

**NOTICE OF MEETING:**

**TO ALL BOARD OF EDUCATION MEMBERS**

The regular meeting of the Board of Education of the Township of Union will be held on November 19, 2013 at 7 p.m. at the Union High School Library, North Third Street, Union, New Jersey 07083

The regular meeting of the Board of Education of the Township of Union was held at Union High School Library, North Third Street, Union, New Jersey on November 19, 2013 at 7:00 p.m. pursuant to notice sent to each member.

**PRESENT AT ROLL CALL:** Mr. David Arminio, Dr. Guy Francis, Mrs. Linda Gaglione, Mr. Richard Galante, Mr. Thomas Layden, Mr. Vito Nufrio and Mr. Francis Perkins, President

**ABSENT AT ROLL CALL:** Ms. Susana Cooley and Mrs. Versie McNeil

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

Mr. Damato led the board and audience members 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:**

Moved by Mr. Layden, seconded by Mr. Galante that the minutes of the Executive Session of August 20, 2013 and the Special Meeting of August 28 be adopted:

**AYE:** Mr. Arminio, Dr. Francis, Mrs. Gaglione, Mr. Galante, Mr. Nufrio and Mr. Perkins

**NAY:** None

**ABSTAIN:** Mr. Layden                      **MOTION WAS CARRIED**

Moved by Mr. Layden, seconded by Mr. Galante that the minutes of the September 10, 2013 worksession, the executive session of September 10, 2013, the regular meeting of September 17, 2013, the executive session of September 17, 2013, the worksession of October 8, 2013 and the executive session of October 8, 2013 be adopted:

AYE:	Mr. Arminio, Dr. Francis, Mrs. Gaglione, Mr. Galante, Mr. Layden, Mr. Nufrio and Mr. Perkins	
NAY:	None	
ABSTAIN:	None	MOTION WAS CARRIED

**COMMUNICATION:**

**LETTER FROM GROUNDWATER & ENVIRONMENTAL SERVICES, INC.**

Jessica Aumack, Case Manager, Groundwater & Environmental Services, Inc. regarding investigation of environmental conditions at property located at 2437 Morris Avenue, Union, NJ.

**LETTER OF RESIGNATION – ELBANNA**

Mohammed Elbanna, classroom assistant at Franklin School, submitted a letter of resignation, effective October 21, 2013

**REQUEST FOR MATERNITY AND UNPAID FAMILY LEAVE – WEISSBERG**

Lauren Weissberg, School Counselor at Union High School, submitted a request for maternity and unpaid family leave, for the period January 6 through June 15, 2014.

**LETTER OF RESIGNATION (RETIREMENT) – LA PLACA**

Daniel LaPlaca, custodian at Livingston School, submitted a letter of resignation for the purpose of retirement, effective February 1, 2014.

**REQUEST FOR CONTINUATION OF MATERNITY AND UNPAID FAMILY LEAVE – DOUGHERTY**

Lauren Dougherty, English teacher at Kawameeh Middle School, submitted a request for continuation of maternity and unpaid family leave for the period October 11 2013 through February 11, 2014.

**REQUEST FOR MATERNITY, UNPAID FAMILY AND EXTENDED CHILD REARING LEAVES – CANNON**

Colleen M. Cannon, art teacher at Battle Hill School, submitted a request for maternity, unpaid family and extended child rearing leaves, for the period December 20 2013 through the end of the 2013-2014 school year.

**REQUEST FOR USE OF HANNAH CALDWELL SCHOOL – UNITED COMMUNITY CENTER, INC.**

Karen People, United Community Center, Inc., Chairperson of Martin Luther King, Jr. Celebration Committee submitted a request for use of Hannah Caldwell School from 10 a.m. to 4 p.m. on Monday, January 20, 2014.

**REQUEST FOR UNPAID FAMILY LEAVE – REIS**

Genevieve Reis, ten month secretary at Union High School, submitted a request for unpaid family leave for the period September 19, 2013 through December 20, 2013.

**REQUEST FOR EXTENDED CHILD REARING LEAVE – LILOIA**

Dana Liloia, teacher at Connecticut Farms School, submitted a request for extended child rearing leave, for the period January 2, 2014 through March 3, 2014.

**REQUEST FOR INTERMITTENT FAMILY LEAVE – BORGES**

Roseanne Borges, math teacher at Union High School, submitted a request for intermittent family, for the 2013-2014 school year.

**REQUEST FOR MATERNITY, FAMILY LEAVE AND EXTENDED CHILD REARING LEAVE – DIAZ**

Megan Diaz, teacher at Livingston School, submitted a request for maternity, family leave and extended child rearing leave for the period December 2, 2013 through June 1, 2016.

**LETTER OF RESIGNATION – DANON**

Jeff Danon, Title I math tutor at Burnet Middle School, submitted a letter of resignation, effective November 19, 2013.

**REQUEST FOR USE OF JEFFERSON SCHOOL GYMNASIUM – JEFFERSON SCHOOL PTA**

Paula Matos, PTA President at Jefferson School, submitted a request for use of Jefferson School gymnasium every Tuesday night from 7 to 8:30 p.m. for PTA fitness club for adult's fundraiser.

**PRESENTATIONS:**

**ANNUAL AUDIT REPORT BY SUPLEE, CLOONEY & COMPANY** – Richard Moleen of Suplee, Clooney & Company gave the annual audit report for the year ending June 30, 2013. He said that the district had revenues of approximately \$122,000,000 and approximately \$120,000,000 was spent leaving an excess of approximately \$2 million, which increases the district's fund balance from \$19 million to \$21 million.

