

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 Tuesday, August 18, 2015 at 7:00 p.m. at James Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey pursuant to notice sent to each member.

PRESENT AT ROLL CALL:

Mr. David Arminio, Dr. Guy Francis, Mr. Thomas Layden, Mr. Ronnie McDowell, Mr. Jeffrey Monge and Mrs. Nancy Zuena

ABSENT AT ROLL CALL:

Ms. Lois Jackson, Mr. Vito Nufrio, Mr. Angel Salcedo

ADMINISTRATORS PRESENT:

Mr. Gregory Tatum, Dr. Noreen Lishak, Mr. Manuel E. Vieira, Mr. James Damato

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

Dr. Francis 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 Board Secretary.

COMMENTS FROM PUBLIC:

Mrs. Lipstein stated I have a question on E-5 – can you give me the amount of money that we are spending on children to go to charter schools. Mr. Vieira stated each charter school has a different tuition but the average is about \$15,000 per charter school. Mrs. Lipstein asked how many students are going? Mr. Vieira stated about 17. Mrs. Lipstein asked can we find out why they are going to charter schools? Mr. Vieira stated that the E-5 attached has the number of students – which is 16 and then the tuition. Women from the public stated those children that go to charter schools, do they have to go through the requirements of re-registration if they are in the grade levels that our students have to be registered at? Mr. Tatum stated at any time that a student goes to a charter school, they are transferring their tuitions from the District to that respective school, so as long as they are enrolled in the District they have to comply with the same regulations as everybody else. There is a process for them to attend a charter school.

Mr. Arminio stated that we are going to go a little out of order and have two presentations at the beginning of the meeting. The first will be the traffic engineer, Scott Kennell, who will give us an update on Hannah Caldwell and the traffic situation at Hannah (in accordance with the information appended to the minutes).

Mr. Kennell stated good evening, Mr. Damato brought me in a couple of months ago to review the Hannah Caldwell traffic and pedestrian issues – this is my second visit, I was with another firm and generated a report back in 2003 so I have had some history with this school as it was initially opened up in early 2000's and dealing with issues as far as Hendricks Drive and

things of that nature. I was brought on board because there were a number of safety issues that you would like to address. The one thing that I did notice during my initial investigation is the changing in our times and such is the case with the elementary school where when I did the 2002-2003 study there was approximately 10 school buses that were bringing students to the school. Whereas now there are four school buses; so as a result there are more parents driving, more people walking and that creates more issues that you are trying to develop a program to manage it as best as we can. What is in this hand out is a memorandum that was prepared after many observations and meetings with the school principal, Jim and other personnel and it is a three page memo. There is a number of recommendations – I have nine short-term, three long-term; there is a key map to be the fourth sheet that keys in the recommendations to the specific area of the school property and the last page is a sketch which I will discuss in more detail in the short-term.

If you go to the memo, we will discuss the short-term proposals which are recommendations that could be implemented in short order; minimal costs or operational type of implementations. Whereas the long-term items are – we will need a greater lead time, we will need input from the Township of Committee, the Police Department and the coordination of such would change the busing and student drop off at the school and obviously given where we are only a couple of weeks away, that is not enough time to pull all of this together but it is something to plant the seed and give it consideration and try to find out how the Board and the committee feel if they are appropriate, then it gives us more time to implement those strategies.

As far as the short-term, the first item that is referenced in my memo deals with the pre-school parking lot on the north side of the building where there is currently 14 parking spaces, with the sketch I provided as the last sheet of the memo, it increases the number of parking spaces to 23 as well as modify the circulation pattern for that lot. Currently the access out to Hendricks is wide enough to accommodate two-way traffic; whereas the narrow drive that goes out to Commerce is only set up for one-way flow or one vehicle. I provided a second plan that would demonstrate a one-way traffic flow, one that would minimize interactions within that parking lot, yield a greater number of parking spaces and again it facilitates some smaller buses to drop off students, in my opinion would facilitate that in a more efficient manner.

When we go to the second item, it relates to item number one, where I have observed first hand and was advised that during the morning, when students are arriving and when students departing, there is a lot of activity in the courtyard area and the service area adjacent to the Board of Ed's supply building and there have been issues which have created unsafe conditions, parents who have driven their child all the way up to the playground area and the recommendation is to basically for a designated period – establish that as a frozen zone where there are no cars allowed in that area and when we came up with that idea, there was indication that you had rec departments who park up all the way toward the playground that with the additional parking spaces we are able to gain in the pre-school lot, we can have the rec personnel park in that lot and therefore free that up and minimize if not otherwise eliminate all vehicle activity during the morning and afternoon start and end times.

It was also suggested that in order to enforce that we would install a gate so then again it is prohibited from gaining access from beyond the school bus drop off area and that supply

building. That may take some time to put in place, but on a short-term basis, you can go with temporary gates that can be used on a day-to-day basis until a more permanent structure is put in place. That also then would have a gate that would provide a 5-6 foot wide pedestrian opening closest to the school to create a designated walk area along the west side of the school building where there is an overhang and to better define the travel path between the parking lot and the back where the playground is. Again that is a fairly low cost item it is really just striping but again instead of having a free-fall back there – better define that and organize it a little better as students and parents traversed along that side of the building.

Item No. 4 was discussed and this relates to Commerce Avenue – right now the parking is limited on the east side of Commerce Avenue – it is two-hour parking. A lot of it was as a result of issues raised by business owners on Commerce between Morris Avenue and the school and providing them on-street for their customers or employees, mainly their customers. Based upon my observations, I very rarely saw cars parked directly in front of the school by Kent Road so it is thought that we can designate five or six parking spaces in that area for administration staff or school staff from 7:00 a.m. to 3:00 p.m. thereby freeing up some more spaces in the larger lot that is to serve visitors, remaining staff and as well as parents dropping off and picking up their children.

Item No. 5 and again this is another recommendation to better manage pedestrian activity in the area – is installing a four-foot high fence along Hendricks basically starting with the Board of Ed warehouse and extending north toward the rec center building or direct area. A couple of things, it manages the pedestrian traffic from Hendricks onto the school yard and that service area, it keeps students away from the Board of Ed storage building and other activities that are going on there and we would also recommend that we have a fence, and with that fence an opening closest to the rec center, to direct pedestrians into the playground area and again what that does too, to a certain extent, it consolidates where people are crossing Hendricks. I saw it myself and I am sure you noticed on a regular basis, during the afternoon period, there is a lot of pedestrian activity crossing Hendricks and it is a kind of free for all – there is no really designated crosswalk area along that section. I was advised that the installation of a fence, the construction of a sidewalk between Hendricks Drive and the playground area it would cost over \$13,000; that was information provided by the Mr. Wiggins.

Item No. 7, this is an enforcement issue and it deals with Hendricks Drive at the school parking lot where we have a gate that is closed during school hours but there have been issues with vehicles going around the gate to get from Hendricks Drive to the parking lot and something that would be aesthetically pleasing would be planting of a few shrubs to discourage – if someone wants to get from one end to the other regardless if there are shrubs there or not but again that is another means to create a barrier that is more aesthetically pleasing.

Item No. 8 deals with traffic directors or monitors in the main parking lot and again this is to create more organization and just control within that parking lot – we do have substantial pedestrian movement from the parking lot across the drive isle and where the school bus drop off area so just having the presence of someone out there that has some authority should help make that area more civilized or operate more efficiently.

The last of the short-term proposals – there are 16 parking spaces in the main lot that are opposite the handicap parking stalls and again it shown on the sketch sheet I provided and the thought process there is – it is designated for employees – that means low turnover, not parent usage where you have higher turnover for vehicles moving, pedestrians, in my opinion it will create a safer condition. This was a recommendation from the earlier proposal back in 2003. I understand that some of the staff and teachers are not really in favor of that because the students walk between the cars and some rather not park their vehicles there because of backpacks and other things of that nature scratching the vehicles. I am looking at it with the perspective of trying to have a more efficient traffic condition there and not having cars in and out and competing with pedestrians as well as the movement of traffic between Hendricks Drive and Commerce Avenue.

