week and same will be approved at next week's meeting

COMMUNICATION

Mr. Damato stated that all communication had been sent to the appropriate committees for consideration.

PRESENTATIONS:

KARLA HOLT – FINDINGS OF RECENT FOOD SERVICE AUDIT – Dr. Martin introduced Karla Holt who came to the district several months ago to take a look at the district's free and reduced lunch paperwork. He said that the district had discovered that it had some inaccuracies and the district's system needed adjustment. Dr. Martin said that Mrs. Holt has been a successful, school district individual who has worked on the lunch program in other districts and she has been in Union for several months and has gone through each and every file and corrected it. He said that he thought it would be very valuable for Mrs. Holt to give a presentation to the entire board about her findings and her recommendations.

Mrs. Holt said that she was a retired food service director who had worked for Vineland Public Schools for twenty-eight (28) years and currently she is a consultant who works independently contracting with school districts who need assistance. She said that Union was the third district that she has consulted with and she has just started a fourth one. Mrs. Holt said that she has always enjoyed her job and she very much enjoyed working in Union. She reviewed why the audit took place and the corrective actions that she took.

Mrs. Holt said that school districts sponsoring the National School Lunch Program must have a CRE review every five years. She said that as a part of this review there are two performance standards that are reviewed in a school district's cafeterias as well as several areas are monitored for compliance. Mrs. Holt said that although the CRE indicated some fiscal aspects of the program, it was not a detailed, fiscal audit. She said that since violations were

found in the CRE, a CAP (Corrective Action Plan) was required and the district hired her to assist in preparation of the CAP to be submitted to the State.

Mrs. Holt said that a summary of the performance standards, regulations, violations and corrective actions are as follows:

Performance Standard 1- All free and reduce priced and paid lunches claimed for reimbursement are served only to children eligible for free, reduced price and paid lunches respectively and are counted, recorded, consolidated and reported through a system which consistently yields correct claims.

The sub-regulations in the standard are that the local education agency (LEA) will be responsible for determining and verifying meal applications.

The violation is that it is the responsibility of determining and verifying applications was designated to the Food Service Management Company.

The corrective action is that as of mid-February, all meal applications are now being determined by district personnel with the supervision of Mrs. Holt at this time.

Another regulation is that the LEA must have a system in place for issuing benefits, updating status and reflecting changes due to the verification process, transfers and withdrawals. There was no centralized system in place for issuing these applications, determining benefits and updating status.

Mrs. Holt said that an example of this was that each school sent out its own meal application and some of the meal applications were in the past fiscal year; some of the meal applications that were sent out were applications that were Federal applications and not an approved New Jersey application. She said that all of the applications are now coming out of the Central Office; there is a New Jersey approved application that is being used. Mrs. Holt said that the correct application is also posted on the district website. She had some ideas that she has shared with district personnel for the future to do a family meal application that is pre-printed; one application per family; that is the way it is supposed to be done as it will eliminate a lot of the double book work that was being done in the district.

Mrs. Holt said that some applications were missing information or incorrectly determined. She said that "error prone" applications were not identified and the bottom area "for school use" was not filled out on the applications. Mrs. Holt said that all of these errors were listed on a CRE worksheet; there were 29 pages of the worksheet and 450 applications that were listed. She said that audit letters and phone calls were made on the applications that were on the CRE worksheet, the corrections were made and the households were notified of any results and changes. Mrs. Holt said very few applications were identified incorrectly; there were common errors that parents make out all of the time when filling out an application. She said there was a little box on the side that needed to be checked and if you fail to check the box that is an error. Mrs. Holt said that a lot of times those checkmarks should have been made for students

or children and parents don't think of that. She said that it is a common error in school districts and she is trying to figure out ways to avoid it.

Mrs. Holt said that all students identified as "free or reduced eligible" on the Master Eligibility List (MEL) must have applications on file or be identified through the direct certification process. She said that students on the MEL must match the school cafeteria point of sale and the MEL must correctly identify the free students as directly certified or income. Mrs. Holt said that during the review there were some discrepancies found with the MEL. She said that she could not emphasize strongly enough that this probably was the most frustrating part of the review; the software that is used in the district that was in place did not sort the applications by application number (this is a regulation and the program should be able to sort this way) and when the reviewer was trying to match the names of the applications that are by number to the MEL it was very frustrating and very difficult. Mrs. Holt said that this process was also very time consuming. She said the software is outdated, is lacking many of the key components that are required and is probably the one thing that took so long to do; both for her and the reviewer. Mrs. Holt said that she is now in the process of reviewing new food service software for the next school year and as an interim fix, the district is using the student data base system called Genesis to do the applications as well as the format system so that there is a double check in place right now to be sure that it is done correctly.

Mrs. Holt said that reimbursements may only be claimed for meals actually served to students based on the point of meal service count. She said that there was a violation in one of the schools (Hannah Caldwell) that a handful of students in an autistic class and a few "peanut allergy" children that the cafeteria took the meal count before the meals were actually served. Mrs. Holt said that there were less than ten children involved with this. She said that she has seen this problem in other school districts because it is easier for the teacher take care of the students. Mrs. Holt said that the problem was corrected immediately and the five component meal is now served. She said that this school is now using a roster system.

Mrs. Holt said that another regulation is that the LEA must correctly consolidate meal counts by category. She said that there were some meal counts from Livingston School that were incorrectly reported in the wrong columns in December but this was corrected right away. Mrs. Holt said that she thought if the district had the proper software, the district would have identified this problem immediately and she knew that when the money came back from the State it would have been identified within sixty (60) days.

Performance standard 2 - Lunches that are claimed for reimbursement within the LEA must contain items and components as required by program regulations. Two violations were noted. Once again this is the Hannah Caldwell School where there were the handful of students counted incorrectly and there were three incomplete meals served at Union High School. She said that when you think of all the meals served at the high school; this is a very minor problem.

Mrs. Holt said that general areas that were reviewed were to correct the number of free and reduced meal applications which must be reported on the main page of the reimbursement voucher; for both Union High School and Hannah Caldwell School the number of free and

reduced priced students did not match the MEL. She said that all these things must come together and match the MEL and there was a problem with the MEL because there were students that had already graduated that were still on the MEL and her research in trying to correct the problems was a very tedious process with the software that the district is currently using. Mrs. Holt said that the numbers listed on the reimbursement voucher actually were taken from the point of sale system and were correct; it was the MEL that needed to be corrected.

Mrs. Holt said that verification of meal applications must take place by November 15th each year; this is a federal requirement that 3% of the error prone applications must be verified and the proper verification procedures were not followed. She said that as a result of that the district had to pull thirty-six (36) new applications and verify them step-by-step; which she did do. Mrs. Holt said that as part of the review it was recommended that several district personnel attend a verification workshops given by Child Nutrition and so that in the future all procedures are followed.

Mrs. Holt said that on-site accountability reviews must be conducted by the district each year for each school site by February 1st. She said that previous on-site accountability records for last year were not found but they were completed by February 1st for this school year. Mrs. Holt said that this was noted on the review.

Mrs. Holt said that there were also a few things mentioned in the summary and everything was addressed immediately. She gave some of the comments that the state reviewer made. Mrs. Holt said that the reviewer stated that the food service areas were very clean and food was attractively presented to students at both the high school and Hannah Caldwell School; meals had a wide variety of options; excellent youth advisory meeting and food safety standard operating procedure plans were completed at both school and the civil rights forms were completed. Mrs. Holt said that this meant that the district was serving the student's good food and the right meals which were really important. She said that reviewer also commented that the Food Service Director and the school office employees were pleasant and cooperative and were interested in learning more. Mrs. Holt said that the reviewer also commented that she felt extra care should be taken when planning meals and all numbers should match the MEL. She said that she has been working with the Food Service Director to make sure that the MEL numbers are matching the point of sale numbers. Mrs. Holt said that training workshops must be attended by district personnel, confirming officials and certification and meal application; anyone who has anything to do with the meals should be attending workshops.