Mr. Moleen stated that the Auditor's Management Report shows a synopsis of the different areas that were audited. He said that is where you would find any findings of the audit. Mr. Moleen said that the first finding dealt with the Student Body Activity Account. He said that the board has an extensive policy regarding the student activity accounts. Mr. Moleen said that there was one finding concerning approval of invoices over \$1,000 and three schools – Union High School, Battle Hill Elementary School and Connecticut Farms Elementary School – were found not to have complied with this policy. He said that the policy also required that duplicate, pre-numbered receipts be issued and retained for all cash received; two schools – Connecticut Farms Elementary School and Hannah Caldwell Elementary School – did not issue duplicate receipts. Mr. Moleen said that Union High School did not always comply and there are some recommendations are as follows:

That written approval be obtained from appropriate administrative officials for all purchases that are in excess of school board policy limits;

That duplicate receipts be issued for all receipts;

That all receipts be deposited within 48 hours; and

That outstanding checks over one year old be reviewed for proper disposition.

Mr. Moleen said that there were some outstanding checks that were more than one year old. He said that they must be reviewed for proper disposition.

Mr. Moleen said that this covers the audit report and he asked if there were any questions or concerns from the board at this time. He said that if there were no questions now, the board could contact his office at any time.

Mr. Nufrio said with regard to the special audit that was done, he asked when he could address any questions or issues pertaining to that. Mr. Damato said that they could be addressed under New Business. He said that this particular presentation is only dealing with the audit for the last fiscal year. Mr. Damato said that the special audit that was done was for another program not included in the audit that was just reported summarized. Mr. Moleen said that the other program was included in the audit and it was audited. He said that the special audit went into a little more detail and it was broken down into seven components. Mr. Damato said that if this was the case, the special audit could be addressed now.

Mr. Nufrio said that since he was not present at the worksession meeting last week when the audit report was given. He said that in looking over the report he noticed that included in the line items were textbooks in an amount of approximately \$297 which reflected the January/February 2013 academy. Mr. Nufrio said that all previous years there were no expenditures for textbooks. He asked if Mr. Moleen was presented with purchase orders pertaining to this program. Mr. Moleen said that he was; he said that he did not remember the specific amount. Mr. Nufrio said he was referring to purchase orders that he was able to obtain which amounted to a much larger amount of money over the course of 2-1/2 years. He said that the purchase orders clearly indicate that they are for Middle School Academy and Saturday Academy and he wanted to know if Mr. Moleen had seen them. Mr. Nufrio asked if Mr. Moleen had in fact seen them, why they were not included in the audit. Mr. Moleen said that they might be under another category. Mr. Nufrio said that he would address the matter further in executive session.

RECOGNITION OF DISTRICT EMPLOYEES THAT ASSISTED IN THE OPENING OF JEFFERSON SCHOOL - Mr. Damato said that he invited quite a few individuals, some of whom called me to say they were not able to attend tonight. He recognized quite a few people when Jefferson School was opened but he also wanted to especially recognize some individuals who he worked side-by-side with during the summer along with many others to get Jefferson School ready to open in September. He said that there were many long, hot days that they worked at the school and on some days two or three tractor trailers made deliveries to the building and the individuals who he was about to recognize were people that unloaded heavy furniture all day long in the hot sun, recycled all of the cardboard containers that the furniture came in and inspected all of the furniture for damage, making notes of what needed to be replaced, etc. Mr. Damato said that these individuals did a great job for the district this summer. He said that it was particularly gratifying to him to see people willingly accept an assignment like this when you know it is going to be one of the toughest things you have ever done. He recognized these individuals as dedicated employees who really go "Above and Beyond" in volunteering to help this organization and have done a tremendous job this summer. Mr. Damato said that his personal appreciation goes out to all of them. He said that each individual would be receiving a certificate to acknowledge their service.

The following individuals received certificates:

Barry Loessel	Rick Wager	John Ginlack, Jr.
Alberto Engleton	Noel Cruz	Clarence Taylor
Eric Smith	Mike Lima	Sue Meisch
Anthony Ciampi	Joe Russell	Ron Manning
Floyd Gary, Jr.	Cesar Bartolo, Jr.	Vinny Riolo
Rob Dering	Odius Cannon	Byron Little
Ralph Piverger	Arthur Thomas	Jeanette Brinson
Glen Boyd	Ryan Ralston	John Boyd
Ken Hutchins	Bob Tavares	Anthony Cirella
Tim Jackson	Dale Costleigh	Tom Scanio
Fred Schmitberg	Marc Sanders	Dennis Mann

Mr. Damato said that he appreciated all those who came to the meeting tonight to receive the award and he again thanked all of these individuals for their help and for continuing a wonderful operation at Jefferson School after the opening.

#### SUPERINTENDENT'S REPORT

Dr. Martin said that he had a number of items that he wanted to bring to the attention of the public tonight. He wanted to thank Mrs. DiGiovanni, the principal at Jefferson School, for being present at the meeting tonight to acknowledge all of the maintenance workers who played a large part in the opening of Jefferson School in September.

Dr. Martin said that throughout the nation this week was National Education Week and certainly it is alive and well in the Township of Union Schools. He said that each of the district's schools is open to family visitors this week and he would very much like to show the community the outstanding classes and programs that are offered to the students that the district serves. Dr. Martin said that on behalf of the staff, faculty and administrators who work so hard throughout the entire school year he invited everyone to visit their school as it was a chance to show off the wonderful work that is done in the district. He said each school has a slightly different schedule for National Education Week and if anyone is planning to attend, they should contact the main office of their student's school to obtain the dates and times that are available for visits.