Let me stop here – does anyone have any questions on the short-term proposals before I move onto the long-term proposals? Mr. Monge stated as far as the recommendations on S-2 and S-3, I remember when my son was there, we actually had people driving up and trying to make a u-turn and then come back down, so the idea is to make a dead zone – obviously throughout the school times and beyond? Mr. Kennell stated again you can modify the time frames – I have suggested 7:15 to 8:45 a.m., I know the early drop offs start at 7:30 a.m. as I understand it and then in the afternoon from 2:30 to 3:30 p.m. Obviously those times can be adjusted. Mr. Monge stated I think that is a good idea and a lot of sense. How about instead of creating a fence, they have a chain – I'm assuming that is potentially a cheaper option? Mr. Kennell stated you can use a chain or you can use a swing gate too; that is something that can be explored. Obviously you want something that is going to enforce the conditions but will have longevity to its use and usually something of a swing gate nature is in my experience more effective. Mr. Monge stated I know on number six you have an idea of cost – do you have cost for the other ideas? Mr. Kennell stated I do not have costs. Again the cost on number six was provided by Mr. Wiggins.

Mr. Damato stated that we do striping in-house so it wouldn't be significant cost associated with that and a lot of this is striping and signage. Mr. Monge stated it is not repaving per se. Mr. Damato stated there is no repaving – there is an area that talks about planting shrubs to stop people from driving over a grass island but I also thought the idea of some kind of large rocks. There is cost associated with all of these things but all told I don't think we will be over \$20-25,000. Mr. Arminio stated I suggest that Board members and Central Office staff have any concerns we can put this on the agenda for the planning session and institute as many as we can in the short amount of time we have and we can even discuss the long-term item recommendations.

Mr. Damato stated one of the things we talked about during the whole course of all these meetings and Mrs. House is here tonight from Hannah Caldwell School as Cathy DiGiovanni's representative and she was also involved in the meeting. We really wanted to get a better system of parent drop-offs, that is really one of our main objectives; but as Mr. Kennell will tell you, it is very difficult to implement but again that is one of the long-term objectives and we are going to eventually try to move toward that because there is a lot of traffic and a lot of people want to park their cars and walk their children all the way to the classroom door. It would be nice if we could change that mindset so that people will be able to pull up where the buses pull up and drop

their children off. Mrs. Zuena stated on a daily basis, not just on bad weather days, every day. Mr. Damato stated have them escorted. We all thought for sheer flow of everything – traffic conflicts and discussions with Scott we thought it the best of all worlds but trying to accomplish it is a little more tricky.

Mr. Tatum stated one of the things I think at being at that school from morning til afternoon – that the idea of blocking off an area that leads into the recreation department would actually facilitate the idea for student dropoff situation because what you have there would be a flow of traffic coming in and going straight out and I think that Hendrick Drive will be a turn, a right turn, if I'm not mistaken. Mr. Kennell stated right now it is two-way and we are kind of working into a long-term where we will suggest it to be one way to help facilitate exactly what you are suggesting.

Mr. Tatum stated I know that we have talked about it in prior years but if you are talking about a student dropoff system that will flow, it is a feasible idea. But having that area open, even though I know it is blocked off in the morning with barricades, there is always that effort for someone to try to get through there anyway. But once it is blocked off through fencing or whatever gates, I think that is a feasible plan. Mr. Kennell stated that is one of the other recommendations as far as parking lot monitors or whatever else to insure that someone doesn't try to sneak down there and to enforce that frozen area.

Mr. Damato stated under that proposal we need to have a couple more bus monitors, building monitors – they are really monitoring the flow of people in and out; that would help out tremendously to implement that proposal. Mr. Monge stated just like Mr. Arminio said if we are going to look at this as a menu, maybe we rank what we think are the most effective recommendations because if you select half of them, we want to select the right half.

Mr. Kennell stated depending on the resources, it is an issue of phasing it and that is more of a management issue. I can give my recommendations but then again from your end of it, the management prospective of how they can be put in place or commence, for example, the parking lot monitors or traffic directors. Mr. Damato stated there are some interplay between all of these options too; at least one through nine. Ideally we all thought that everyone on the committee, Captain Tyms is not here tonight, he was unable to attend, we all thought that they all should be implemented if possible and then the system of traffic movement at Hannah Caldwell would be vastly improved. I don't think we really looked at it as a menu of options.

Mr. Kennell stated I didn't list them in priority either. Mr. Damato stated you can certainly look at them that way and pick and choose but I think a lot of these are independent upon the others. For example, I don't know if I would ever want to take out the traffic monitors or the striping, the fence really directs the flow of students into Hannah Caldwell and it is sort of an integral part of all of this. Mr. Monge asked do the traffic monitors exist now at some level? Mr. Damato stated they were for years but I don't know what happens day-to-day. Maybe Ms. House can tell us. There use to be parent volunteers that stood there where it says S8 on the map. Ms. House stated I often hear from the PTA and she has some experience too in being in the parking lot and there is not. Mrs. Zuena stated we use to have to deal with this with the handicap spot; that parking lot is bad. Ms. House stated we use to have Mr. Levitts with his

safety vest, but Tony put a stop to it because they were not trained properly and if something happened to them there would be a lawsuit against the District and he didn't want to take that chance and he asked if he could step back and not do it anymore and that was about six years ago.

Mr. Arminio stated I think that all of the items are important and we need to put all of them into affect and maybe we can discuss this on the 20<sup>th</sup> and what order to phase them in. List them in priority and get them all done. Mr. Monge stated every school is a culture of parents to get their kids in there as quickly as possible so that they can go about their business. Mr. Damato stated if you want to discuss this at a future meeting, I think we should have Captain Tyms here from UPD because he will give you the police department's take on it. Scott is obviously an expert in traffic and how traffic moves and he assisted us greatly when we did the original site plan for Hannah Caldwell to make that kind of flow but I think it would be valuable for this Board to hear from Captain Tyms about this plan and what he thinks we should do with the six options.

Mr. Layden asked what is the feasibility of having this plan in place for the start of the school year? Mr. Damato stated I know Mr. Wiggins is totally stretched thin right now. Mr. Layden stated it is three weeks away. Mr. Damato stated trying to get as many things done as possible at this time of the year is sort of like Mr. Tatum trying to make his last few hires before school starts. We are under the gun now and there needs to be quite a bit of work in terms of fencing and striping and things like that. In two weeks, I don't think so. Mr. Monge stated how about S1 and S2 – you can have a temporary barrier, I think that would be a good idea. Mr. Damato stated you are absolutely right, we can do that. Mr. Wiggins stated we do have temporary barriers there already.

Mr. Kennell stated item two is the number one priority. Mr. Damato stated as far as the enforcement of parking and changing the hours of parking on Hendricks Drive, that requires a municipal ordinance – at a minimum that will take two months just for two public hearings; so you are looking at two and a half months to three months before that would be changed with the ordinance and proper signage.

Mrs. Zuena asked have we ever asked for another crossing guard; could we possibly get a crossing guard from the Town to be in that parking lot? Mr. Damato stated that we have asked on occasion for additional crossing guards at various locations and if it is a real serious situation, we get a crossing guard; but it is a budgetary thing. We can ask. Mrs. Zuena stated they are saying that they wouldn't allow untrained people to be in the parking lot directing traffic. Mr. Damato stated interestingly crossing guards are not allowed to direct traffic; so if you looked at the statute, you would find out that crossing guards can stop traffic and let it go but they are not allowed to direct traffic like a police officer would direct traffic. There have been cases on that so the police department instructs their crossing guards not to do that – you see people doing it all the time. Mr. Tatum stated I'm glad you brought that up because I have seen a number of them directing traffic. Mr. McDowell asked are we considering S1 – parent drop off also or just additional parking spots? I'm thinking that might be helpful especially if Hendricks in the long term is going to be a one way so the parents can come in and make that left turn and then drop their kids off and then parents coming in from Commerce into the parking lot and they too can

drop their kids off there. Mr. Kennell stated that the issue there is as I understand it is getting the children to the playground area that is a logistical problem. Mr. Damato stated some of the impedes behind S1 was to move the rec department employees out of the culldysack area and into an area where they wouldn't have any pedestrian conflict so the children use that area to come in from the parking lot and there is a lot of pedestrian traffic in that area in the morning in S1. Our thought was to take the cars out of there, whatever cars are there, school administration, custodians and people from rec department – we should not have any parking in there and that is what the traffic engineers are recommending. No one parks there; it is a frozen zone – just pedestrians. It is a big change and an education for the staff and everyone but if we move them right over to the side of that building, it is really not a big change for anybody you still have a parking spot right next to the building. It wouldn't be much of an inconvenience – I don't know if anyone would be upset about it.