Mrs. Holt said that it was a pleasure to work with everyone in the district. She said that everyone was concerned and very helpful. Mrs. Holt said that Mr. Damato, Mr. Vieira, Dr. Martin, and Mrs. Bridges have all been very helpful. She said that whatever she needed she had. Mrs. Holt wanted to thank Tori Kruse, who had been assigned to this project, worked very hard with her to go through the whole process. She said that Mrs. Kruse learned a lot about meal applications in the last few months. Mrs. Holt said that with the addition of a full-time child nutrition manager and new software programs, issues found in the review should easily be addressed in the future and rather than placing blame of what happened, it is important for the

district to move forward and say, the problem has been corrected and the district will go forward from here. She said that finding the right software program will be very instrumental in that process. Mrs. Holt said that getting the lunch applications out as "family" applications will be a huge help. She said that the students in the district are being well fed; the food service management company and its director are committed to food safety, compliance on components and student satisfaction.

Mrs. Holt said that she attended a workshop last Friday on the new meal regulations. She said that districts throughout the country will all be facing new meal regulations starting on July 1st. Mrs. Holt said that they were very prescriptive; there are big changes in the meal regulations and there will be a lot of focus placed on nutrition. She said a lot of changes will have to take place. Mrs. Holt said that district will be reviewed every three years and the reviews will be focused on what is happening with the food. She said that most people in the food service business are concerned about the changes that will take place and are concerned that a lot of high school programs will eventually drop out of the program. Mrs. Holt said that childhood obesity is a number one concern in the nation and it will take a commitment from the classroom to the cafeteria in schools to make childhood obesity a thing of the past. Mrs. Holt thanked the board for their time this evening and asked if there were any questions.

Mrs. Gaglione said that Mrs. Holt had commented that she felt schools would "opt out" of the program; did she think that schools would just allow students to have bad food or go out to lunch? Mrs. Holt said that if a district has a certain percentage of free and reduced lunch students, the district cannot opt out but she did feel that those districts with low percentages of students on free and reduced lunch will eventually opt out of the program. Mrs. Holt said that these districts could opt to have a private lunch service which had nothing to do with Child Nutrition funding.

Mr. Vieira said that if a district is part of the National School Lunch Program, every meal that is served whether free, reduced or paid is reimbursed to the district by the government. Mr. Abraham asked what percentage of students in the district were on free or reduced lunch. Mr. Vieira said it was approximately 40% of the students.

Mr. Arminio said that Mrs. Holt indicated that the district was in need of new software for the lunch program but if Genesis is working now, why can't that program just be used for the cafeteria. Mrs. Holt said that Genesis is only a part of the application software but most important is the point of sale software. She said that the software that does the counting and the nutrient analysis is a huge part of this process. Mrs. Holt said that there is going to be a 6 cent increase in the reimbursement but the menus must be analyzed before they are turned in and the cafeteria will be forcing students in the future to take a fruit or vegetable to be included with their meal. Mrs. Bridges said that also a part of the regulation is that the cafeteria can no longer take a substance such as tofu and incorporate it in the meal so that students don't know they are eating it.

Dr. Martin said that Mrs. Holt has graciously agreed to sit in on the interview committee for the Food Nutrition Manager position. He said that Mrs. Holt's PowerPoint presentation this evening emphasizes the importance of the district having the right person whose is continually

receiving training and updates and he appreciated Mrs. Holt's help in finding the right person. Mr. Perkins expressed his personal appreciation for Mrs. Holt's efforts in helping the district. Mrs. Holt said that working in the district was a very good learning experience for her. Dr. Martin said that he has asked Mrs. Holt to come back into the district periodically and sit with whoever will be the Food Nutrition Manager to review what is going on.

EVAN ERDBERG FROM TEACHSCAPE – NEW TEACHER EVALUATION SYSTEM – Dr. Lishak introduced Evan Erdberg who was the sales representative from Teachscape. She said that the district has been mandated by the State to buy into a new teacher evaluation system to begin in September, 2012. Dr. Lishak said that she, Mr. Tatum and other members of the committee reviewed a number of different teacher evaluation systems. She said that individually and as a group they also visited several workshops and then they discussed their findings. Dr. Lishak said that after a presentation by Teachscape as a committee it was decided that this is the system that meets the needs of the district. She said that the board requested that a representative of the chosen system do a presentation at a worksession.

Mr. Erdberg said that he would give the board a brief presentation of the Teachscape system. He said that Teachscape as a company began approximately twelve years ago in New York City developing math and RCI programs. Mr. Erdberg said that the company then partnered with several colleges and universities to develop some early childhood programs as well as developing Algebra II programs for the State of New Jersey Department of Education. He said that about seven years ago, Teachscape developed the first "walk-through" technology in the country to drive a culture around data so that when a district is setting up professional development programs, the district knows exactly what areas need to be focused on. Mr. Erdberg said that since that time his company has implemented their program in over 5,000 school districts. He said that one in every three districts in the country uses Teachscape's system.

Mr. Erdberg said that about three years ago, a study came out called the "Widget Effect" which started the teacher evaluation craze. He said that this report found that regardless of the size of the district, typically 99% of all teachers were showing a "satisfactory or above" evaluation. Mr. Erdberg said that this report went into why the 1% were unsatisfactory and they found that 45% of the teachers that are unsatisfactory, their student growth rate, not the test scores, was greater than the 99%. He said that this shows that there is a giant disconnect in teacher evaluation across the country. Mr. Erdberg said that out of this came programs such as "Race to the Top" and a project called Met Study. He said that basis was how to figure out how to develop rater reliability and sustain it; to chose a rubric for teacher evaluation and test it to make sure it correlates and that rater reliability can be built; to get a system in place that can actually do evaluations, because paper and pencil does not really work; and to actually show examples of what effective teaching looks like; to build a common language. Mr. Erdberg said that Teachscape was the company that was hired to do a two year study and it was done with 1,000 administrators, 3,000 teachers and over 100,000 students across the country. He said that when a district chooses this rubric and Teachscape, it is choosing the only system in the State that has been tested. Mr. Erdberg said that this system has gone through rigorous, multi-year testing to make sure that every part of the rubric correlates and reliability is there. He said that last year there was pilot program in New Jersey – Race to the Top – and about ten districts

won. Mr. Erdberg said that five of the ten won with Teachscape and of the five that did not win with Teachscape, three are now transitioning to Teachscape or must supplement what they have. He said that there were also 19 school improvement grant schools – schools in Newark or Jersey City - and Teachscape has 17 of the 19 schools. Mr. Erdberg said that to date Teachscape has signed contracts with 320 school districts in New Jersey to implement teacher evaluation systems. He said that the system that will be implemented in the district is a four stage process.

Mr. Erdberg said that Teachscape will be focusing on four areas. He said that Stage One is building rater reliability and making sure that administrators have a clear understanding on how to do evaluations. Mr. Erdberg said that in the Met Study this was done with 1,000 people. He said that the way it was done was that Teachscape built an online program that has 15 hours of training for all administrators complete with sample video for every level of proficiency. Mr. Erdberg said that the administrators will also go through seven hours of practice observations where they will watch a sample video, evaluate it and get feedback of what they are doing right and wrong. He said that there is also a seven hour certification test which is given over two days and when the administrators complete this, the district will know that rater reliability will be of over 85% of the administrators in the district. Mr. Erdberg said that this system will be able to be maintained from year to year. He said that what the whole mentality behind Stage One and Two is establishing a common language so that every administrator and teacher in the district has a clear understanding of what every proficiency level is: What is basic? What is unsatisfactory? What is proficient? Mr. Erdberg said that Teachscape will create samples so that everyone knows and everyone is on the same wavelength.