Dr. Martin said that last month he talked about student and staff attendance being very high in September and it beating the attendance from last September. He said that it is a districtwide goal that he asked parents to work with the administration to improve. Dr. Martin said that for the month of October student attendance was 96.881% and staff attendance was 95.899%; both of which are

an increase over last October. He was very pleased that for the second consecutive month attendance was up. Dr. Martin said that there are many studies that correlate student attendance with student achievement; certainly when a student is in class and connected with what is happening in school, the chances of that student doing better and learning more are increased.

Dr. Martin said that he wanted to speak about what a terrific job the Union High School Performing Arts Company did last weekend with the performance of their show "*In the Heights*". He said that he was able to attend the Sunday afternoon performance and as usual was thrilled with the acting, the dancing, the singing and the entire production. Dr. Martin said that the stage layout was unbelievable. He said that he received a telephone call today from a Ms. Langan, a senior citizen in town, who called to let him know how thrilled she was to have attended the performance and how much she and other senior citizens had enjoyed the show. Dr. Martin said that the district's performing arts program, not only at the high school, but throughout the district always attract the best of students who do a terrific job in all of the schools. He congratulated Mr. Mosser, all of the faculty, staff, students and families who participated in making another great show happen in Union.

Dr. Martin said that there was something very special happening on Monday, November 25<sup>th</sup> and that is the inaugural induction ceremony of the Union High School Athletic Hall of Fame. He said that Ms. Ionta, the Athletic Director, has worked with a group of individuals on this event and there is a great amount of excitement surrounding this program. Dr. Martin said that the ceremony will take place at the Galloping Hill Inn at 6 p.m. and if anyone in the community would like to attend, they can contact Union High School Main Office. He congratulated not only all of the honorees but to the group of individuals who have worked so hard to make this a reality.

Mr. Perkins commented on the absence of Mrs. McNeil at this meeting and he wanted to send his condolences to her and her family on the loss of her mother. She said that Mrs. McNeil has been on the board for many years and she has gone through a difficult time over the past months during her mother's illness.

#### COMMENTS FROM THE PUBLIC ON RESOLUTIONS ON THE AGENDA

Ms. Sharp had a few questions regarding resolution P-6. She wanted to know why individuals were being hired to supervise in the library. Dr. Lishak said what P-6 is addressing is for coverage in the library after school hours. She said that this is to allow students to come into the library, use the facilities on after school hours. Ms. Sharp asked if these individuals were certified librarians. Dr. Lishak said that they were not; but no library services will take place such as students taking out books; they will have to utilize materials in the library and use

the computers in the library. Ms. Sharp asked who would be supervising the other three days. Dr. Lishak said that on the other three days, the two high school librarians stagger their hours and one of them will be present for the additional hours.

Mrs. D'Elia, librarian at Union High School, said that she wanted to add one name to those who assisted in the opening of Jefferson School and that is Joyce Churus, the library clerk. She said that Ms. Churus set up the entire library by herself over the summer. Mrs. D'Elia said that she really appreciated all of the work that Ms. Churus did for the library staff.

#### EDUCATION/STUDENT DISCIPLINE COMMITTEE

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

##### E-1. AMEND 2013-2014 OUT OF DISTRICT ATYPICAL STUDENT PLACEMENT LISTS

That approval be given to amend the 2013-2014 Out-of-District Atypical Student Placement List in accordance with the information appended to the non public portion of these minutes.

##### E-2. AMEND LIST OF STUDENTS REMOVED FROM THE ROLLS

That approval be given to amend the list of students removed from the rolls [three (3) students exited for the period October 1 through October 31, 2013; a total of five (5) students exited for the 2013-2014 school year] who are not domiciled in this school district and one student who will be allowed to complete the 2013-2014 school year in accordance with the information appended to the nonpublic portion of these minutes.

##### E-3. APPROVE NONPUBLIC SCHOOL TECHNOLOGY INITIATIVE PROGRAM FOR 2013-2014 SCHOOL YEAR – UNION COUNTY EDUCATIONAL SERVICES COMMISSION

That the board approve Nonpublic School Technology Initiative Program agreement with Union County Educational Services Commission for the 2013-2014 school year in accordance with the information appended to these minutes.

##### E-4. APPROVE LIST OF FILMS TO BE SHOWN IN HEALTH CLASSES – UNION HIGH SCHOOL

That the board approve list of films to be shown in Union High School Health classes in accordance with the information appended to these minutes.



E-5. APPROVE NJQSAC DISTRICT STATEMENT OF ASSURANCE FOR 2013-2014 SCHOOL YEAR

That the board approve NJQSAC District Statement of Assurance for the 2013-2014 school year in accordance with the information appended to these minutes.

E-6. APPROVE TEACHER/RELATED SERVICES/PRINCIPAL SUPERVISOR EVALUATION RUBRICS

That the board approve Teacher/Related Services/Principal Supervisor Evaluation Rubrics in accordance with the information appended to these minutes.

E-7. APPROVE ESTABLISHMENT OF KINDERGARTEN IN-CLASS REPLACEMENT/IN-CLASS SUPPORT PROGRAM – CONNECTICUT FARMS SCHOOL

That the board approve establishment of a Kindergarten in-class replacement/in-class support program at Connecticut Farms Elementary School for the 2013-2014 school year in accordance with the information appended to these minutes.

DISCUSSION:

Mr. Nufrio asked if he were permitted to vote since he had not been at the worksession. Mr. Damato said that he could.