Mr. Kennell stated with respect to the long-range and we kind of touched on it already, this is in an effort to ultimately reduce the number of pedestrian activity in the main parking lots as they are working their way towards the playground area, would be to relocate the bus drop off and as I mentioned, there are only four buses, and that can be accommodated on Hendricks Drive and convert that to a parent drop off area. There you are going to need some people to monitor the drop off activity because as I see it, you will have five or six cars of parents releasing their children and walk up and move the next five or six cars through that area. With that, it is suggested that Henricks Drive become one way north bound towards Vauxhall Road because you will have the bus lane and then you would have passenger vehicles that could bypass the buses and having the bus there and the one-way flow is the most appropriate given the width of that roadway. I know it is used as two ways, there are parents that park on both sides of the road to pick-up and drop off their children, they also come down Hendricks almost right by the parking lot and do a k-turn right there and head back; so the one thing you need to realize is that making that one way, that may increase usage of people trying to use the pre-school lot as a cut through or dropping their children off right there and have them walk over to the playground area. You are going to, in all likelihood, increase the amount of people coming in through Commerce. The one benefit of having Hendricks two way is you have less cars coming in and out of Commerce Avenue so it distributes the traffic but it creates other issues. In overall things you have to weigh, one has another impact on something else. There is no simple solution but all you can do is try to manage it the best you can given where you want the parents to drop off the children and the traffic flow area and that requires Township Committee approval so that is a longer process, it is an educational process for the parents so given the time that it will take one to have an endorsement to do this and pass an ordinance, you can be close to November/December and then there is the educational period for the parents to understand the change and operation of moving the buses to Hendricks and have the parents pick-up and drop off at the south side of the building.

Mr. Arminio stated a lot to think about and a lot to discuss but for tonight we have another special presentation Jessica Gaeta and this is about Relay for Life. Presentation by American Cancer Society – Relay for Life, in accordance with the information appended to the minutes.

Ms. Gaeta stated I just want to say thank you very much for having me in tonight and letting me make a presentation about Relay for Life. I am Jessica Gaeta and I am the Senior Manager of Relay for Life at the American Cancer Society. I oversee our Relay for Life program in Union and actually two community members and educators came to the American Cancer Society with the idea of hosting a Relay for Life in Union and at the high school itself. So I would like to give a little presentation of what that is and answer any questions that you might have and hopefully get your support as part of the community to work with us in this event. Relay for Life is a fundraising and awareness event for the American Cancer Society. It is startling how many people are affected by this disease and all of us either know someone or have been affected themselves by this disease. Relay for Life really allows people to celebrate their survivorship, remember anyone that you have lost to cancer and take a stance to fight back against the disease. Relay for Life is more of an experience than an event and you need to be there and see it to understand it.

Ms. Gaeta stated Relay for Life has three key components to it. The first is the opening and survivor ceremony – so we invite all cancer survivors whether you have been cancer free a day, going through treatment or cancer free for 50 years – we invite you to come out and we have a special VIP experience for them where we give them free food, just really support them in their survivorship and they actually kick off the event in the opening lap and we also honor caregivers – anyone who is taking care of somebody who has been affected by cancer – they actually take the second lap around the track with us and then we also have a luminary ceremony – so if you look in your folder, I gave you a sample luminary bag. This bag is a symbol of people who have been affected by cancer so people can actually dedicate a bag to someone that they honor or in memory of someone they lost to cancer and as the sun sets we light these bags with candles inside of them and we put them along the track and we have a silent lap in memory of anyone we lost to cancer, it is really powerful. If you look on this sheet there is actually a picture of that just to give you an idea of what it looks like – so it is really beautiful. The last piece is the fight back ceremony – this is where we really want to educate people about the mission of the American Cancer Society and how to prevent themselves from getting cancer or what to do if you have been diagnosed with cancer. Those are the three main components for Relay for Life. What we are actually doing on June 11<sup>th</sup>, we have gotten permission to host a Relay for Life at Union High School so there are multiple ways you can get involved.

The first is that we are always looking for people to join our planning committee so we actually have volunteers that work with the American Cancer Society that actually plan this event and make it happen and so in your packet there is information about what it means to be on the planning committee. The second is to start a team, the idea of this event is that you form a team with family, friends, co-workers, whoever is in your circle of influence and take to the track and just follow the Relay for Life because you take turns walking the track throughout the 12-hour event. The Relay for Life is a little different – it is not your traditional walk, it actually goes for 12 hours and so each person takes a turn walking the track throughout the entire 12 hours; that is symbolic of the journey that a cancer patient goes through and the trials and tribulations of enduring that. You can always start your team with family and friends and fundraise money if you are interested in helping us that way and you can also be a sponsor of the event – so we are asking local people, businesses to sponsor us and help raise more money for the American Cancer Society.



One thing I like to touch upon is a little bit about where this money goes – so it is a fundraising event and all the money goes to the American Cancer Society in four different ways - research, education, advocacy and our programs and services. One thing that we provide for the community is our program and services and we offer free wigs to anybody who can't afford their own wigs while they are undergoing treatment. We do actually provide what we call "road to recovery" – we provide free transportation to and from hospitals for people who can't get there themselves and if they have to do treatment four or five times per week, it could be a burden to families so we can actually provide free rides to treatment. We do research – the American Cancer Society is only second to the government in the amount of research that they fund – so we give the most money to cancer research. Last piece is education and we really try to educate the community, specifically about cancers that we know are preventable and early detection so that we can stop more cancers before they start. That is a little bit about our program and we ask that you just save the date, which is June 11, 2016 and the rain date will be June 18, 2016 and we are still working out some of the logistics but we just wanted to invite everybody to come celebrate, remember and fight back against cancer.

Mr. Arminio stated that I am all for it and I already have a team plan, the Board of Education members and Central Staff will be a team if they so choose to join. I know Kean University does one, will that overlap or impact on ours, when do they do theirs and if it is within two or three months of theirs will that be an impact on how many people we would get to come and participate in our function. Ms. Gaeta stated it actually doesn't – we have three different models for relay events. We have college model, high school model and community model. The Kean University model, they actually just recruit within their college campus so they are really just looking towards their professionals, students and faculty; whereas, as a community, Union would try to engage high school and local civic organizations, businesses and things like that – and theirs is in April. Mr. Tatum stated I know that there has been some planning going on for this event, Ms. Petricco has come in and sat with me about feasibility of dates as well as with the Mayor so this is a joint venture between the school district and the Township so I guess we will follow the community model and certainly we look forward to it being a big event for the District and the community and I think that we will have time to iron out the logistics of things and the most important was to making sure there is the availability of the field and the rain date, which we have, and I know there is another component with the Mayor. I think it is something feasible and I recommend that we move forward with this.

Ms Gaeta stated just to add to that, I know there were some logistic questions which are often brought up, we do provide a certificate of insurance, we do provide tents, outdoor bathrooms and different needs so that it is not an unnecessary burden on the school that is hosting us.

Mrs. Zuena asked what are the hours of this? Ms. Gaeta stated it is typically overnight, but the volunteers thought it would not be as effective if we did it overnight for the first year; so we are looking to do it approximately noon to midnight.