Mr. Erdberg said that Stage Two is a sixteen hour training for teachers broken down into two hour segments. He said that this also comes complete with sample video for every level of proficiency. Mr. Erdberg said that this will allow every teacher to have a clear understanding of what that rubric looks like.

Mr. Erdberg said that Stage Three allows driving the culture around data. He said that when the budget is being cut and there is only so much money for professional development and the district must make sure that the professional development money goes towards areas that are most needed. He said that the system also provides for "walk-through" tours which allow administrators to do quick walks throughout the school to make sure that the district is actually developing a professional development plan around what is actually happening in the classrooms. Mr. Erdberg said that there is a professional development software that goes along with the system that allows the district to customize professional development programs for teachers. He said that the Teachscape system is trying to get away from having all teachers go to the same professional development session whether they need it or not by building differentiated professional development programs for each teacher and the teachers will also be able to build their own plan. Mr. Erdberg said that the administrators will be able to customize the plans throughout the year to provide directive professional development for each teacher for what they specifically need.

Mr. Erdberg said that Stage Four covers evaluation. He said that the program will allow administrators to build an evaluation system that allows teachers to build portfolios. Mr. Erdberg said that before this system it typically took an administrator two to four hours to complete an evaluation for each teacher. He said that in New Jersey administrators must complete three evaluations per teacher and next year that number will probably jump to four evaluations per teacher. Mr. Erdberg said that this system allows administrators to do an evaluation in sixty minutes on average. He said that this will give administrators back time to do their daily duties of running their schools.

Mr. Erdberg said that Stage One and Stage Two will try to build common language, so that at the end of the year, any administrator can go into any school and speak to any teacher to discuss what the different proficiency levels look like and everyone will be able to clearly define them. He said that for principals and administrators, rater reliability will be established so that if an administrator from one school goes into another school to do an evaluation there is an 85% chance that the evaluation will be the same. Mr. Erdberg said that teachers will be shown what good teaching and what bad teaching looks like so they can start modeling their lessons and in their mind understand it. He said that this is a culture change and this will be a year long process where Teachscape works with the district to change the "culture".

Mr. Erdberg said that the program does not only train administrators to be "good" administrators but the program goes into bias. He said that the Met Study found that everybody has a bias against something such as how a person looks, dresses or the way in which a person talks. Mr. Erdberg said that administrators must learn how to overlook the bias and look at how the lesson is actually being taught. He said that Teachscape actually filmed teachers in the Marlboro School District because they have been using the rubric for about ten years discussing how they use the system, how it is implemented in the district so that when the program is presented to the teachers in Union, they will be actually be able to see people in the same situations talking about using this system.

Mr. Erdberg said that everything in the system is interactive; the system allows an individual to look at scenarios, evaluate and get feedback. He said that there is not only one video for each proficiency level but there are four for each level. Mr. Erdberg said that there are two benchmark videos of a particular proficiency level and there is a video for high proficiency and a low proficiency at that level, to help build an understanding of a particular proficiency level. He said that all videos in the program is shot with a 360° camera, which allows the viewer to see student interaction. Mr. Erdberg said that evaluators will actually be able to watch these videos and practice evaluating the lesson. He said that the system will tell you what you did right and what you did wrong. Mr. Erdberg said that the certification test which the administrators take at the end of the training is a "smart test" and if the individual is "failing" the system will stop the test and it will tell the test taker why they are failing. He said that the individual will have two tries to pass the test. Mr. Erdberg said that if an administrator does not pass the test, there is not a law in New Jersey yet, but in New York where the law is already in effect, anyone who fails the test would lose all the evaluations for the year and they would have to go into a training program. He said that in New Jersey there is a new grant proposal out for principal evaluation which is due at the end of the month. Mr. Erdberg said that with principal evaluation comes principal certification and it will probably become a law

next year. He said that it is already law in Pennsylvania and Teachscape is the system that is being used by the State. Mr. Erdberg said that the district will be able to use the Teachscape system for a year as a "practice" before it becomes a law.

Mr. Erdberg said that Stage Three will focus in on allowing administrators to spend more doing "walks" because the more "walks" that you do, the better the data, the better professional development plans can be created and the better effectiveness the district has for its teachers. He said that this will also allow focus on building unique teacher professional development plans. Mr. Erdberg said that similar to what teachers are told to do for their students will not be done for the teachers; each teacher will get a professional development plan that is relevant and valuable for that individual. He said that when an administrator enters the system for a "walk-through" everything is on an "AP" so an iPhone, Andriod or SmartPhone can be used and "walks" can be done without the use of the internet. Mr. Erdberg said that the "walk throughs" are a five minute "in and out" and when the data is collected it will all go to one area where the "walks" will be able to been viewed. He said that the entire district will have access to the data on the system. Mr. Erdberg said that the administrator will be able to see each "walk" and even see "walks" done by other administrators with regard to a specific teacher. He said that this will allow administrators to work as a team and additionally the district will be able to create its own reports. Mr. Erdberg said that a principal could do a report on their school and they can see where there professional development budget needs to be focused or what type of professional development should be scheduled by looking at the data. He said that there will also be district level data available to help determine what types of professional development programs should be offered for teachers. Mr. Erdberg showed an example of a report which shows how professional development and instructional strategies can be monitored throughout the year by administrators doing "walk-throughs". He said that the district will also receive unlimited use of licenses so not just administrators but eventually teachers will be doing "peer walks" of each other.

Mr. Erdberg said that the professional development library contains 2500 videos of focused professional development in the areas of math, science, literacy etc., all divided by content area and grade level. He said when an individual enters this system, they will see two options, one is by content area and the second is by the rubric. Mr. Erdberg said since the district is adopting the framework for teaching, all professional development has to be aligned into the framework for teaching because that it what the evaluation rubric is and Teachscape actually aligned its professional development library into that rubric. He said when an observation is done and realize there is a problem in a specific area, there is already workshops developed to be provided to teachers.

Mr. Erdberg said that the final thing is evaluation. He said that it is a system that will keep track of all data. Mr. Erdberg said that the evaluation system act like an e-mail system that will allow administrators to sent "invites" to teachers, track who has been evaluated and see who is in the process of being evaluated. He said that at a district level, reports can be done across the district and at an administrator level, reports can be done by individual school. Mr. Erdberg said that when you go into the system to create an "invitation" the date and time can be selected, allow an administrator to select if they want a teacher to provide student work, lesson plan examples, etc., so when the teacher logs in with their own user name, they can

upload and build their own portfolio in the system. He said there are pre and post observation forms available for teacher self review. Mr. Erdberg said that the framework is already contained in the system that can be selected. He said that when an administrator goes in to do an observation there are also "APS" so that there is not a necessity for internet access. Mr. Erdberg said that observations done in the conventional way contain long narratives and paragraphs which do not help to identify the real problems or strengths of a teacher. He said that when an observation is being done, comments can be entered and they are entered and time stamped within the system so after the observation has been completed, the evaluator can see all of the notes that were made during the observation and they can then be aligned into the actual component for a clear understanding as to why a specific "grade" was given. Mr. Erdberg said that the system allows the observer to highlight specific notes, select the component the observer believes it goes into and it will automatically move the notes into the component for the observer. He said that the system will then open up the rubric and it will ask based on the notes why does the observer think the teacher is "x" and the observer will be able to choose proficient, basic, unsatisfactory or distinguished. Mr. Erdberg said that when the teacher receives the observation report, they will clearly know why they received the level – such as proficient – because those three things happened during the class. He said additionally when the teacher logs into the report they will be able to view the notes entered by the observer and they will be able to self evaluate within the system. Mr. Erdberg said that at the post evaluation conference between the teacher and the observer, they will be able to review where the teacher believes they are and where the observer things they are. He said that this will enable the observer to mentor the teacher and spend more time discussing teaching strategies based upon the findings of the observation.