Mr. Layden said with regard to E-2, he noticed that the number of students exited has gone down from last year and he wondered if the re-registration program last year had an impact on reducing the number of students who attend Union Schools who are not residents. Mr. Tatum said that he had a discussion about the number of students that actually had been exited and he found that there were a number of students that were exited due to re-registration; however, there was an increase in enrollment of 90 brand new students. He said that the enrollment numbers balanced themselves out to a certain extent and the district did not do quite as well with the recent re-registration as the district had done in prior re-registration programs. Mr. Tatum said that approximately 10 students were exited as a result of the re-registration. He said that the actual dismissal of students was on a case-by-case basis and in most cases the families have been through a residency hearing and the results are to remove the students from the rolls.

- AYE: Mr. Arminio, Dr. Francis, Mrs. Gaglione, Mr. Galante, Mr. Layden, Mr. Nufrio and Mr. Perkins
  - NAY: None
  - ABSTAIN: None
- MOTION WAS CARRIED

**FISCAL AND PLANNING COMMITTEE:**

Mrs. Gaglione said that the committee met last week and discussed these various resolution as well as the audit that Mr. Nufrio was speaking of.

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

**F-1. ACCEPT TREASURER'S REPORT**

That the Treasurer's Report dated October 31, 2013 be accepted.

**F-2. ACCEPT SECRETARY'S REPORT**

That the Secretary's Report dated October 31, 2013 be accepted.

**F-3. CERTIFY TREASURER'S AND SECRETARY'S REPORTS**

Pursuant to N.J.A.C. 6:20-2.13(d), I certify that as of October 31<sup>st</sup>, 2013 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.

\_\_\_\_\_  
James J. Damato

\_\_\_\_\_  
Dated

Pursuant to N.J.A.C. 6:20-2.13(e), we certify that as of October 31<sup>st</sup> 2013 after review of the secretary's monthly financial report (appropriate 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. 6:20-2.13(b) 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 LINE ITEM TRANSFERS**

That the Board approve line item transfers in accordance with the information appended to these minutes.

**F-5. ACCEPT COMPREHENSIVE ANNUAL FINANCIAL REPORT AND AUDITOR'S MANAGEMENT REPORT**

That the Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report be accepted in accordance with the copy on file in the office of the Secretary.

**F-6. APPROVE CONTRACTS AND/OR PURCHASE ORDERS PURSUANT TO THE REQUIREMENTS OF N.J.S.A. 18A:18A-5 AND 18A:18A-10(a)**

That the board approve contracts and/or purchase orders pursuant to the requirements of *N.J.S.A. 18A:18A-5 and 18A:18A-10(a)* and in accordance with the information appended to these minutes.

**F-7. APPROVE LIST OF CONTRACTS AND/OR PURCHASES PURSUANT TO THE REQUIREMENTS OF N.J.S.A. 18A:18A-5(21)**

That the Board approve following list of contracts and/or purchases pursuant to the requirements of *N.J.S.A. 18A:18A-5(21)* in accordance with the information appended to these minutes: (a) School Specialty - \$4156.25 – payment of student planners – Union High School; (b) Production Resource Group - \$3,473.61 – lighting for “In the Heights” – Union High School

**F-8. APPROVE DISTRICTWIDE 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**

That the Board approve districtwide 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 these minutes.

**F-9. PRE-APPROVE DISTRICTWIDE STUDENT FIELD TRIP DESTINATIONS AND PURPOSES**

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-10. ACCEPT DONATIONS**

That the Board accept the following donations in accordance with the information appended to these minutes: (a) Target - \$363.19 for use by Connecticut Farms School; (b) Time, Inc. - \$91.60 for use by Connecticut Farms School; (c) Ahold Financial Services - \$360.73 for use by Connecticut Farms School; (d) Time, Inc. - \$199.50 for use by Connecticut Farms School; (e) Target-\$55.00 for use by Livingston School; (f) Target - \$167.32 for use by Burnet Middle School; (g) Walmart - \$500.00 for use by Burnet Middle School

**DISCUSSION:**

Mr. Nufrio asked which was the item that Mrs. Gaglione mentioned his name. Mrs. Gaglione said that during the worksession, the board reviewed resolutions F-1 through F-10 as well as another report but the report was not included in resolutions F-1 through F-10. Mr. Nufrio asked why it was not. Mrs. Gaglione said that there was no reason for a resolution in connection with the report. Mr. Nufrio asked why it was made a part of the resolution. Mrs. Gaglione said she did not move that. Mr. Perkins asked Mr. Nufrio to restate his question.

Mr. Nufrio said he wanted to know which resolution referred to the special audit. Mrs. Gaglione asked that Mr. Nufrio's name be removed from her statement. Mr. Nufrio said that he believed the special audit was not clearly indicated in any of the resolutions. Mrs. Gaglione did not feel that it should have been included and it was not moved in the resolutions. Mr. Perkins said that the resolutions on the agenda speak for themselves as written.

Mr. Perkins asked Mr. Vieira if there were any line item transfers referred to in resolution F-4 for the board to consider. Mr. Vieira said that they were the routine line item transfers that are done each month.

AYE: Mr. Arminio, Dr. Francis, Mrs. Gaglione, Mr. Galante, Mr. Layden, Mr. Nufrio and Mr. Perkins  
 NAY: None  
 ABSTAIN: None MOTION WAS CARRIED

#### OPERATIONS COMMITTEE

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

#### O-1. APPROVE BUS EMERGENCY EVACUATION AND SECURITY DRILL REPORTS

That pursuant to *N.J.A.C. 6A:17-11.2* the board approve the following bus emergency evacuation and security drill reports in accordance with the information appended to these minutes.