Ms. Petricco from audience stated that our goal is \$100,000 and we have several major businesses in Union that are already eagerly supporting us. This is going to be a Town team

effort. I think it will be a wonderful event to bring the school, businesses and families together and support a common goal.

Ms. Gaeta stated especially tailoring it towards schools, it is a great leadership opportunity for students. We have a lot of students that will join our planning committee and that is really well respected on college resumes and different things like that and it is really an incredible community bonding event and we have people that come to this event year after year and it is just a great way to create a support for the people in the community that are affected by cancer and it provides a lot of necessary services through the American Cancer Society. Thank you for having me.

**APPROVAL OF MINUTES:**

Moved by Mrs. Zuena, seconded by Dr. Francis that the Special Meeting minutes and Executive Session minutes of July 9, 2015 were approved.

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

NAY: None

ABSTAIN: None

**MOTION CARRIED**

**COMMUNICATIONS:**

**LETTER OF RESIGNATION – FERNANDES**

Letter of resignation from Christina Fernandes, paraprofessional at Hannah Caldwell Elementary School, effective July 13, 2015.

**LETTER OF RESIGNATION – LANNING**

Letter of resignation from Ashley Lanning, instructional paraprofessional at Burnet Middle School, effective August 3, 2015.

**REQUEST FOR EXTENSION OF MATERNITY LEAVE – O’HOLLA**

Request for extension of maternity leave from Laura O’Holla, 5<sup>th</sup> grade teacher at Jefferson School (original return date of June 23, 2015) updated to September 1, 2015 to February 1, 2016, using unpaid family leave.

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

Request for maternity and unpaid family leave from Francesca Minnoia, resource program in-class teacher at Jefferson School, effective November 16, 2015 and with a return date of January 25, 2016.

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

Request for maternity and unpaid family leave from Cara Moore, teacher at Livingston School, effective September 2, 2015 through October 31, 2015.

**CORRECTION TO RETURN DATE – CANNON**

Correction to return date with respect to request for maternity and unpaid family leave from Colleen Cannon, Art teacher at Battle Hill and Livingston Elementary Schools – corrected return date is September 2016.

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

Request for maternity and unpaid family leave from Amanda Havyar, third grade teacher at Hannah Caldwell Elementary School, effective October 19, 2015 with a return date of March 17, 2016.

**REQUEST FOR UNPAID FAMILY LEAVE – THOMAS**

Request for unpaid family leave from Arthur Thomas, custodian at Burnet Middle School, effective May 15, 2015 with a return date of August 24, 2015.

**LETTER OF RESIGNATION – MATANO**

Letter of resignation from Nicole Matano, leave replacement school psychologist position at Battle Hill Elementary School, effective immediately.

**REQUEST FOR SICK, MATERNITY AND UNPAID FAMILY LEAVE – BENINATO HOUSE**

Request for sick, maternity and unpaid family leave from Danielle Beninato House, kindergarten teacher at Hannah Caldwell, effective October 13, 2015 and with a tentative return date of February 10, 2016.

**REQUEST FOR SICK LEAVE – LOZITO**

Request for sick leave from Linda Lozito, 12-month secretary at Hannah Caldwell, effective August 13, 2015 with a tentative return date of October 1, 2015.

**LETTER OF RESIGNATION – CAGAN**

Letter of resignation from Lucia Cagan, teacher of German at Union High School, effective August 17, 2015 if a replacement can be found but not later than October 17, 2015 if the position is not filled by then.

**LETTER OF RESIGNATION – HAIMER**

Letter of resignation from Ryan Haimer, declining the third grade leave replacement (Step 1) position at Washington School.

Mr. Tatum stated that we just received a resignation letter and there has been a person already hired to replace this person; however, the actual acceptance of the resignation is under P-2 tonight so that all this is being done on the same day; but normally we would have to post it and interview. On P-13, this person was hired on the 11<sup>th</sup> to go to Washington School for a leave replacement; that person also sent in a letter of resignation today; however, we did have a person that was interviewed this afternoon as a backup – one of our classroom assistants, who will be assuming leave replacement for this person effective September 1<sup>st</sup>. Mr. Arminio asked are we going to vote on that? Mr. Tatum stated it will be voted on tonight. Mrs. Zuena stated do you

have the addition of who that person is? Mr. Damato stated Theresa McDonough under P-1 for the gentlemen in Communication Item No. 13 letter of resignation.

#### EDUCATION/STUDENT DISCIPLINE COMMITTEE RESOLUTIONS:

Moved by Mr. McDowell, seconded by Mrs. Zuena that the following resolutions be adopted:

#### E-1. AMEND 2015-2016 OUT-OF-DISTRICT ATYPICAL STUDENT PLACEMENT AND TUTION LIST

That the Board approve to amend the 2015-2016 out-of-district atypical student placement list and students exited from out-of-district placement, in accordance with the information appended to the non-public minutes.

#### E-2. APPROVE APPLICATION FOR INSTALLATION/USE DISTRICT IPADS

That Board approve the applications for installation and use on District IPADS by students and staff, at no charge to the District, in accordance with the information appended to the minutes.

#### E-3. APPROVE RUBRIC

That the Board approve the following: (a) Teachscape rubric for teachers and certified staff and (b) strong administrator rubric, in accordance with the information appended to the minutes.

#### E-4. APPROVE REIMBURSEMENT TO PARENT FOR TRANSPORTATION

That the Board approve reimbursement to parent for transportation of students as follows: to and from (a) Battle Hill School for 2015 Extended Summer Program (ESY) from July 1 through July 31, 2015 at a rate of \$0.56 per mile; (b) Connecticut Farms School for the 2015-2016 school year at a rate of \$0.56 per mile, (c) Gateway School, Carteret, New Jersey for 2015 Extended Summer Program from July 1 through July 31, 2015 at a rate of \$23.00 per day, (d) Gateway School, Carteret, New Jersey for the 2015-2016 school year at a rate of \$23.00 per day, in accordance with the information appended to the non-public minutes.

#### E-5. APPROVE LIST OF STUDENTS ATTENDING CHARTER SCHOOLS

That the Board approve the list of students attending the following charter schools (a) Great Oaks Charter School, (b) Beloved Community Charter School, (c) Phillips Academy Charter School, (d) Link Community Charter School, (e) East Orange Community Charter School, (f) Team Academy Charter School, (g) Union county Teams Charter School, in accordance with the information appended to the non-public minutes.

#### E-6. APPROVE STUDENT'S ATTENDING GREEN BROOK ACADEMY

That the Board, in accordance with N.J.A.C. 6A:23A-18.5 approve the District's students attending Green Brook Academy, Green Brook, New Jersey, be provided meals at no charge and in accordance with N.J.A.C. 6A:23-4.5(a)20 authorizes Green Brook Academy to include costs of meals provided with the annual tuition rate charged for 2015-2016 Fiscal Year, in accordance with the information appended to the minutes.

**E-7. APPROVE CURRICULUM GUIDES**

That the Board approve the following curriculum guides, in accordance with the information appended to the minutes: (a) General Art 6-8 Curriculum Guide 2015 (Curriculum Guide Approved June 2015), (b) Academic Area Curriculum Guide 2015, (c) Anti-Bullying Program (September Lesson Plan and February Lesson Plan).

Mr. Arminio asked if anyone had any questions. Mr Monge asked on E-5, what is the process of one being able to go to charter school and getting the District to pay for it? Mr. Tatum stated if a person elects to go to a charter school, they first have to come back with documentation that supports their going somewhere that is a bonafide State certified charter school. They are able to transfer out but they have to do business with the business office in terms of the tuition being able to follow that student to that location and they are under the guidelines of the State of New Jersey and therefore as long as they are in a situation where they are accredited then we can do business with them.

