

TO ALL BOARD OF EDUCATION MEMBERS

A special meeting of the Board of Education of the Township of Union will be held on Friday, July 27, 2012 at 8:00 a.m., at the James Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey.

A special meeting of the Board of Education of the Township was held at the James Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey on Friday, July 27, 2012 at 8:00 a.m. pursuant to notice sent to each board member.

PRESENT AT ROLL CALL: Mr. David Arminio, Mrs. Susana Cooley, Mrs. Linda Gaglione, Mr. Richard Galante, Mr. Thomas Layden, Mrs. Versie McNeil, Mr. Vito Nufrio, Mr. Francis Perkins (President) and Mrs. Judy Salazar

ABSENT AT ROLL CALL: None

Mrs. Cooley 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.

COMMUNICATIONS:

LETTER OF RESIGNATION FOR THE PURPOSE OF RETIREMENT – KNOX

Jenyé V. Knox, special education teacher at Union High School submitted a letter of resignation for the purpose of retirement, effective July 1, 2012.

COMMENTS FROM THE PUBLIC OF RESOLUTIONS ON THE AGENDA

Ms. Shannon asked if Ms. Knox was filing for a regular or a disability retirement. Mr. Damato said that he was not sure if he could state in public what type of retirement Ms. Knox was planning for.

FISCAL AND PLANNING COMMITTEE

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

F-1. APPROVE LIST OF 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 the attached list of contracts and/or purchase orders pursuant to the requirements of N.J.S.A. 18A:18A-5 and 18A:18A-10(a) in accordance with the information appended to these minutes.

DISCUSSION:

None

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

OPERATIONS COMMITTEE:

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

O-1. APPROVE CHANGE ORDER #5 – PATOCK CONSTRUCTION COMPANY

That the board approve Change Order #5 from Patock Construction Company, 43 Gilbert Street North, Tinton Falls, NJ 07701 for additions/alterations to Central-Five/Jefferson School as follows: (a) Additional work required to de-water trenches and over excavate to remedy conditions by unforeseen subsurface water – add \$4,819.65; (b) Cost for additional concrete that was poured in the existing building at locations where asbestos containing concrete was removed from existing slabs – add \$6,704.00; (c) Credit for installation of Garland Versiply Mineral Cap roofing membrane in lieu of Garland Smooth Cap sheet, asphalt and ballast – deduct - \$10,125.00; (d) Reduce project contingency allowance – deduct - \$1,398.65 in accordance with the information appended to these minutes.

DISCUSSION:

None

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

## PERSONNEL COMMITTEE

Moved by Mr. Galante seconded by Mr. Nufrio that Resolution P-1 be adopted:

## P-1. APPROVE PERSONNEL ACTIONS

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

## DISCUSSION:

Dr. Martin said that there were questions at the last board meeting regarding unbudgeted positions. He said that he sent an e-mail to all board members regarding the thinking behind the "unbudgeted" positions that the personnel committee has been working on for the past couple of month. Dr. Martin apologized to Mrs. Cooley for not sending her the e-mail due to the fact that he did not have her e-mail address. He distributed a copy of the e-mail. Dr. Martin said that most of the items contained in the e-mail have to do with class size and the personnel committee has been working over the past couple of months looking at different areas where class sizes are growing and are trying to get out in front of that and make sure that class sizes are kept as low as possible while still being fiscally reasonable. He said that the unbudgeted positions also includes the Vice Principal position at Hannah Caldwell Elementary School as well as the new double algebra program at Union High School. Dr. Martin said that those two initiatives have to do with good things for students; giving more attention to students and in the case of the double algebra classes, giving students more instruction time in algebra. He said that he wants to bring to the high school the success that has been seen with the double math and double language arts classes in the Middle Schools. Dr. Martin stated with regard to the Vice Principal at Hannah Caldwell Elementary School, there will be over 700 students at that school in September and he thought it was in the best interest of the school, especially the students, to have another administrator in the building. He said that it was class size and attention to students that was driving his proposal.

Dr. Martin asked if there were any specific questions from the board about specific positions. He said that the personnel committee met last Wednesday, went through each position that is listed and feels confident that this is the right way to spend money.