#### O-2. AFFIRM SUPERINTENDENT'S RESOLUTION OF HARASSMENT, INTIMIDATION AND BULLYING CONCLUSIONS

That the board affirm the Superintendent's resolution of Harassment, Intimidation and Bullying (HIB) conclusions for the period October 7 to November 4, 2013

#### O-3. APPROVE AGREEMENT FOR FACILITY USE – UNION HEALTH DEPARTMENT

That the board approve Agreement for Facility Use with Union Health Department in accordance with the information appended to these minutes.

#### O-4. APPROVE INITIAL APPLICATION FOR TEMPORARY INSTRUCTIONAL SPACE FOR 2013-2014

That the board approve Initial Application for Temporary Instructional Space for the 2013-2014 school year in accordance with the information appended to these minutes.

O-5. APPROVE DISCARD OF TEXTBOOKS

That the board approve discard of textbooks in accordance with the information appended to these minutes.

O-6. APPROVE REVISED UNIFORM STATE MEMORANDUM OF AGREEMENT

That the board approve revised Uniform State Memorandum of Agreement between Education and Law Enforcement Officials in accordance with the information appended to these minutes.

O-7. APPROVE USE OF HANNAH CALDWELL ELEMENTARY SCHOOL – UNION COMMUNITY CENTER

That the board approve use of Hannah Caldwell Elementary School from 10 a.m. to 4 p.m. on January 20, 2014 by United Community Center for the annual Martin Luther King Jr. celebration. All fees have been waived for this event.

O-8. APPROVE USE OF JEFFERSON SCHOOL GYMNASIUM – JEFFERSON SCHOOL PTA

That the board approve use of Jefferson School gymnasium every Tuesday evening from 7 to 8:30 p.m. for fitness club for adult fundraiser for the Jefferson School PTA. All fees have been waived for this weekly activity.

DISCUSSION:

Mr. Arminio said that there were a group of people who came into the worksession to speak about using the Jefferson School gym. He asked if it impacted on the request of the PTA. Mr. Damato said that the group that spoke to the board wanted to have use of the gym on Friday evenings.

AYE:	Mr. Arminio, Dr. Francis, Mrs. Gaglione, Mr. Galante, Mr. Layden, Mr. Nufrio and Mr. Perkins	
NAY:	None	
ABSTAIN:	None	MOTION WAS CARRIED

PERSONNEL COMMITTEE

Moved by Mr. Galante, seconded by Dr. Francis that resolution P-1 through P-5 be adopted:

P-1. APPROVE PERSONNEL ACTIONS

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

**P-2. APPROVE SUBSTITUTE LISTS – NOVEMBER 2013**

That the Board approve the November 2012 Substitute/Home Instruction List, Substitute Custodians, Substitute Cafeteria/ Playground Aides; Classroom Assistants and Secretaries and Substitute Bus Drivers and Bus Aides and Substitute After School Monitors in accordance with the information appended to these minutes.

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

That the board accept letters of resignation from the following staff: (a) Mohammed Elbanna, classroom assistant at Franklin School, effective October 21, 2013; (b) Daniel LaPlaca, custodian at Livingston School, effective February 1, 2014; Jeff Danon, Title I Math tutor at Burnet Middle School, effective November 19, 2013

**P-4. APPROVE LEAVES FOR STAFF**

That the board approve leaves for the following staff: (a) Lauren Weissberg, School Counselor at Union High School, maternity and unpaid family leave for the period January 6 through June 15, 2014; (b) Lauren Dougherty, English teacher at Kawameeh Middle School continuation of maternity and unpaid family leave for the period October 12, 2013 through February 11, 2014; (c) Colleen M. Cannon, art teacher at Battle Hill and Livingston Elementary Schools, maternity, unpaid family and extended child rearing leaves for the period December 20, 2013 through the end of the 2013-2014 school year; (d) Genevieve Reis, ten-month secretary at Union High School unpaid family leave for the period September 19 through December 20, 2013; (e) Dana Liloia, teacher at Connecticut Farms School, extended child rearing leave for the period January 2 through March 3, 2014; (f) Roseanne Borges, math teacher at Union High School, intermittent family leave for the 2013-2014 school year; (g) Megan Diaz, teacher at Livingston School, maternity, family leave and extended child rearing leave for the period December 2, 2013 through June 1, 2016

**P-5. APPROVE ASSESSMENTS – MORRIS UNION JOINTURE COMMISSION**

That the board approve Morris Union Jointure Commission, 340 Central Avenue, New Providence, New Jersey to do Transition Assessments at a rate of \$450; Advanced Transition Assessments at a rate of \$1990; Advanced and Community Assessments at a rate of \$2990 and Job Sampling/Coaching at a rate of \$150 per hour in an amount not to exceed \$12,000 for the 2013-2014 school year in accordance with the information appended to these minutes. (Acct # 11-000-219-320-01-19)

AYE: Mr. Arminio, Dr. Francis, Mrs. Gaglione, Mr. Galante, Mr. Layden, Mr. Nufrio and Mr. Perkins

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

Moved by Mr. Galante, seconded by Dr. Francis that resolution P-6 be adopted:

**P-6. APPROVE LIBRARY SUPERVISORS – UNION HIGH SCHOOL**

That the board approve staff to act as Library Supervision at Union High School; 1.5 hours two (2) afternoons per week in accordance with the information appended to these minutes.