Mr. Vieira stated the State of New Jersey notifies us what the tuition is for that charter school. Mr. Monge stated so if 100 students come and say they want to go to the best private school in New Jersey, o.k. and it is \$20,000 and you can leave here and go to Cranford for \$10,000; but if they want to go to this particular charter school, what are the treshold requirements, what are the guidelines for it. You can't just leave and they pay. Mr. Vieira stated you do have a choice to go to a charter school in New Jersey. Mr. Monge stated I would assume that there is a correlation between the course of paying for a student in this District and what you pay toward a charter school – if it costs \$10,000 to educate a child here, you can't or you shouldn't give \$15,000 to that parent to educate their child. Mr. Vieira stated the law allows that. Mr. Damato stated and that doesn't include transportation. Mr. Monge stated I'm assuming, if you have 200 people, your system will end up breaking down. Mr. Vieira stated it is an issue. Mr. Tatum stated what happens with charter schools, many school districts resist charter schools being built in their communities for that very reason because it could be extremely costly to a school district. However, I have found in my years in this office, on extreme cases, parents will request to go to a charter school. I haven't seen those massive numbers that you are referring to – I can say this, it is not a kept secret that the charter schools are available. We had one in Maplewood, between Millburn, Maplewood and Union and what happened was a number of those communities were holding joint meetings to prevent just what you are saying, having it in that area, but by the same token once it is established, there are few charter schools in Plainfield and I know they attend some of the same county roundtables that all the Union County Superintendent attends, again they are under the same guidance as we are. It is the State aide portion that they can actually funnel in – whatever that portion that is for students.

Mr. Monge stated this is something that I think is a small number now, but there is obviously a correlation between low-income communities and a performing school system and the number of charter schools that go in there. There are a ton of charter schools in Newark and still coming. Mr. Tatum stated they are designed as charter schools but are regular public schools. Mr. Monge stated the point is a lot of times you don't see a lot of charter schools in high performing districts and higher income communities because usually there is a correlation between the school system. That is something we need to continue to step up our game so that it

would never be a threat. Why would someone want to take their kid out of the District. It is something that, I don't know if those numbers have gone up, obviously it is not a big thing here in Union – but it is a big thing in Newark and the Bronx and things like that. Mr. Vieira stated it is a small number but the trend is to increase – we use to have two students, four students. Mr. Monge stated we should be mindful of that.

Dr. Francis asked if tuition at a charter school is \$18,000 do we pay the whole \$18,000? Mr. Vieira stated yes and transportation. Dr. Francis stated it would make more sense that they would take the tuition of what it is costing us with them – that would make more sense. I know it is the State but it would make more sense. Whoever designed this in the State would have to realize that. Mr. Arminio stated then you go to Trenton and make them change the law. Mr. Monge stated please send me an email so I can understand it a little better because if I want to go to a charter school in south Jersey and it is costing \$30,000, why can't they go to a charter school in Newark, because it is a great charter school, but it is going to cost less. Mr. Tatum stated I am going to go out on a limb here, this is consistent with choice schools which is another option that parents have – there is a 20-mile radius for transportation for choice schools, I don't know if that applies to charter schools or not. Mr. Vieira stated as far as paying for transportation, I have to check, I don't know if there is one for charter schools. Mr. Monge stated I would be interested. Mr. Vieira stated I have a manual of instructions. Mr. Monge stated I use to be a trustee at a charter school and I would like to read it a little more and report back because it is inconsistent of our discussion.

Dr. Francis asked what about the school in Kenilworth that they accept some of the kids from different schools? Mr. Tatum stated that is a choice school. There also is a County magnet school. Dr. Francis stated is the tuition equal? Mr. Monge stated it is about \$11,000. Mr. Vieira stated for a choice school, we don't pay tuition for a student, just transportation. The magnet school we do pay tuition; because the magnet school is part of the Union County Vo-Tech School. Any student we send to the vo-tech school, we are paying tuition; so that is another example of money leaving the District.

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

NAY: None

ABSTAIN: None

MOTION CARRIED

Mr. Arminio stated the Superintendent's report said presentation by American Cancer Society but there are more items that Mr. Tatum would like to present to us; so we will go back to Superintendent's Report.

#### SUPERINTENDENT'S REPORT:

Mr. Tatum stated this may be a little redundant now to welcome Mr. Jeffrey Monge to the Board; he has had many opportunities to ask questions. But on behalf of the Superintendent's office, we welcome Mr. Monge to the Union Board of Education.

#### Monthly Highlights

- District Reorganization

- Approximately 60 new teachers, classroom assistants, support staff, and administrative staff hired this summer. Several reorganization aspects are actually on our agenda tonight.

- Bed, Bath & Beyond Meeting/Programs – I had a meeting in mid-July with Bed Bath & Beyond – the corporate headquarters here in Union and we are talking about bringing in or making a connection with the Bed, Bath & Beyond corporation to bring in apprenticeships and provide assistance to the District and pretty much at no cost. If you recall a couple of years ago, we were talking about the early release program for seniors and while I was there that day, we had the opportunity to talk to them about that and they were telling me that they have a number of sponsors who would love to have our students to come over and work with them and they would like to come to the schools and volunteer with various programs. We discussed the Relay for Life program while I was there too. The key thing is that I have a couple of steps that I want to take to work with Bed Bath & Beyond – one is what I'm going to talk about with the Planning Committee on August 25<sup>th</sup>. I like to discuss this with the Planning Committee in terms of some of the programs that they have in place. After we have that discussion, I am actually going to invite a representative to the Planning Session and it was actually supposed to be earlier this month but because we missed a meeting it will be later. After we have then talked about the particulars of how that program can be infused in the District, I would like to bring a representative to the Board of Education and my goal is to do that for September, it may now be October depending upon what we can get accomplished on that night. If I think we are able to get someone on August 25<sup>th</sup>, then maybe a simultaneous presentation and discussion – we can then have them here for our September meeting. I think it is a step in the right direction and we are trying to bring more programs together with community and the more volunteers that we get to enhance our programs the better because these are all professional individuals who have various skills, everything from law to public relations – they have a big public relations department which we could use some help in. Mr. Monge stated they have a big real estate department. Mr. Tatum stated so all those areas that we can certainly start talking to them – even for students that become interested in some of these careers. I walked out of that meeting pretty much elated.

#### Upcoming Events

- New Teacher Orientation and Staff Luncheon – August 31<sup>st</sup>
- New Teacher Orientation – Tour Buildings – September 1<sup>st</sup>
- Freshman Orientation – August 31<sup>st</sup> – there are also dates for the new student orientation for the elementary schools – that will be posted on the website
- Planning Committee Meeting – August 25<sup>th</sup> at 6:30pm
- Board of Education Planning Session – August 20<sup>th</sup> 7-9pm
- Town-wide Meeting – September 2<sup>nd</sup>
- First Day of School – September 8<sup>th</sup>

#### FISCAL AND PLANNING COMMITTEE RESOLUTIONS:

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

#### F-1. ACCEPT FINAL TREASURER'S REPORT

That the final Treasurer's Report dated June 30, 2015 be accepted

F-2. ACCEPT TREASURER'S REPORT

That the Treasurer's Report dated July 31, 2015 be accepted.

F-3. ACCEPT FINAL SECRETARY'S REPORT

That the final Secretary's Report dated June 30, 2015 be accepted.

F-4. ACCEPT SECRETARY'S REPORT

That the Secretary's Report dated July 31, 2015 be accepted.

F-5. CERTIFY TREASURER'S AND SECRETARY'S REPORT

Pursuant to N.J.A.C. 6A:23-2.11(a), I certify that as of July 31, 2015 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, Board Secretary

Dated

Pursuant to N.J.A.C.6A:23-2.2(h), we certify that as of July 31, 2015 after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.2(d)3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. This certification is solely based on the information provided by the School Business Administrator and Board Secretary and is assumed by the Board to be correct.

F-6. APPROVE LINE ITEM TRANSFERS

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

F-7. APPROVE CONTRACTS AND/OR PURCHASE ORDERS

That the Board approve the attached list of contracts and/or purchase orders pursuant to the requirements of N.J.S.A. 18A:18A-5 and 8A:18A-10(a), in accordance with the information appended to the minutes.