Mr. Erdberg said that the system will put together reports. He said that the system will be able to bring all data together; it will allow the district to go paperless by notifying the teacher when the report is ready to be viewed, the teacher will be able to view all the evaluation data entered by the observer and they will be able to send a rebuttal of the observation to the observer. Mr. Erdberg said that once both the teacher and the observer confirm the observer is complete, the report will be sent to whomever in the district is in the Human Resources Department. He said that at the end of the school year each observer has to spend time preparing a summary report in which they combine all of their observations for that year. Mr. Erdberg said that the system will take care of this automatically. He said that part of the State requirement is that the overall evaluation of a teacher has to be 50% student growth and 50% teacher evaluation. He said right now the district must do this by hand using various systems throughout the district. Mr. Erdberg said that Teachscape will enable the district to connect with other systems within the district such as Genesis to combine the required data. He said that it will allow the district to see teacher evaluations next to student growth. Mr. Erdberg stated that this system will produce many different reports including a districtwide report which indicates how individual observers (principals, supervisors) are evaluating teachers and how does it correlate to student growth.

Mrs. Gaglione said that Mr. Erdberg stated that Teachscape would be interfacing with the Genesis program, she wanted to know how that would be done. Mr. Erdberg said that both systems have data management and an API will be built to connect the systems. Mr. Nufrio asked Dr. Lishak if the teacher rebuttal would be done via the Teachscape program or will that

revert back to the "old school" method. Dr. Lishak said that the teacher can use the system for a rebuttal. Mr. Erdberg said that there is an area for "reflection and rebuttal" within the system and the teacher can also add documentation and send it back to the observer to become part of the observation report. Mr. Nufrio asked if the teacher could request a personal meeting with the observer. Mr. Erdberg said that can be done and the teacher can also request their own observation if they want the observer to come back to their classroom. Mr. Perkins asked if the teacher can access this system can be accessed from any web-enabled device such as an iPhone. Mr. Erdberg said that could be done. Mrs. Gaglione asked how many systems did the teachers have access to now. Dr. Lishak said that they use Genesis.

Dr. Lishak said that because there were three principals on the selection committee; Mrs. Warren, Mr. Malanda and Mr. Gibbons, and since the State is requiring that the evaluation system be put on at least three levels; elementary, middle and high school; Battle Hill, Kawameeh and the high school will have use of this system, full force in September and all of the observations done in these three schools will be done on the Teachscape system. She said that after a long discussion, it was decided that all district administrators receive training so that they do what they need to do over next year. Dr. Lishak said that she will be asking for teacher volunteers in the other schools if they would be willing to allow the district to begin their evaluations on the Teachscape system, but the more that teachers get used to the system, they will be familiar with it. Mr. Tatum added that any teacher volunteering to be observed in this way, it would not be until their second observation of the year that this would begin. Mr. Erdberg said that 2012-2013 will be a practice year for use of this system. He said that the district will be able to modify the system as it goes through the year to make sure that it is done right. Dr. Lishak said that she has already reached out to district administrators to see if they would be willing to come in on specific dates before their required five (5) days at the end of the summer so that a plan can be laid out for them as to what will be required for this new system as far as on-line and face-to-face training so that at the end of August, everyone is ready to go to get the system up and running in September. Mrs. Salazar asked if substitute teachers would be included in this system. Dr. Lishak said that substitute teachers are not evaluated unless they are under a contract as a "long term sub".

Dr. Martin was very excited about the implementation of this new system. He hoped that it would get everyone into thinking more about classroom instruction. Mrs. Gaglione thought it was a great thing to have access to. Mr. Layden was very impressed with the presentation and he felt it was a fabulous thing for the district. He liked the fact that it would be implemented in three schools in the fall to work out the "bugs" as the district goes along. Mr. Tatum said that the committee has looked at four systems that are being endorsed by the State of New Jersey. He thought that the most important thing is that the district wanted a system that would be adaptable to the needs of our district and the one thing that Teachscape has that the other systems did not have is the ability to make modifications as needed. Mr. Tatum thought that the Teachscape system was very easy to understand and he felt it was the best system for the district.

Dr. Lishak said the Teachscape system would be approved at next week's meeting.

SUPERINTENDENT'S REPORT

Dr. Martin mentioned that Mr. Baigas, Vice Principal at Burnet Middle School submitted his letter of resignation for purpose of retirement. He said that this will be a big loss for the school district. Dr. Martin said that Mr. Baigas is a tireless worker who is great with young people.

Dr. Martin said that he received an e-mail from James Moesser who is the Director of Theatre at Union High School. He said that the e-mail reported that the Union High School Performing Arts Company production of *"A Funny Thing Happened on the Way to the Forum"* received eight (8) nominations and one (1) honorable mention in the Papermill Playhouse "Rising Star" Awards. Dr. Martin said that these nominations were out of 100 schools across the State of New Jersey. He said that for the past five years Union High School has maintained its position as one of the top seven (7) schools in the State. Dr. Martin said that the award ceremony will be held at 7:30 p.m. on Tuesday, June 5th at the Papermill Playhouse. He said that as part of the process students from Union High School will perform a musical number from the show and Darius Lee, will perform as part of the "Lead Actor" melody. Dr. Martin said that Mr. Moesser said that it was only possible to achieve these accolades with the board's continued support and he thanked the board for making this possible. He announced the nominations as follows: (1) OUTSTANDING OVERALL PRODUCTION (Dr. Martin stated that this was the award that Union High School two years ago as the top production in the State of New Jersey); (2) OUTSTANDING PERFORMANCE BY AN ACTOR IN A LEAD ROLE – DARIUS LEE AS PSEUDOLUS; (3) OUTSTANDING PERFORMANCE BY A FEATURED ENSEMBLE GROUP – THE COURTESANS; (4) OUTSTANDING PERFORMANCE BY AN ORCHESTRA; (5) OUTSTANDING ACHIEVEMENT BY A DIRECTOR – JAMES MOESSER; (6) OUTSTANDING SCENIC ACHIEVEMENT; (7) OUTSTANDING LIGHTING ACHIEVEMENT; and (8) OUTSTANDING GRAPHIC DESIGN – PAUL GASHLER. The Honorable Mention was for OUTSTANDING CHOREOGRAPHER – JENNIFER WILLIAMS. Dr. Martin wished all the nominees good luck.

Dr. Martin said that he had also received an e-mail from Laura Muller, the Band Director at Union High School who advised him that over the weekend the Symphonic Band, Swing Choir and Indoor Color Guard competed in the prestigious "Festival Disney" competition and she was proud to announce that the weekend of competing was a rousing success. Ms. Muller stated that the Indoor Color Guard under the direction of Paul Tankard assisted by Carlos Esquivel placed second and received an "excellent" rating; the Swing Choir co-directed by James Moesser and Melissa Abate also placed second and received a "superior" rating and the Symphonic Band under the direction of Ms. Muller received a "superior" rating and was awarded "Best In Class" winning its competitive group. He said that the Symphonic Band also earned the Silver Award having the second highest score of all bands competing regardless of classification. Dr. Martin said that Ms. Muller commented that she was so proud of all the students that participated and their continued excellence and she thanked the Board for its continued support. He said that the district's Theatre Arts program as well as the Music program are reaching great heights.

Dr. Martin said that Mr. Arminio will be announcing all of the athletic awards achieved in the district at next week's meeting.

COMMENTS FROM THE PUBLIC ON PROPOSED RESOLUTIONS ON THE AGENDA MARKED WITH AN ASTERICK

None

EDUCATION/STUDENT DISCIPLINE COMMITTEE

Mrs. McNeil said that the committee met and she reviewed the agenda.