AYE: Dr. Francis, Mrs. Gaglione, Mr. Galante, Mr. Layden, Mr. Nufrio and Mr. Perkins  
 NAY: Mr. Arminio  
 ABSTAIN: None MOTION WAS CARRIED

Moved by Mr. Galante, seconded by Dr. Francis that resolutions P-7 through P-9 be adopted:

**P-7. APPROVE CURRICULUM WRITING TEAMS**

That the board approve Curriculum Writing Team at a rate of \$20 per hour for 15 hours not to exceed \$300 per person: Accelerated Math 7 – Scott Cornacchia, Maria Grillas and Lauren Wojcik (Acct #11-000-221-104-01-54-0612/7083)

**P-8. AMEND CURRICULUM WRITING TEAMS**

That the board amend Language Arts Grade 5 Curriculum Writing Team as follows: Alison Brehm replaces Maureen Corbett and Lindsay Marino (formerly Lindsay Kolator) and amend Fashion Marketing/Hospitality and Tourism Curriculum Writing Team as follows: Frank Napolitano to replace Ellie Schollmeyer

**P-9. APPROVE STAFF AS SECURITY MONITORS – *IN THE HEIGHTS***

That the board approve staff as security monitors for the performances of "In The Heights" at Union High School from November 14 through 17, 2013 in accordance with the information in the hands of each board member.

AYE: Mr. Arminio, Dr. Francis, Mrs. Gaglione, Mr. Galante, Mr. Layden, Mr. Nufrio and Mr. Perkins  
 NAY: None  
 ABSTAIN: None MOTION WAS CARRIED

**DISCUSSION:**

Mr. Perkins said that since he was out of the country until yesterday, his review of the information regarding resolution P-10 and he said he understood that the matter was not discussed at the worksession in any detail. He said that

the problem that he had with the resolution is that it implicates potential disciplinary action which should be discussed in Executive Session. Mr. Perkins asked that this resolution be discussed in Executive Session separate from all of the other personnel resolutions. He asked Mr. Damato if this was an appropriate course of action. Mr. Damato said that it was.

**P-10. APPROVE CORRECTIVE ACTION PLAN – SOCIAL SECURITY NUMBER BREACH**

That the board approve Corrective Action Plan (CAP) in response to the breach of employee Social Security Numbers that occurred in the school district during September, 2013. (This resolution was not a part of the vote for the personnel resolutions and would be voted on after discussion in Executive Session)

Moved by Mr. Galante, seconded by Dr. Francis that resolutions P-11 through P-20 be adopted:

**P-11. APPROVE DISTRICT ADVISORY COMMITTEE MEMBERS – 2013-2014**

That the board approve District Advisory Committee Members for the 2013-2014 school year in accordance with the information appended to these minutes.

**P-12. APPROVE TERMINATION OF EMPLOYEE #11373**

That the board approve the termination of employee #11373 for job abandonment in accordance with the information appended to these minutes.

**P-13. ACCEPT PROPOSAL FOR ARCHITECTURAL SERVICES – UNION HIGH SCHOOL ELECTRICAL UPGRADE**

That the board accept proposal from Potter Architects, 410 Colonial Avenue, Union, New Jersey for architectural services in connection with 2013 ROD Grant – Union High School Electrical Upgrade in an amount not to exceed \$750 in accordance with the information appended to these minutes.

**P-14. ACCEPT PROPOSAL FOR ARCHITECTURAL SERVICES FOR WASHINGTON SCHOOL AUDITORIUM HVAC**

That the board accept proposal from Potter Architects, 410 Colonial Avenue, Union, New Jersey for architectural services in connection with 2013 ROD Grant – Washington Elementary School Auditorium HVAC project in an amount not to exceed \$750 in accordance with the information appended to these minutes.



**P-15. APPROVE CERTIFIED TEACHER TO PROVIDE HOME INSTRUCTION TO DISTRICT STUDENTS – MARINO**

That the board approve Theresa Marino, district certified teacher to provide home instruction to district students at a rate of \$38.25 per hour on an "as needed" basis for the 2013-2014 school year. (Acct #17197/11-150-100-101-96-19-SS19)

**P-16. APPROVE CERTIFIED TO TEACHER TO PROVIDE ABA TO DISTRICT STUDENTS – MEXINER**

That the board approve Dana Mexiner, district certified teacher to provide ABA to district students at a rate of \$50 per hour on an "as needed" basis for the 2013-2014 school year. (Acct#17197/11-150-100-101-96-19-SS19)

**P-17. APPROVE DISTRICT STAFF TO PRESENT PARENT WORKSHOPS – 2013-2014**

That the board approve district staff to present at parent workshops during the 2013-2014 school year at a rate of \$40 per hour plus \$40 per hour preparation, not to exceed \$80 per person: (a) Daniel Hrdina, (b) Brian Kaufman and (c) Sarah McCullogh (Acct# 11-000-223-110-01-19)

**P-18. APPROVE BEDSIDE INSTRUCTION FOR DISTRICT STUDENT – SILVERGATE PREP**

That the board approve Silvergate Prep, 10 FINDERNE Avenue, Bridgewater, NJ to provide bedside instruction for a district student on an "as needed" basis for the period October through December, 2013 not to exceed \$2500 in accordance with the information appended to these minutes. (Acct # 7693 – 11-150-100-320-01-19)

**P-19. APPROVE AUGMENTATIVE AND ALTERNATIVE COMMUNICATION EVALUATIONS – MORRIS UNION JOINTURE COMMISSION**

That the board approve Morris Union Jointure Commission to perform Augmentative and Alternative Communication Evaluations at a rate of \$315 per evaluation, not to exceed \$5,000 for the 2013-2014 school year. (Acct #11-000-219-320-01-19)

**P-20. APPROVE MEMORANDUM OF AGREEMENT – ASSOCIATION OF CUSTODIAL, MAINTENANCE AND TRANSPORTATION EMPLOYEES**

That the board approve Memorandum of Agreement between the Township of Union Board of Education and the Association of Custodial, Maintenance and Transportation Employees (CMTE) in accordance with the information appended to these minutes. (This Memorandum of Agreement was ratified by CMTE on November 11, 2013)

AYE: Mr. Arminio, Dr. Francis, Mrs. Gaglione, Mr. Galante, Mr. Layden, Mr. Nufrio and Mr. Perkins  
 NAY: None  
 ABSTAIN: None MOTION WAS CARRIED

#### APPROVAL OF BILLS

Moved by Mrs. Gaglione, seconded by Mr. Arminio that the board concur with the bills listed in the permanent bound register appended to these minutes and be ordered for payment.