F-8. APPROVE DISTRICT-WIDE TRAVEL AND RELATED EXPENSES

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

F-9. APPROVE DISTRICT-WIDE STUDENT FIELD TRIPS

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 the minutes.

F-10. AMEND LIST OF 2015-2016 STATE CONTRACT VENDORS

That the Board amend the list of 2015-2016 State Contract Vendors to facilitate schools' purchasing, in accordance with the information appended to the minutes.



## F-11. APPROVE SENIOR SCHOLARSHIP AWARDS

That the Board approve Senior Scholarship Awards, in accordance with the information appended to the minutes.

Mr. Arminio asked if anyone had any questions. Mr. Monge stated with respect to F-6, I did not receive, I don't have access to certain items. What does IDEA stand for? Mr. Vieira stated IDEA is a federal grant and you are probably looking at the setting up of the 15-16 appropriation. Line item transfers, they are appropriated from one line to another or just creating a line. Mr. Monge stated when you have an appropriation the adjustment is obviously the netting it out zero. Mr. Vieira stated that this negative appropriation adjustment is when we prepare the original budget in the spring – we just estimate what our grant amounts will be; then we prepare the grant application, once it gets approved for the actual allocations then we set up the appropriations. That is grants and on a monthly basis we do do appropriation transfers. Mr. Tatum stated that IDEA stands for Individual Disabilities Education Act – this is federal funding.

Mr. Monge stated I'm sorry I thought we were going to get the attachments. F-7 you have obviously a number of various contracts that are in there, those contract amounts, it seems that you have multiple contractors that are at various different amounts. Mr. Vieira stated that these are purchase orders that require Board approval by statute. Mr. Monge stated are these all bid items because they are under the \$40,000 – you don't have to go through the bid process we discussed. Mr. Damato stated these are State contracts or a GSA contract. You can buy any amount and you don't have to bid – that is what these are. 18A and 18A(5) is exceptions to the requirement to go out to bid. Mr. Monge stated because they are state contracts. Mr. Damato stated the federal government under the GSA puts out the bid – you can just buy it at their rate. Mr. Monge stated so if you had three contractors with the same contract and three different contract amounts, but it is under the same government contract like Pierson. Mr. Damato stated that one of the exceptions to the bidding law is buying copyrighted materials because you can only buy them from one source. It is very similar to software, software you can only buy from the person who writes the software so it is an exception to the bid law.

Mr. Monge stated so with Pierson, we don't know what is going to go on with PARCC, how much are we spending toward PARCC preparation? Dr. Lishak stated that is different. If you see Pierson on this, this is for the use of text books, let me explain how that works. If you need textbooks for the 6<sup>th</sup> grade, we reach out to Pierson and a number of different vendors. Then the teachers have the opportunity to review the books to see which one they like and then we see what the price is. Once we get the price back, then we pick it. These books have nothing to do with Pierson, PARCC at all. It is the same company, it's the same umbrella, but this has nothing to do with PARCC. Mr. Monge stated a lot of their workbooks are intertwined with PARCC testing and PARCC preparation. Dr. Lishak stated it is not PARCC – all vendors in the State of New Jersey, all of them right now are connected to the Common Core – they have adjusted all of their instruction and materials as it relates to the Common Core – so it doesn't make a difference if it's Pierson or Mifflin, every place is Common Core. Mr. Monge stated so once again it is something to look at because Common Core obviously is not fairing too well across the nation so we should take into consideration before we keep on potentially putting money into a black hole. Dr. Lishak stated the problem is, and I think I have mentioned this at

one of the other meetings, unfortunately what is out there in the public and I have heard everything you have, the Governor is now not happy with Common Core or we may change it, but the State has not said that to us. Right now if the State came in today and said we need to review your curriculum, our curriculum has to be aligned to the Common Core.

Mr. Monge stated all I'm saying to you is that one of the things that you should take into consideration is when you continue to spend the money towards something that may not be here next year, just think twice before spending the money as far as making sure that it is an absolute necessity before putting good money potentially at the bat. That is a huge concern of mine. Obviously we have spent a lot of money towards Common Core and PARCC preparation and all of sudden we are going to snap our fingers and it potentially may not be here any more. We have spent all this money and we didn't even know. Dr. Lishak stated that you are 100% correct but the only thing is and it is unfortunate, as a school district, we hold the bag. The State Department of Education has said to us, by this date you need to have everything aligned to Common Core. They are not saying there is some question – they are still saying to us by this date you must have everything that has been approved for the Common Core and unfortunately we are in a position where if we are out of compliance and we don't do it that way and what you are saying, you may be right, they may turn around in December and say out with the Common Core or it may take them like it takes everything else, 2-2-1/2 years. Mr. Monge stated we do what we can do and you know what, it is what it is. If somebody comes back and we are not going to meet their requirements, we can only do what we can do, now have a situation like we had last year, where we had 25% of the instructional time focus on the time to prepare for a test. We can't do that again; that is all I'm saying and part of it is where our money goes; that is the point I'm making.

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

NAY: None

ABSTAIN: Mr. Monge

MOTION CARRIED

#### OPERATIONS COMMITTEE RESOLUTIONS:

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

##### O-1. APPROVE AWARD BID

That the Board approve the award of the following bid: (a) K&S Music for musical instruments, in accordance with the information appended to the minutes.

##### O-2. APPROVE MEMBERSHIP TO NJPA

That the Board approve the membership to the National Joint Powers Alliance (NJPA), in accordance with the information appended to the minutes.

##### O-3. APPROVE WAIVER APPLICATION TO NJ DEPARTMENT OF EDUCATION

That the Board approve the Waiver Application to the New Jersey Department of Education Waiver (N.J.A.C. 6A:9-6.5c), in accordance with the information appended to the minutes.

O-4. APPROVE DISPOSAL OF INTERWRITE BOARDS

That the Board approve the disposal of five (5) Interwrite Boards with stands, in accordance with the information appended to the minutes.

O-5. REQUEST FROM CHAMBER OF COMMERCE-ANNUAL MAYOR'S DAY 5K RUN

That the Board approve the request from the Township of Union Chamber of Commerce with respect to the Annual Mayor's Day 5K Run on September 20, 2015, in accordance with the information appended to the minutes.

O-6. APPROVE SAFETY AND SECURITY PLAN FOR 2015-2016

That the Board approve the Safety and Security Plan for the 2015-2016 school year.

O-7. APPROVE REQUEST OF AMERICAN CANCER SOCIETY FOR UHS FIELD FOR RELAY FOR LIFE EVENT

That the Board approve the use of the Union High School field on June 11, 2016 (rain date of June 18, 2016) from 11:00 a.m. to 11:00 p.m. for the purpose of the Relay for Life Event.

O-8. APPROVE REQUEST FORM LEAGUE OF WOMEN VOTERS – CANDIDATES NIGHT

That the Board approve the request from The League of Women Voters of Union Area for use of the Union High School Library for Candidates Night on October 15, 2015 from 7:00 to 10:00 p.m., in accordance with the information appended to the minutes.

Mr. Arminio asked if there were any comments or questions. Mr. McDowell stated with respect to O-4 – what are interwrite boards. Are they plain white boards or are they electronic? Anne Hart stated they are electronic – they are for special services. Mr. McDowell stated we are going to dispose of them. Mr. Damato stated they are no longer in use.

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

NAY: None

ABSTAIN: None

MOTION CARRIED

PERSONNEL COMMITTEE RESOLUTIONS:

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

P-1. APPROVE PERSONNEL ACTIONS

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

P-2. ACCEPT LETTER OF RESIGNATIONS

That the Board accept letters of resignation from the following staff: (a) Christina Fernandes, paraprofessional at Hannah Caldwell Elementary School, effective July 13, 2015, (b) Ashley Lanning, instructional paraprofessional at Burnet Middle School, effective August 3, 2015, (c) Nicole Matano, leave replacement school psychologist position at Battle Hill Elementary School, effective immediately, (d) Lucia Cagan, teacher of German at Union High

School, effective August 17, 2015 if a replacement can be found but not later than October 17, 2015 if the position is not filled by then, (e) Haimer, declining the third grade leave replacement (Step 1) position at Washington School.