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

E-7. APPROVE PROFESSIONAL DEVELOPMENT PLAN FOR 2012-2013 SCHOOL YEAR

That the Board approve District Professional Development Plan for 2012-2013 school year in accordance with the information available in the Superintendent’s Office.

E-8. AMEND SITES PREVIOUSLY APPROVED FOR COMMUNITY BASED INSTRUCTION PROGRAM (CBI) – KEAN UNIVERSITY FOOD SERVICE

That the sites previously approved for the Community Based Instruction Program (CBI) be amended to substitute Kean University (Food Service), Morris Avenue, Union, NJ for the Union Public Library for the period May 14th through June 12th, 2012 in accordance with the information appended to these minutes.

DISCUSSION:

Mr. Perkins asked if someone could succinctly discuss and summarize the Professional Development Plan. Dr. Lishak said that the Professional Development Plan was put together by a number of administrators and teachers (the administrators oversaw and the teachers actually wrote the plan). She said that each portion of the plan reviews professional development as it took place this year and whether or not some professional development that was started this year will be continued or if an entirely different direction will be taken. Dr. Lishak said that the plan talks about things that are connected to what Teachscape is talking about such as classroom management, classroom behavior, new classroom instruction and strategies, etc. She said that it is broken down by previous year and what is considered the current year. Dr. Lishak thanked all of the people who worked on putting the plan together; she said that the individuals volunteered their time to do this task. Mr. Perkins asked if that meant it did not cost the district any additional money to prepare the plan. Dr. Lishak said that the district only had to provide substitute teachers on two school days and the rest of the plan was completed on the individuals own time. Mr. Arminio asked if any teachers volunteered for the committee. Dr. Lishak said that teachers did not volunteer to be on the district committee where they would have to attend meetings every month but they did offer to create the plan taking the information from each building.

AYE: Mr. Abraham, Mr. Arminio, Mrs. Gaglione, Mr. Galante, Mr. Layden, Mrs. McNeil, Mr. Nufrio, Mrs. Salazar and Mr. Perkins

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

Mrs. McNeil said that the Education Committee received a technology proposal from Mrs. Hart at its committee meeting this evening and she reviewed it. She said that the proposal is to increase security and safety of students through electronic tracking and daily attendance updates and office visits. Mrs. McNeil said that the program can be used in conjunction with Genesis. She said that right now when students arrive late to school there is a long line but with this proposal, the district will supply each student with a bar-coded identification card and laptops, iPads, scanners, etc., will be utilized to accept the information.

Mrs. McNeil said that the proposal has several phases; Phase One to increase the productivity of the attendance office it is being proposed that the district utilize Genesis, the students will scan their identification cards and the monitor will show their picture and then the student will select why they were tardy. She said that there will be an individual monitoring the system as the students scan their identification cards. Mrs. McNeil said that this system will keep track of how many times a student is tardy and the student will be disciplined accordingly. She said that hopefully the discipline will automatically be given to the student. Mrs. McNeil said that after the student scans the identification card, they will receive a ticket which will act as their pass to get into class and it will also indicate if any discipline has been assigned. She said that phase one will require the following supplies: two laptops, two zebra printers, receipt paper, three scanners, two mobile ID card multi-position side shove cards, and two surge protectors. Mrs. McNeil said that Ms. Hart will take \$5,026.98 out of the technology department to cover the equipment and supplies.

Mrs. McNeil said that Phase Two is the identification of the students which will require each student to receive an identification card in order to fully implement this new system. She said that the phase two total is \$6,244.60 which covers 5,000 identification cards, lanyards and ink for identification card printer. Mrs. McNeil said that Mr. Gibbons said that he would be able to pay this amount out of the high school budget.

Mrs. McNeil said that phase three is increased security and safety of students. She said that by January 1st 2013, all offices will utilize the turnstile module in Genesis. Mrs. McNeil said that once a student logs into the office, the location of the student will appear (if a student goes to guidance or the nurse, they will log in when they arrive) this will allow a teacher to go into the system while taking attendance to see where an absent student is; this will alleviate the teacher writing a "cut" slip for the student. She said that it is important that the identification card is being utilized in all the different areas and the student must have their identification card with them at all times. Mrs. McNeil said that there will be a procedure set up in the event that a student leaves their identification card at home. She said that students will also be able to log into both office and Saturday detention, out of the building for field trips and sporting events. Mrs. McNeil said that this system will reduce inquiries and class disruptions because student whereabouts will be monitored at all times. She said that the materials needed for this phase are ten touch screen wireless computers (example, iPad), ten wall mounts and ten card readers and the cost for the implementation of Phase Three is approximately \$11,000 which will be taken out of the high school budget.

Mrs. McNeil said that Phase Four is the full utilization of the turnstile module implementation will be scheduled for next year. Mrs. McNeil said that phase four will allow students to log into the bathrooms; there will still be a teacher monitoring bathrooms because a group of students can use one card to go into the bathroom. She said that Ms. Hart will be at the meeting next week to answer any questions. Mrs. McNeil said that the committee would like this to be approved at next week's meeting so that the implementation of this system can get underway and be up and running for the summer school program in order that the system can be tested before September. She said that the cost for the full implementation for 2013-2014 is to be determined.

Mrs. McNeil said that there was a question about how much students would be charged for a lost identification card and how many times would a student be allowed to get a new card. She said that these are things that would have to be worked out.

Mr. Perkins asked if Dr. Martin had any objection to any board member contacting Ms. Hart during the week if they had any questions. Dr. Martin said that Ms. Hart is very excited about this new system and he knew that she would be very open to that. Mr. Perkins said that if this system is implemented, why would a teacher still have to take attendance. Mrs. McNeil said that for classroom purposes, the teacher takes attendance with the Genesis program in homeroom. Mr. Perkins asked if the district has looked at using a student's fingerprints instead of an identification card which would alleviate a student losing a card or using another student's card. Mrs. McNeil said that the identification cards would also be used to pay for lunch and other functions in the school. Dr. Martin said that the committee did spend a lot of time during the meeting talking about lost cards which is a major consideration. Mr. Nufrio suggested that the materials that were distributed at the committee meeting be distributed to the other members of the board for their information. Mrs. McNeil said that Mr. Gibbons is totally on board with this new system and hopes that the identification cards can be tied into other areas. Ms. Bridges said that each student enters a PIN for lunch purposes already and most students have their PIN memorized.

Mr. Nufrio asked if the district would be crossing a line if they chose to consider using students' fingerprints for identification purposes. Mr. Damato said that the identification card will have a picture of the student and a barcode displayed on it. He did not think there would be any confidentiality issue created if a fingerprint was used as long as it is maintained in the same manner as every other student record.

FISCAL AND PLANNING COMMITTEE

Mrs. Gaglione said that the committee met and she presented the agenda.

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

F-13. PRE-APPROVE DISTRICTWIDE STUDENT FIELD TRIP DESTINATIONS AND PURPOSES PURSUANT TO *N.J.A.C. 6A:23A-5.8*

That the Board 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 these minutes.