AYE: Mr. Arminio, Dr. Francis, Mrs. Gaglione, Mr. Galante, Mr. Layden, Mr. Nufrio and Mr. Perkins  
 NAY: None  
 ABSTAIN: None MOTION WAS CARRIED

#### UNFINISHED BUSINESS

Mr. Arminio said that there may only be two or three seats left for the Hall of Fame dinner. He said that if anyone is interested in attending, they should get tickets from the Athletic Office before tomorrow.

Mr. Arminio said that the high school football team won its first round of the playoffs last Friday evening and will be in the semi-final game against Piscataway at 7 p.m. at Cooke Memorial Field. He hoped that there would be a big turnout to support the team.

Mr. Arminio said that several months ago there was a security breach regarding employee social security numbers and resolution P-10 refers to that. He said that this breach impacted hundreds of staff members and he wanted an update of the situation. Mr. Perkins said that this matter would be discussed in Executive Session.

#### NEW BUSINESS

None

#### COMMENTS FROM THE PUBLIC

Ms. Boris, teacher at Burnet Middle School, thanked the board for her job. She said that she loved her job and she loved working in Union. Ms. Boris said that she found it exciting, as old as she was, she still got a creative "juice" from being in the classroom with the students that she teaches. She said that she was present at the meeting to see if the board could come up with a solution for her sitting at a desk near the front door for 40 minutes every couple of weeks to "greet" and act as security for Burnet Middle School. Ms. Boris said that her time could be much better spent. She said that she acted as "security" this morning for

forty minutes. Ms. Boris said that her "team" had a PLC meeting which she missed part of and she also had a parent meeting that she had to cut short. She said that she has labs to prepare, papers for 130 students to grade and she wants to work with her colleagues and do the best job that she possibly can. Ms. Boris said that she was a team player and she will do whatever is asked of her but she asked that the district find a better way to provide security in the building than having her and her colleagues sit at a desk to be a "greeter" for 40 minutes. She said that the staff expects the district to protect them and the staff really does not want to be the first line of defense for the building because that is not in their contracts to do. Ms. Boris said that she would keep the children safe in her classroom in a lot of different ways and she felt that it was a waste of her time to sit at the front desk in the building.

Mr. Capodice, president of U.T.E.A., said that he wanted to address a topic which affects the district and which has been a "back and forth" conversation between the Association and Central Office. He said that for the past year, there have been discussions concerning the need for security members to be posted at each building and he most recently called for a re-evaluation of emergency protocols for unforeseen events which may occur in our buildings. Mr. Capodice said that the need to address this issue has become more apparent. He said that it is agreed that the safety and security of the buildings and those within is a top priority. Mr. Capodice said failure to enact a protective measure during a potentially threatening situation causes an unsafe environment for everyone; however, in light of recent missteps, a line of communication was opened between administration, local police and fire, and association members which allowed the start of real improvements to district protocol. He said this is only one victory in an ongoing process. Mr. Capodice that moving forward the Association believes the emergency management protocol must be re-evaluated with all stakeholders in the community involved in the conversation but in the interim, a cohesive approach can be created to strengthen, unify and codify security protocols with the permanent placement of security officers of each district building instead of the current existing protocol which uses teachers a front door "greeters". Mr. Capodice said that educators do not receive the kind of training or certification that this district requires to assume the role the district is asking staff to perform. He said that this is especially disappointing when the district employs certified security officers who have been trained to monitor and secure the perimeters and access points to the district's buildings. Mr. Capodice said that this policy leaves educators to play the role of security officers and underutilizes a qualified and capable team of security personnel. He said that security officers are the professionals who the district employs and has trained; therefore, they are the appropriate choice to staff for these duties. Mr. Capodice said that the Association is asking the Board to take

under advisement the request to expand the security team and to ensure their skills are best utilized, the children and buildings are secured accurately and the district's educators can go back to doing what they do best, educating their students.

Ms. Cuccinello, a secretary at Burnet Middle School, said that she wanted to support Ms. Boris. She said that she worked in the main office and she had a problem acting as a security guard. Mrs. Cuccinello said that she must sign in parents, check their identification, make sure that they get to their destination in the building and make sure that they subsequently leave the building. She said that as busy as the main office is, sometimes the staff cannot always monitor all visitors in the building. Ms. Cuccinello said that this was a security situation, not a secretarial function. She said that at the beginning of the school year a security officer was stationed at the front desk and that person collected all items that parents were bringing into the building; they signed everyone in and out; this arrangement was working out wonderfully until things changed. Ms. Cuccinello said that she did not understand why the district would want parents or visitors to come into the main office. She said that all visitors should be stopped at the front door. Ms. Cuccinello said that she felt uncomfortable with this situation as she was not a security officer; she said that she has had arguments with parents about providing identification. She felt that security matters should be handled by security officers and not secretaries.