Dr. Francis stated the one that Mr. Tatum was talking about, P-2 Lucia Cagan, teacher of German at Union High School, effective August 17, 2015, if a replacement can be found but not later than October 17, 2015 if the position is not filled by then. Mr. Tatum stated it's the other one that is filled. Mr. Damato stated Communications No. 13 – that resolution P-2 needs to be amended to include the name of Ryan Haimer. Dr. Francis stated letter of resignation from Ryan Hamer, declining the third grade leave replacement (Step 1) position at Washington School.

**P-3. ACCEPT LEAVES FOR STAFF**

That the Board approve leaves for the following staff: (a) Laura O'Holla, 5<sup>th</sup> grade teacher at Jefferson School, extension of maternity leave, original return date of June 23, 2015 extended to February 1, 2016, (b) Francesca Minnoia, resource program in-class teacher, Jefferson School, maternity and unpaid family leave, effective November 16, 2015 and with a return date of January 25, 2016, (c) Cara Moore, teacher at Livingston School, maternity and unpaid family leave, effective September 2, 2015 through October 31, 2015, (d) Colleen Cannon, art teacher at Battle Hill and Livingston Elementary Schools – correction to return date for maternity and unpaid family leave from September 2015 to September 2016, (e) Amanda Havyar, third grade teacher at Hannah Caldwell Elementary School, maternity and unpaid family leave, effective October 19, 2015 and with a return date of March 17, 2016, (f) Arthur Thomas, custodian at Burnet Middle School, unpaid family leave, effective May 15, 2015 with a return date of August 24, 2015, (g) Danielle Beninato House, kindergarten teacher at Hannah Caldwell Elementary School, sick, maternity and unpaid family leave, effective October 13, 2015 with a tentative return date of February 11, 2016, (h) Linda Lozita, 12-month secretary at Hannah Caldwell Elementary School, sick leave, effective August 13, 2015 with a tentative return date of October 1, 2015.

**P-4. APPROVE STAFF DEVELOPMENT ON SUICIDE PREVENTION AND AWARENESS**

That the Board approve staff development on Suicide Prevention and Awareness, in accordance with the information appended to the minutes.

**P-5. APPROVE SCHOOL SOCIAL WORKERS TO ATTEND MEETINGS**

That the Board approve school social workers to attend various meetings, at no cost to the District, for the 2015-2016 school year, in accordance with the information appended to the minutes.

**P-6. REAPPOINT RESIDENTCY INVESTIGATORS FOR 2015-2016**

That the Board reappoint residency investigators for the 2015-2016 school year, in accordance with the information appended to the minutes.

**P-7. APPROVE ELLEN HANSEN FROM SUMMIT SPEECH SCHOOL**

That the Board approve Ellen Hansen from Summit Speech School, 705 Central Avenue, New Providence, New Jersey 07974 to provide training to District staff on the Baha sound

processor/FM system for the 2015-2016 school year. Not to exceed \$1200 (Acct #7075/11-000-219-320-02-19), in accordance with the information appended to the minutes.

**P-8. APPROVE SUMMIT SPEECH SCHOOL FOR AUDIOLOGY CONSULTATIVE SERVICES**

That the Board approve Summit Speech School for Audiology Consultative Services, 705 Central Avenue, New Providence, New Jersey 07974 to provide audiology consultation services for the 2015-2016 school year. Not to exceed \$2500 (Acct #7075-11-000-219-320-02-19), in accordance with the information appended to the minutes.

**P-9. APPROVE REVISED JOB DESCRIPTION FOR SUPERVISORS**

That the Board approve the revised Job Description for Supervisors, in accordance with the information appended to the minutes.

**P-10. APPROVE SUBSTITUTE LISTS FOR 2015-2016**

That the Board approve Substitute Lists for the 2015-2016 school year, in accordance with the information in the hands of each Board.

**P-11. APPROVE AMENDED RESOLUTION PROVIDING SALARY AND FRINGE BENEFITS FOR ALL STAFF IN CENTRAL OFFICE**

That the Board approve the amended resolution providing salary and fringe benefits for all staff in the Central Office, for the period from July 1, 2015 through June 30, 2016, in accordance with the information appended to the minutes.

**P-12. APPROVE RANDI MORAN – 10-MONTH LANGUAGE ARTS SUPERVISOR**

That the Board approve Randi Moran as the 10-month Language Arts Supervisor, Step 1, at a contractual salary of \$107,800, effective September 1, 2015.

**P-13. APPROVE TOMMY HARRELL AS VICE PRINCIPAL OF BURNET MIDDLE SCHOOL**

That the Board approve Tommy Harrell as Vice Principal of Burnet Middle School, Step 1, at a contractual salary of \$109,895, effective September 1, 2015.

Mr. Arminio asked if there were any comments, questions or concerns. Mr. Layden stated I have a comment on P-13 – why was that added so late to tonight's agenda and in fact when I read it on line it said to be determined. Mr. Tatum stated you need to know that at one of the Personnel Committee's we talked about advertising the middle school vice principal considering that the elementary position had been filled. You will also recall that the principal is an 11-month position so therefore he came in and he did his paper screening and he set up these interviews for the final candidates this afternoon – probably around 3:15 and he interviewed during the course of the school day. The fact that we are now getting to the start of the school year and the administration will be in next week, is the reason why you got a resolution to be determined because we wanted to get the approval done this evening so that the individual who was named by the principal would be able to start next week.

Mr. Arminio stated I don't think we have to RICE; but we have two important positions being filled here, Randi Moran as the Language Arts Supervisor – can you tell us who Randi is. Dr. Lishak stated Randi is currently a language arts teacher at the high school. You may know her from a number of activities – she is very involved in the high school. She takes part in all of the committees. She does a lot of the advisory and she is very involved in the school. She actually did her internship and she is an amazing teacher and I, from being up in D244 for a very long time, would see Randi working on her own time to learn as much as she could about being a supervisor. I think she is a fantastic choice.

Mr. Arminio asked who is in charge of the volunteer hours. Dr. Lishak stated that is Jackie Edge. Dr. Lishak stated if you look on one of the P-1's, a lot of the committee things that are going through now have Randi Moran's name on it because her name was sent up prior to this being added. Once this goes through, we will have to go back to that list and send it back to the high school and say choose another. Mr. Tatum stated that someone said earlier that we are trying to get a last minute teacher and we only interviewed Randi Moran yesterday because Noreen was interviewing last week for this position Friday morning so I got the finals yesterday. I think she is a viable person for this position.

Mrs. Zuena stated I have a question on a different issue. Nick Ardito is moving from the high school to be relocated to Burnet Middle School with the same responsibility – so he will still be responsible for all the schools and we are just moving his location? Mr. Tatum stated yes. His location is moving but I have indicated that I want him to start to visit each of these schools daily because we have schools that are not secure, as far as security guards are concerned and certainly we are talking about traffic flow, talking about all these other issues and problems around the District and again one of the things that when the whole idea was enacted of having a security supervisor it was to assess the needs of the District, both internal and external. I think we have external areas that we need to start taking a look at. I know that there are problems around Connecticut Farms School. We talked about last year the bridge over there and Route 22 and we can go on and on. Battle Hill I observed the traffic flow there in the morning – we have a police officer over there. So there are a lot of issues that we need to start taking a closer look at. Mrs. Zuena asked is he responsible for security reports to the Board? Mr. Tatum stated he actually is involved in a lot of emergency management and the reality of it all, we asked him to go out last year and do a security evaluation and you did receive that. Dr. Lishak stated yes. Mr. Monge asked what was the evaluation for? Mr. Tatum stated security around the District.