Mr. Perkins said that he and Dr. Martin had a discussion about the assignment of existing teachers to fifth grade at Hamilton and Connecticut Farms Schools. He said that he did not see that on the attachment and he felt that was an essential part of this issue. Dr. Martin said that he was a believer that he did not want to recommend for appointment teachers to the board until they are

actually needed. He said that in the elementary schools, if school was starting tomorrow, there are enough teachers even to cover the additional fifth grade classes at Connecticut Farms and Hamilton Schools. Dr. Martin said that the problem is that it is half way through the summer, kindergarten and first grade classes are continuing to grow and he did believe that during the month of August he would be speaking to the personnel committee and then to the full board with recommendations for staff to cover growing sections.

Dr. Martin said that right now the district has enough teachers to open school. He said that he has recommended an additional new fifth grade teacher at Connecticut Farms School; the reason for this is that there are 109 students currently served by four teachers and class size would be 27 or 28 students per class. Dr. Martin thought that this number was far too high and he did think that it would be prudent to add another teacher at that school. He said that he recommended that Ms. Platt a first grade teacher presently at Franklin School because there are only 80 students currently enrolled at Franklin School and there are five teachers. Dr. Martin said that this would leave an extra first grade teacher at Franklin School. He said that he would recommend that Ms. Platt be transferred to Connecticut Farms School as an additional fifth grade teacher and there would be no need to hire an additional teacher. Dr. Martin said that on last week's agenda there was a person's name listed to go to the new fifth grade section at Connecticut Farms School but in reviewing this past week that the district could open school with the personnel already in place he did speak to that person and informed her that he was impressed with her but until the district has the actual students signed up for school he would hold off on recommending this individual for a position. Dr. Martin said that the person understood the situation. He said that he did believe that class sizes would grow in two kindergartens especially and are on the brink of needing another teacher and perhaps a new first grade will be needed at Franklin School. Dr. Martin said that it was his hunch that he would ask Ms. Platt to go back to Franklin School and that the person who was on the agenda last week, will be appointed for the fifth grade position. Mr. Perkins said that in Dr. Martin's memo stated that "at the board of education meeting on July 27<sup>th</sup>, I will be recommending Ms. Platt who is currently teaching first grade at Franklin School be transferred for the additional fifth grade position at Connecticut Farms School".

He said that this name was not on the attachment for P-1 on the agenda today and he assumed that the motion for this resolution be amended to include that transfer. Mr. Galante said that if Ms. Platt is transferred to Connecticut Farms School, it would not be fair in three weeks to tell her that she has to go to another school. Mr. Perkins said that was not what he intended. He said that if the board makes this transfer, the transfer is made. Mr. Perkins said that he believed the motion should be amended to include the transfer of Gwendolyn Platt from Franklin School, Grade 1 to Connecticut Farms School, Grade 5. Mr. Nufrio said that certainly any transfer of elementary teachers should be done with consideration that it takes time to prepare a classroom and as such diligence and

time is utilized for that purpose. He said it was his experience that the courtesy and professionalism that is attached to giving them notice of an assignment change is something that the district must be considerate of. Mr. Perkins agreed. Mrs. McNeil asked Dr. Martin to reconsider the decision to send Ms. Platt back to Franklin School, once she is transferred to Connecticut Farms School if the numbers warrant. She said that it would not be fair to transfer her twice. Mrs. Salazar said that if Ms. Platt is transferred to Connecticut Farms couldn't the person who was originally going to that position go to Franklin School if the need arises. Dr. Martin said that he was comfortable letting the board know that he did think there should be another fifth grade section at Connecticut Farms School. He said that he is also comfortable informing the board that there are presently five first grade teachers at Franklin School. Dr. Martin said that Ms. Platt is a good teacher who is at home at Franklin School and is doing a good job there. He said that he was comfortable telling the board all of these things and letting the situation go until August and he sees how things "pan out" with the enrollment if that is okay with the board. Dr. Martin said that if the board was to ask him now, with the teachers on staff, would it be necessary to hire another teacher for Connecticut Farms, he would have to say "no". Mrs. Gaglione said that if Dr. Martin had his preference where to put Ms. Platt, where would she be assigned. Dr. Martin said that he would rather leave Ms. Platt at Franklin School because she is comfortable there and she is doing well there. Mrs. Gaglione said maybe the district should just leave Ms. Platt at Franklin School. Mr. Perkins and Mr. Galante said they did not agree. Mr. Perkins said that several members of the board have commented that if Ms. Platt is transferred to Connecticut Farms School, that will be her assignment for the next school year and she would not be transferred back to Franklin School for increased enrollment. He said that the scheme was to use existing staff to fill positions before the board hires non-budgeted positions.