F-14. APPROVE SCHOLARSHIPS – UNION HIGH SCHOOL CLASS OF 2012

That the Board approve the following scholarships to be given to graduating seniors Union High School Class of 2012 in accordance with the information in the hands of each board member: (a) Dora D. Feins Achievement Awards Fund - \$100; (b) Myrtle V. Hassey Awards Fund - \$100; (c) Bob O'Dell Scholarship Fund - \$1,500; (d) Geraldine Minieri Memorial Scholarship Fund - \$ 250; (e) Ellen S. Rever Memorial Scholarship Fund - \$1,500; (f) Jack Segale Memorial Award - \$500; (g) Anna Zofay Slobodiany Memorial Fund - \$1,000

DISCUSSION

None

AYE: Mr. Abraham, Mr. Arminio, Mrs. Gaglione, Mr. Galante, Mr. Layden, Mrs. McNeil, Mr. Nufrio, Mrs. Salazar and Mr. Perkins

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

Mrs. Gaglione said that there was one discussion item that the committee wanted to bring up. She said that the Fiscal Committee discussed increasing the non-public mileage to two miles so that it is in agreement with State law. Mrs. Gaglione said that currently the mileage is at 1.5 miles. She said that this will be done for pre-k to grade 5 and there would be a savings of approximately \$53,000 and would include approximately 66 students. Mrs. Gaglione said that the board has had this discussion on many occasions and she did not know why a vote keeps being put off. She said that it will not affect students in the school district, it would only be for non-public students. Mr. Perkins said that this would cause a differentiation between public and non-public students. Mrs. Gaglione said that was correct. Mr. Abraham said that this issue was discussed before Ms. Dunn left the district and he thought it was agreed that the mileage would be changed. Mr. Perkins said that he remembers the board discussing the matter but he does not remember what the conclusion was. Dr. Martin said that there are a set number of students whose families have to be notified that in September where they had a bus coming and picking students up to go to school, that bus will no longer be available because the Board of Education has made the decision that this will not be done any longer. He said that if this takes effect in September, letters must be sent to parents immediately so those families have the entire summer to make other arrangements for their students. Dr. Martin said that the board did agree to change the mileage but nothing was done, no letters were sent to the families involved until

August 20th which gave them no time to make other arrangements. Mrs. Gaglione asked if letters were sent out. Dr. Martin said that letters were sent out but very late in the summer. Mrs. Gaglione asked if a resolution was passed to change the board's policy. Dr. Martin said no. Mrs. Gaglione said that a resolution had to be passed by the board and she proposed that it be put on the agenda next week and make sure that the policy is updated as well. She said that this will give enough time to send out letters to the affected families. Mr. Tatum said that he recalled that in the fall the board had a concern that the area was deemed a hazardous route because it was near the Kenilworth boarder. Mrs. Gaglione said that there were some people who had concerns with that but it was never "officially" deemed to be a hazardous route. She said that a policy should not be modified just because parents come to a board meeting. Mrs. Gaglione said that there became an issue that the district would provide a bus, but the parent did not want the bus, they wanted the reimbursement fee. Mr. Perkins said that the board would be saying that if a child is attending Union Public Schools if they live 1.6 miles away, they will be bussed but if a child is attending St. Theresa's in Kenilworth and they live 1.6 miles the student will not be bussed. Mrs. Gaglione said that this would be in compliance with State law. Mr. Perkins asked Mr. Damato if the district would be discriminating against those who go to non-public schools. Mr. Damato said that was true and this was discussed in prior years. He said he thought this was also one of the things that held this decision up because there were some members of the board who believed that the district should treat both public and non-public students in the same manner. Mr. Damato said that if the mileage for nonpublic students is increased to 2 miles then the same should be done for public school students. Mr. Perkins asked why this would not be done for the public school students. Mr. Abraham said that for all of the years he has been on the board, the district has always been out of compliance with the State statute. Mr. Perkins said not out of compliance but "inconsistent with". Mr. Damato said that it is almost like the district is providing courtesy bussing for students who are in a geographic location between 1.5 and 2 miles.

Mr. Nufrio asked how the 1.5 mile determination was arrived at. Mr. Vieira said when Central-Six was established the 2 mile determination was reduced to 1.5 miles. Mr. Nufrio said he thought that the 1.5 miles should be maintained because with the economy the way it is, this would be putting an additional burden on some families who will have to worry about transporting their children.

Mr. Damato thought that the students who live at "The Pointe" and those that reside in the Vauxhall section which is over the Route 78 bridge, were deemed to live in a "hazardous" route to get to school. Mr. Tatum said that the issue came up last year when there was redistricting for the fifth grade students.

Mrs. Gaglione asked if the issue be put to rest until there will be no discrimination between the public and nonpublic students and wait until the Central-Five project is completed. She said that if you look around the State, many districts have either stopped bussing or they are going to the two mile limit. Mr. Perkins asked what the cost is for the "gray" between 1.5 and 2 miles. Mrs. Gaglione said approximately \$53,000. Mr. Damato said that was just for the "aid in lieu of" nonpublic students. Mr. Perkins asked what the cost was for district students. Mr. Vieira said he did not have that number. Mr. Perkins said he

thought that was a substantial amount. Mr. Damato said that amount would have to be added to the \$53,000. Mrs. Gaglione asked Mr. Vieira to calculate the cost for the June worksession so that it can be discussed further. She said that she thought the board needed to move forward but when. Mrs. Gaglione said that regardless of when it is done, there will be parents and students who are upset because of something that they have had in the past, but there has to come a time when a change is made.

Mr. Arminio said that he had the policies regarding transportation and he read the last line of the policy. *"The Township of Union Board of Education has reduced the statutory requirement in grades pre-kindergarten through five from beyond 2 miles to 1.5 miles."* Mr. Nufrio asked if the policy would have to be changed. Mrs. Gaglione said that if the board agrees to change the mileage, then the policy would also have to be amended. Mr. Vieira said that according to the Transportation Department even the 1.5 miles is a "soft" number. Mr. Tatum said that there are some students who miss transportation by "a house". Mrs. Gaglione said that this has been happening for years. Mr. Arminio asked how the mileage was arrived at. Mr. Damato said that there is a computer program used by the Transportation Department to determine eligibility. Mr. Layden said that if the board has a consensus to change the mileage, he thought it should be done for both public and nonpublic students so that it remains consistent.

OPERATIONS COMMITTEE

Mr. Layden said that the committee met and he presented the agenda.

Moved by Mr. Layden, seconded by Mr. Abraham that the following resolution be adopted:

O-10. APPROVE CHANGE ORDER #1 – CAP SERVICES, INC.

That the board approve Change Order #1 from CAP Services, Inc., 81 Heckel Street, Belleville, New Jersey in connection with demolition and asbestos abatement at Central Five/Jefferson School in an increased amount of \$103,254.39 in accordance with the information appended to these minutes.

DISCUSSION:

Mr. Wiggins said that there were several change orders involved. He said that there were more stones that needed to be taken off the building to be preserved and when this was done, the workers found some asbestos that they did not think was there. Mr. Wiggins said that there was also a chimney that needed to be removed which was not part of the original contract. Mr. Nufrio asked about the stones that are being preserved. Mr. Wiggins said that there were certain portions of the building removed, certain historic artifacts, to be reinstalled in the new building. Mr. Damato said that the items that were removed were taken from the "demolished" portion of the building. He said that if the entire building had been demolished, those artifacts would have been lost. Mr. Wiggins said that it was decided that certain "items" would be removed and saved to be installed in the new building. Mr. Damato said that some of these items will be incorporated in the new façade of the building and some of the items that will be put into the school's foyer as a display.

AYE: Mr. Abraham, Mr. Arminio, Mrs. Gaglione, Mr. Galante, Mr. Layden, Mrs. McNeil, Mr. Nufrio, Mrs. Salazar and Mr. Perkins
NAY: None
ABSTAIN: None

MOTION WAS CARRIED

Mr. Nufrio asked for a clarification on resolution O-8 regarding the change of use application. He wanted to know if this in any way precludes the relocation of the faculty lounge. Mr. Damato said that it was included in the plan. Dr. Lishak said that this resolution is the Change of Use Application to change the current high school attendance office to John Olivio's classroom. She said that having moved the students into that space, the attendance office will be moved to the current faculty lounge. Dr. Lishak said that the current faculty lounge will be moved to the classroom right next door. She said that she and Mr. Gibbons have met with Ms. Shannon, Mr. Capodice and Mr. Grossi and although she wished there was another solution, they understood and they were in agreement. Mr. Nufrio wanted to know about the loft in the library, as he heard that this area would be used as a faculty lounge. Dr. Lishak said that the loft area would be available for use by teachers, but that will not be their only space. Mr. Arminio said that the bathroom that is in the existing faculty lounge, will that be turned around so that it can be accessed from the faculty lounge or will it be the attendance office bathroom. Dr. Lishak said that it was her understanding that nothing would be done with the bathroom. Mr. Wiggins said that it will remain part of the attendance office. Mr. Arminio asked if the attendance office will be the only ones that can use that facility. Dr. Lishak said that anyone could use the bathroom.