Mr. Arminio stated there is a new vice principal at Burnet, I have known Tommy Harrell for a number of years but there may be people on the Board who have no idea who he is. Can someone give a little on him. Mr. Tatum stated I do not know Mr. Harrell very well, but I know that he has been instrumental in a number of the programs of the previous superintendent but I will tell you that I did have an interview with him today and it was really beyond none that I have seen in a long time. His commitment to the safety and well being of the students and his desire to support staff is immeasurable. I think he will be a good support to Mr. Salvatore and Burnet Middle School and our goal is to try to really focus on Union High School and Burnet. His candidacy and recommendations of the principal is a step in the right direction.

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

NAY: None

ABSTAIN: None

MOTION CARRIED

POLICY COMMITTEE:

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

POL-1. ADOPT POLICY 4119.22/4219.22 – CONDUCT AND DRESS

That the Board approve Policy 4119.22/4219.22 – Conduct and Dress, in accordance with the information appended to the minutes.

POL-2. ADOPT POLICY 5132 – DRESS AND GROOMING

That the Board approve Policy 5132 – Dress and Grooming, in accordance with the information appended to the minutes.

Mr. Arminio stated that the Policy Committee met last week with Mr. Damato and the Policy Committee and I think Mr. Damato, it would be appropriate if you give us a brief highlight of each of the two policies. We also need to approve it tonight so that it goes out to all of the staff members before the start of school.

Mr. Damato stated there were a few things added to what is permitted and what is not permitted. For female personnel, what's permitted, leggings and appropriate tunic tops, camis worn under low-cut tops and dresses and Bermuda shorts and for the male personnel, polo shirts, Mr. Tatum and I had a discussion of what polo shirts are – we believe they are collared shirts. Attire that is unacceptable that was not previously listed, spandex pants, short-shorts, tube tops, muscle shirts and maxi-dress with low-cut top, graphic t-shirts, other similar attire and flip flops. Mr. Arminio stated that is for the staff. Mr. Damato stated there are two other changes to this policy – one has to do with teachers not tutoring their own students, they are now prohibited from tutoring their own students and cell phones are prohibited during instructional time – so all employees are expected to refrain from posting on social media distorted information about the District, confidential information, students, colleagues and administration – thus employees shall consistently maintain a professional code of conduct throughout the year.

The next policy has to do with dress and grooming for students. Certain things are not permitted in addition to what was already not permitted. No sagging pants, no see-through shirts or low-cut shirts or tops, no thin strap shirts or tops, halters, bare mid-drifts or muscle shirts, camis must be worn under low-cut tops or shirts, in addition to bare feet, flip flops, sport slide-on sandals or sandals without heel straps and no short-shorts, only Bermuda shorts. Sometimes the problem is in the definition and our discussion earlier in the week was with regard to polo shirts – there are shirts made by polo that have no collars, are they polo shirts or are they not polo shirts. I don't know the answer to that. Mrs. Zuena stated we also discussed about having posters made up with the appropriate pictures on it. Mr. Damato stated one of the most important thing about administering dress code policy, whether for staff or students, it be done consistently. So consistency is the absolute must when you are doing this; otherwise, when they

are subject to discretion and the discretion isn't always the same or fair for each student, we can run into problems.

Mr. McDowell stated the last item that is bolded, it is recommended that all students purchase their own school approved change of clothing if they should be in violation of the student dress code – school approved change of clothing? Mrs. Zuena stated school spirit kind of apparel. Mrs. Moses stated school apparel, if you are at Connecticut Farm Schools and they do sell apparel for the school, it is recommended that your child should purchase this throughout the year so if the student comes to school in inappropriate attire, you don't have to come pick them up because they have this in their locker and then they can just change. Mr. Damato stated it is 100% by no means required. Mrs. Moses stated it is recommended. Mr. McDowell stated an approved change of clothing is what through me off.

Mr. Tatum stated I just want to say on these two policies, first of all take the time to thank the planning committee who worked diligently on this one night during the summer and we are looking for approval tonight so that we can get this out to staff and we can also review it with the administration. Mr. Damato mentioned discretion, administrators always have the discretion and latitude in the decision making; however, we try to get a little more specific now because it was a much wider range before and again one principal may have been accepting some things and another one may not and they have come to work with us together and we had a subcommittee before it went to the Policy Committee. We really have looked this over carefully and this is the best thinking of all those people coming together to represent our School District as far as the dress code policy for professional staff as well as teachers.

Mr. Arminio stated that there are other policies that are not finished but will be voting on by September. Mr. Damato stated that they will be on the September agenda.

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

NAY: None

ABSTAIN: None

MOTION CARRIED

#### APPROVAL OF BILLS:

Moved by Mr. Layden, seconded by Mr. Monge that the Board concur with the bills listed in the permanent bound register appended to these minutes and be ordered for payment.

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

NAY: None

ABSTAIN: None

MOTION CARRIED

#### UNFISHED BUSINESS:

Mr. Arminio stated just a reminder that this Thursday, August 20, 2015 is our planning session. I know that we are limiting it to two hours and there will be pizza available to Board members to eat when you get here and while we work and talk. We are definitely going to go over the self-evaluation report. If you never turned it in, at least bring your copy with you, I know I turned in mine. Please have the summary so that we can start with that and go over the self evaluations – so come September we have an idea of what we need to improve on by the



Board whether it is communication, or whatever the items are in the self-evaluation. I think everyone got the summary and you did look at it and you will see it on Thursday. You still have time to get something to me or Mr. Tatum to bring up at the planning session. There are already enough items to cover a two-hour meeting, but if you want something we will allocate time and limit the amount of time of discussion on each one and those that need to go forward to future meetings we can bring up as discussion items starting in September. I think we are all set for the planning session on Thursday.

#### NEW BUSINESS:

Mr. Arminio stated September 11<sup>th</sup> is obviously we all know what September 11<sup>th</sup> means to us nationally, but it is also the first home football game against Phillipsburg. Hopefully Board members will come and show their support.

#### COMMENTS FROM PUBLIC:

Mrs. Lipstein stated, the policies that were just passed, are they going to be posted on the District's website. Mr. Arminio stated yes. Mrs. Lipstein stated as you said the dress policy needs to go into effect by three weeks from today. Mr. Arminio stated it will be before that. Mrs. Lipstein stated just tell them to look on the policy – how soon do you think it will go on. Mr. Arminio stated a couple of days. Mrs. Lipstein stated I think that there are lots of ways of letting people know. Also my concerns are about the charter schools and I always had that picture that we are losing students to them and I know it is not us it is about the knowledge of what we are spending in tuitions. I was just wondering if there are ways to find out why they are doing it and ask them why they are sending their children to charter schools and then we would then be able to use that information. I always felt that we don't get out the many good things that go on. In addition do we have that position filled as public relations part of it? Wasn't there a new position? Mr. Tatum stated it hasn't been filled that is still part of the planning. Mrs. Lipstein stated I think it is really important to find out what the parents think and what are they looking for if they are not going here since it is costing us money – that is money that could be better spent on the students. It is only 16 students so it really doesn't cost as much really when they are in the class room. An additional desk or book is probably half that; so that is a lot of money.

#### MOTION FOR EXECUTIVE SESSION:

Moved by Dr. Francis, seconded by Mr. McDowell that the Board go into Executive Session to discuss the following subject matters without the presence of the public in accordance with the provisions of N.J.S.A. 10:4-2(b) building security and receipt of federal funding. The Board will disclose the discussion conducted during the Executive Session with notice to the public when the disclosure will not result in unwarranted invasion of individual privacy or prejudice to the best interest of the Board of Education and provided that such disclosure does not violate federal, state or local statutes and does not fall within the attorney-client privilege.

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

NAY: None

ABSTAIN: None

MOTION CARRIED

Mr. Arminio thanked the public for coming and showing their interest and the planning session is open to the public – it will be just like a regular meeting but you can't participate during the discussion but at the end you can make your comments.

**MOTION TO ADJOURN:**

There being no further business before the Board, it was moved by Dr. Francis, seconded by Mr. Monge that the meeting be adjourned at 9:30 p.m. All present voting Yes.

Respectively submitted,

**JAMES J. DAMATO  
BOARD SECRETARY**