Mr. Zurka said that he was a teacher at Jefferson School and he did protect his children every day. He said that he wanted to speak to the Board as a parent of a student who attends Union High School. Mr. Zurka said that he protected other people's children every day but he could not be at the high school to protect his child from the events that are occurring at Union High School. He said that each school needs a security officer asking parents for identification, etc. but who will stop students from coming into buildings with things that they should not be coming to school with. Mr. Zurka said that he was appealing to the "parents" in all of the Board members as a parent himself. He said that he worried about his daughter everyday just getting behind the wheel of a car to come to school but when he now has to worry about her safety in a classroom, that is quite disturbing to him. Mr. Zurka said that his entire family attended Union High School and he chose to send his daughter to Union High School knowing that it is a great school district. He said that he has been working in the district for more than 30 years but he was afraid everyday because of what was going on at the high school.

Ms. Lipstein said that she wanted to publically thank Mr. Wiggins and his staff, especially Mr. Tavaris, for the installation of additional bricks and a bench on the Walkway of Honor. She said that the Foundation is continuing to sell bricks for the walkway.

Ms. Lipstein said that at last month's meeting Mr. Perkins asked her about the garden at Connecticut Farms School. She said that the Foundation, which established the garden originally met with Mr. Pardo, Mrs. Moses and the PTA President and the garden will be revitalized. Ms. Lipstein said that Mr. Pardo has developed a plan. She said that the original garden provided for beds and a specific curriculum for each grade level but with everything that the teachers need to cover in the classroom, do not have time to go outside to the garden area. Ms. Lipstein said that the garden will be a little simpler design and it will be an "all school" garden. She said that the PTA will be helping out with this project by providing some funding and City Green which is the group that first developed the garden, will be following up with the garden, providing seeds and information and support. Ms. Lipstein said that she has also spoken to Ms. Regal at Hannah Caldwell regarding their garden and they have received funding from their PTA to continue this project.

Ms. Lipstein said that she also wanted to speak about the 1.5 hours per week for the library supervisors. She said that this indicates a larger problem than just staffing the high school library for two afternoons per week with an uncertified librarian. Ms. Lipstein felt that the district had a shortage of library staff and she felt that this needed to be addressed. She said that over the years there has been attrition in the number of professional librarians in the district and that is why the district is having to support people at the high school but also pull people from the elementary schools to cover at Jefferson School. Ms. Lipstein said that the library is very well used and it is a great place for students to learn how to do research. She said that she wanted to see that the libraries throughout the district were up to speed.

Ms. Lipstein said that tomorrow the public will be invited to purchase tickets for the "Union's Got Talent" show, which will be held at Union High School on December 14<sup>th</sup>. She said that anyone who is interested can access the UHSPAC website to purchase tickets and choose seats. Ms. Lipstein said that auditions for this show will take place this Saturday, November 23<sup>rd</sup> starting at 10 a.m.; the rules and regulations are also on the website.

Ms. Lipstein said that as far as the security issue goes. She did listen to what Ms. Boris had to say and she knows how hard Ms. Boris works. Ms. Lipstein said that Ms. Boris' and Ms. Cuccinello's skills should be utilized in the areas where they can best contribute.

Ms. Sharp said that with regard to the Corrective Action Plan that will be discussed in Executive Session she remembers there being a sixty day limit as to when the Action Plan would be put into effect. She said that she believed it is past or very close to the sixty days. Dr. Martin said that the breach happened on September 13<sup>th</sup>. Ms. Sharp said that she would appreciate this matter being

handled in a speedy manner. She said that part of the agreement was also that a professional development was to be part of the plan. Ms. Sharp wanted to know if this element is included in the plan which will be discussed later this evening. Dr. Martin said that he would make sure that it was discussed. Mr. Perkins said that it would be discussed.

Mr. Selby said that he was a long time Union resident. He said that he was glad to see that the conversation regarding security has come up. Mr. Selby said that he was a retired fire captain. He said that he has had anti-terrorism training and he was very happy that the Township was moving forward on this issue.

Ms. Santana said that the event which occurred in Sandy Hook in Connecticut revolutionized what a small town community needs to do to defend their community. She said that the district needs security in its schools. Ms. Santana said that her children attend Washington Elementary School and there are "greeters" at the door at that school and she did not feel that this was enough. She said that the district needs to either train the "greeters" to know what to do in case an emergency does happen. Ms. Santana said that in the middle and high schools she was disgusted to imagine that a teacher, during their down time during the day, would be required to "greet" visitors to the school at the doorway. She said that she wanted to have this situation corrected. Ms. Santana said that she received an e-mail from Mr. Capodice to come to this meeting to voice her opinion on this subject. She said that the district's children need to be protected by their teachers, of course, but before that the teachers, the administrators and the district needs to be protected. Ms. Santana said that she needed answers to this situation.

#### MOTION FOR EXECUTIVE SESSION

Moved by Mr. Layden, seconded by Mr. Galante that the Board go into Executive Session to discuss personnel matters 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. Arminio, Dr. Francis, Mrs. Gaglione, Mr. Galante, Mr. Layden, Mr. Nufrio and Mr. Perkins
NAY:	None
ABSTAIN:	None

MOTION WAS CARRIED

THE BOARD RETURNED TO PUBLIC SESSION

MOTION TO ADJOURN

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

AYE: Mr. Arminio, Dr. Francis, Mrs. Gaglione, Mr. Galante, Mr. Layden, Mr. Nufrio and Mr. Perkins

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

Respectfully submitted

JAMES J. DAMATO  
BOARD SECRETARY