Mr. Abraham asked Dr. Lishak to speak about the additional computer lab that will be created. Dr. Lishak said that during the meeting with Mr. Gibbons and the UTEA, the need for additional computer labs throughout the high school was also discussed. She said that for the upcoming school year, there is a proposal that a classroom near the cafeteria which is a large classroom space that it was proposed that the classroom be divided to create two additional computer labs for students to use. Dr. Lishak said that there are still not enough computers in the high school for use by students. She said that another proposal is to utilize the library office space at the high school. Dr. Lishak said that she was told it would be possible to move the front wall of that space forward and there is a possibility that it would accommodate 24 computers in that space to create another computer lab so students can enter into the library and have a closed session or where a teacher can conduct a lesson. She said that the librarians would be relocated to a space within the library by adding a larger circulation desk so that they are in the library assisting students. Dr. Lishak said that these proposals will increase the number of computer labs by three. She said that Mr. Wiggins is going to see if it is possible for the number of computers to be accommodated in the library area if the wall is moved forward.

Mr. Arminio asked if resolution O-8 covers both of these projects or just the attendance office. Dr. Lishak said that O-8 is just a change of use for the attendance office but it will create a domino effect.

DISCUSSION ITEMS

Mr. Layden stated that the committee met and discussed the following items:

New fire doors at Union High School. Cost - \$300,000 to \$350,000 – Mr. Wiggins said that this project has been discussed with the County and the Union Fire Department said that it was necessary for the district to replace the fire doors. He said that for safety and appearances, it was decided that all of the doors would be replaced at one time. Mr. Arminio said that he remembered a discussion with Mr. Wiggins about the acceptable materials that fire doors can be made of either low grade metal or a higher grade wood. He asked if the cost was for the wooden doors. Mr. Wiggins said that there is another option. He said that it would be a metal door that looks just like wood and it will match other doors that have already been installed. Mr. Wiggins said that this is a much better product that should last longer. He said that he has samples of the material available if board members wanted to see it.

Well closures. Cost – Approximately 38 wells at \$500 each or \$19,000 – Mr. Layden said that there was no longer any need to do soil monitoring and these wells should be closed. Mr. Wiggins said that the district has completed the necessary monitoring that needed to be performed. He said that it was time to close up all of the monitoring wells. Mr. Wiggins said that the district has clean water and soil around the wells and they need to be capped off professionally. He said that after the wells were closed, the district will no longer have to deal with the DEP or EPA. Mr. Perkins asked if the district received a sign off from DEP or EPA. Mr. Wiggins said that after the wells are closed, the district will receive sign offs from those agencies. Mr. Perkins asked how long the wells been operating. Mr. Damato said that these wells were required because the district removed an underground gas tank which was approximately 22 years ago. He said that the groundwater remediation program has been going on for approximately 18 years. Mr. Damato said that this remediation has cost the district millions of dollars over the years for the professional services as well as the sampling and monitoring fees. He said that sealing the wells is part of the close out and Birdsall will be doing all of the close out documents and submit them to the DEP. Mr. Damato said that hopefully when this is done, the district will receive a letter from DEP stating that there is no further action necessary. Mr. Wiggins said that the district still has money in the budget for Birdsall to complete this work. He said that he has requested a proposal from Birdsall to do the work but he will also obtain two other proposals from professional well drillers for the project.

Increase in scope of work at Franklin School Masonry restoration, lintels, soffits, gutters Cost - \$750,000 to \$1 million – Mr. Layden stated that this is a project that will do some long overdue repairs to Franklin School. Mr. Wiggins said that the scope of the project has been increased. He said that it will entail a full masonry restoration of the building. He said that all of the dental work, the soffits and the gutters will be removed and replaced with fiberglass molds which will eliminate the need for painting in the future. Mr. Wiggins said that the only thing that will be left to repair on the building will be the cupola which is expected to be done next summer.

Increase in scope of work at Union High School Cafeteria - Convert electric heat to gas rooftop units FHA; Upgrade electric in kitchen; new ceiling in kitchen and teacher's lunchroom; Kitchen ventilation system renovation; Eliminate old electrical hot water heaters. Cost - \$200,000 to \$750,000 (\$375,000 will come from Cafeteria Account) – Mr. Layden said that this project has been discussed previously. Mr. Wiggins said not only will the heating unit be replaced, but also the electrical service will be upgraded. He said that the gas situation will be

changed and a new ceiling will be put in the kitchen and faculty room. Mr. Wiggins said that there would also be new lighting installed in the faculty room. He said that the electrical hot water heaters will be eliminated which open up lots of room in the cafeteria area. Mr. Wiggins said that the very large ventilation system in the storage room will also be removed and it will be replaced with rooftop units which will free up a lot of space for use by Aramark.

Mr. Layden said that the money to complete all of these projects has been budgeted in the maintenance department budget and \$375,000 toward the upgrades of the cafeteria will come from the cafeteria account. He said that he hoped that these projects would be approved next Tuesday so that this work can be completed over the summer months.

Dr. Martin said that when the budget was proposed two months ago, he said that this would be a year of "bricks and mortar". He said that the district is living up to what was proposed. Dr. Martin thought that new fire doors and the new cafeteria at the high school will be a beautiful facelift for the entire school. He said that the masonry work at Franklin School will eliminate all of the peeling paint and rotting lintels. Dr. Martin said that Connecticut Farms School will be next on the hit list. He said that the projects are big advances for the district.

Mr. Arminio asked if the costs for Franklin School Masonry Project included the cupola. Mr. Damato said it did not. Mr. Wiggins said that this will be almost a complete masonry restoration of Franklin School.

Mr. Nufrio said that there were two cupolas in the district that needed restoration. He said just as Mr. Wiggins was creative enough to find fire doors that not only look better but probably less costly, he wanted to know if there was any way he could find a pre-fabricated cupola that would not cost the district so much money. Mr. Wiggins said he has not seen something on that scale. He said he would look into it. Mr. Damato said that they do make cupolas for residential application but they do not make anything on the scale for the schools. He said that the cupolas are not just ornamental; they must fit the roof exactly because they are used for ventilation. Mr. Damato said that all of the characteristics must be maintained and it is a complicated situation. Mr. Wiggins said that Mr. Potter suggested that the Board of Education consider having some cell towers installed in the cupolas. Mr. Perkins said that this was previously discussed by the board several years ago and it didn't work. Mr. Wiggins said that there are some economic advantages. Mr. Damato said that a cell tower was built right next to Franklin School on Township property and the Township is getting approximately \$2500 per month. He said that the deal that the cell phone company made to the Board was that they would replace the copula and pay the Board \$2500 per month and the Board turned down the offer because they were concerned with the health of students and staff in the building. Mr. Nufrio said that there are more studies out now regarding exposure to microwaves and maybe the board should reconsider. Mr. Perkins said that he agreed if there is an opportunity to consider the offer again. Mr. Nufrio asked how much the board could save. Mr. Damato said that the cost of the copula would be about \$350,000 and he did not know if the board could demand the same type of compensation now as was offered in the past.

PERSONNEL COMMITTEE

Mr. Galante stated that the committee met and he presented the agenda.

Moved by Mr. Galante, seconded by Mr. Nufrio that the following resolutions be adopted:

P-18. APPROVE SUBSTITUTE AID TO ACCOMPANY SPECIAL EDUCATION STUDENT TO JV BASEBALL GAME ON SATURDAY, APRIL 28, 2012 - BAKER

That the board approve nunc pro tunc Corey Baker to substitute for Anthony Manderichio to accompany special education student, M.D., to JV baseball game on Saturday, April 28, 2012 at A.L. Johnson High School in Clark, New Jersey in accordance with the information appended to these minutes.

P-19. APPROVE STAFF FOR SPRING SESSION OF MIDDLE SCHOOL ACADEMY

That the board approve staff for spring session of Middle School Academy (dates of operation May 15th through June 15th, 2012) at a rate of \$38.25 per hour: (a) Tommy Harrell; (b) Joann Gentile; (c) Suzanne Whitley; (d) Stephanie Whitehead; (e) Jennifer McCartney; (f) Kevin Dougherty; (g) Nicole Toccaceli; (h) Jill Hall and (i) Craig Winters.

DISCUSSION:

None

AYE: Mr. Abraham, Mr. Arminio, Mrs. Gaglione, Mr. Galante, Mr. Layden, Mrs. McNeil, Mr. Nufrio, Mrs. Salazar and Mr. Perkins

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

APPROVAL OF BILLS

Mr. Perkins stated that the board would approve bills at the regular meeting next week.

UNFINISHED BUSINESS

Mrs. Gaglione said that there is a tentative negotiation session scheduled on May 21st with Mr. Clarke and U.T.E.A. She said that she was not available on that date and if the committee wanted to meet prior to that date they should let her know. Mr. Perkins said that was a good idea. Mrs. Gaglione said that she would like to meet the week before.

Mrs. Gaglione said that she was in contact with Mr. Rago regarding the Traveling Guitar Foundation program. She asked if the students that have been receiving the free guitar lessons could come and play a couple of songs at a board meeting. Mrs. Gaglione said that it looks like the students will be coming to the June meeting. She said that she would like to have a resolution written up for the teacher to thank him for his volunteer services to the school district that could be read when the students perform and presented to the teacher. Mr. Perkins asked how many students are involved. Mrs. Gaglione said she believed that there are six students.

NEW BUSINESS

Mr. Arminio said that he would be announcing County Titles in Track and Baseball. He said that Shavon Patel from Union High School won the district essay contest from the VFW; the topic was "Is There Pride in Serving in Our Military".

Mr. Arminio said that the Athletic Advisory Committee met and there will be another meeting next Monday. He said that there were a number of recommendations that the committee will continue to discuss and they are developing an athletic vision for student athletes, review the district's present procedures, create a Hall of Fame, create a code of behavior for student athletes, discuss the academic impact of practice and games on student achievement and academic support of student athletes. Mr. Arminio said that one of the biggest discussions centered around something called "Option Two" which is any athlete who is participating during the season, would not have to take physical education class and instead would go to an assigned class of English or Math to do homework or a teacher would be assigned to cover such a class on class coverage. He said that this is a program that would have to be organized. Mr. Damato said he thought this was only for varsity sports. Mr. Arminio said that was correct. He said that this is a program that is being proposed by the state. Mr. Perkins asked if it was the State Department of Education. Mr. Arminio said yes, it was not being proposed by the N.J.S.I.A.A.

Mr. Perkins asked if base-line tests are being done for concussion for the middle school students. Mr. Arminio said that it is being done now. He said by next year most of the students will already have been done and only incoming students will have to be tested. Mr. Perkins asked if it was being done in-house. Mr. Arminio said it was being done. He said that the district is way ahead of most other school districts. Mr. Arminio said that the program that the district is utilizing is way ahead of the rest of the state. Mr. Perkins said that he was recently asked whether the middle school students were tested and he really did not know the answer.

Mr. Nufrio asked if the Department of Education would be issuing a waiver for the pre-requisites in connection with Option Two. Mr. Arminio said that athlete, by participating in a sport, is fulfilling the required hours in physical education. Mr. Nufrio asked if there was a limit as to how many sports one athlete can participate in. Mr. Arminio said the athlete would participate in the sports season that they are doing the sport and if an athlete plays three sports in the year, they would only have to attend physical education classes for about two weeks at the end of the year in June. Mr. Nufrio asked if this would be in compliance. Mr. Arminio said that the only thing the athlete would have to take would be the Health portion of the course during the year. He said that this is a program that is being proposed by the State.

Mr. Arminio said that the Policy Committee is in the process of revising the Policy Manual. He said that he met with Mr. Damato and the first section regarding concepts and roles in administrative goals and objectives has been completed.

Mr. Layden said that tomorrow night was the Township of Union Education Foundation annual grant recipients reception at Liberty Hall which is really a nice event and if any board members are available, they should attend. He said that the following week on May 16th is the Eloquent Soiree at Galloping Hill Caterers where three oratorical winners from Union High School will be announced. Mr. Layden said that at May 15th before the regular board of education meeting at 5:30 the winners of the Enthusiastic Reader Awards will be presented. He said that there were approximately 157 students involved. Mr. Layden said that the awards would be presented at the Union High School Cafeteria.

Mrs. Gaglione said that she would be attending a Union County School Boards meeting tomorrow night in Scotch Plains and they will be honoring an eighth grader from each district.

Dr. Martin said that tomorrow evening is also the induction ceremony for the Union High School Honor Society at 7 p.m.

Mr. Abraham said that he wanted to let everyone know that last Thursday the Seekers' Club from Union High School observed the National Day of Prayer. He said that there were 31 students and four adults that participated. Mr. Abraham said that the students conducted themselves in a remarkable fashion and the faculty advisor for the club did a wonderful job with the students. He said that the students gathered at dismissal time outside at the flag pole in front of the high school, the faculty advisor informed the students of what they would be doing, the advisor turned the program over to the student leaders of the club, who opened up with a prayer and then the students were given yellow slips of paper that said "We are seeking. Seekers Club, Union, New Jersey" and they marched around the building, as students and faculty were leaving, in silence and came back, finished up with a prayer for all of the students in the school district, the administrators of the school district, for the township and the country and its leaders. Mr. Abraham thought that the program was very nicely done, put together well and the reaction from students who observed the program was very polite. He said that there was one negative which he observed during the program. Mr. Abraham said that this was something that the students wanted to do and they did a nice job.

COMMENTS FROM THE PUBLIC

Mrs. Abraham stated that some students come to the library at the high school after school; the library is opened until 3:30; and they usually take the late bus home. She said that she always asks the students for their bus pass when they ask for a bus pass. Mrs. Abraham said that the students have told her that the passes cannot be read or they are ripped and they ask her where they can get a new pass. Mr. Vieira said that students can go to the transportation department for a new bus pass.

MOTION FOR EXECUTIVE SESSION

Moved by Mrs. McNeil, seconded by Mr. Abraham that the Board go into Executive Session to discuss personnel matters and pending litigation without the presence of the public in accordance with the provisions of *N.J.S.A. 10:4- 2b*. 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.

AYE: Mr. Abraham, Mr. Arminio, Mrs. Gaglione, Mr. Galante, Mr. Layden, Mrs. McNeil, Mr. Nufrio, Mrs. Salazar and Mr. Perkins
NAY: None
ABSTAIN: None MOTION WAS CARRIED

BOARD RETURNED TO PUBLIC SESSION.

MOTION TO ADJOURN

There being no further business before the board, it was moved by Mrs. Gaglione, seconded by Mr. Nufrio that the meeting be adjourned.

Respectfully submitted



JAMES J. DAMATO
BOARD SECRETARY