Mr. Perkins said that he and Dr. Martin spoke yesterday about Ms. Platt being transferred to Connecticut Farms School to fill that spot. He said that it was his strong feeling that this transfer be approved today and Ms. Platt be advised tomorrow that she is being transferred so that she can prepare for fifth grade at Connecticut Farms. Mr. Perkins said that the idea of moving someone back and holding a place for a new teacher is absolutely repugnant to him. Mr. Nufrio asked if the district has thoroughly researched the "excess" staff that the district may have other than just the individuals who have been discussed today. Dr. Martin said that he has done that. Mr. Nufrio said that there are no other staff members that the board may also be tapping for vacancies. Dr. Martin said that there were other individuals that will be transferred to other positions within the district and this will happen in August. He said that typically in August, enrollment for kindergarten increases. Mr. Nufrio said that these are potential increases, he said he was talking about potential extra staff members currently employed by the district. Dr. Martin said that there are other classes that have more teachers right now than would be warranted for the enrollment of the next school year. He said

that he was matching these individuals with the potential groups that will possibly grow. Mr. Nufrio asked if the district knew how many individuals were in this group. Dr. Martin said that he had two classes at Battle Hill School that needed teachers but he wanted to speak to Mrs. Warren who was on vacation to verify. He said that there is one first grade and he believed one second grade at Franklin School and there may be an additional first grade teacher at Livingston School. Mr. Nufrio asked if these individuals would be utilized to complete staff before the district attempted to bring in anyone new. Dr. Martin said that was true. Mr. Nufrio said that this matter was discussed at length during the personnel committee meeting but he was curious as to whether or not there were additional "extras" that the board would have to locate positions for. Dr. Martin said that he believed that if school opened tomorrow, the staff would be "just right"; there would be a position for everyone. He said that in the case of the growing fifth grade class at Connecticut Farms School, he believed that another teacher is necessary to go there. Dr. Martin said that if the board were to do it today, Ms. Platt would be the teacher that I would recommend to go there.

Mr. Nufrio asked if the individual that the board was considering moving to Connecticut Farms from Franklin was the only one that Dr. Martin felt was the best option or were there other individuals who were better options. Dr. Martin said that he spoke to Mr. Lowery about the two classes that he had and Ms. Platt's name came up as the individual to be transferred because she was the last teacher to be hired at Franklin School; she is a good teacher and doing well but also someone who could teach fifth grade as well as first grade; these are the considerations. Dr. Martin said that he felt Ms. Platt could survive very well and would do fine.

Mr. Perkins said that yesterday during his conversation with Dr. Martin, he spoke about the possibility of adjourning this meeting until next week. He asked Mr. Damato if that could be done without the necessity of posting for another meeting date. Mr. Damato said that if there was not a quorum in attendance today and the meeting had not been opened, that could happen but since that is not the case, a new notice would have to be posted. Mr. Perkins said that he took at face value what Dr. Martin had said in his memo about transferring Ms. Platt to Connecticut Farms School for the additional fifth grade class. He asked if Dr. Martin was now reneging on that recommendation. Dr. Martin said that he was not reneging. He said that if Ms. Platt was to be transferred to Connecticut Farms, she would do a fine job. Dr. Martin said he was not uncomfortable with this move.

Mr. Perkins asked that the resolution be amended to include the transfer of Gwendolyn Platt from first grade at Franklin School to fifth grade at Connecticut Farms School.

Mr. Arminio asked if a board member had a specific question about a specific name on resolution P-1, could it be discussed in public. Mr. Perkins said that it could. Mr. Arminio was curious about Julie Carvallo moving from a twelve-month employee to a ten-month employee; he wanted to know if this was correct. Mr. Tatum believed that she was a ten month employee and not a twelve month employee.

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

Moved by Mr. Galante seconded by Mr. Nufrio that Resolution P-2 be adopted:

P-2. REAPPOINT STAFF FOR 2012-2013 SCHOOL YEAR – SANCHEZ

That the board reappoint Nichol Sanchez, science teacher at Kawameeh Middle School for the 2012-2013 school year at Class IV, Step 3.

DISCUSSION:

Mr. Galante understood that there would also be an amendment to this resolution. Mr. Perkins said that the personnel committee has had discussion about Ms. Sanchez not going back to Kawameeh Middle School but being reassigned to Burnet Middle School. Dr. Martin said that with the reappointment of Nicole Sanchez the recommendation is that she be reassigned to Burnet Middle School as a science teacher and Amanda Vigianni would be transferred from Burnet Middle School to Kawameeh Middle School as a science teacher. Mr. Perkins requested that an amendment be made to the resolution so that it reads as follows:

“That the board reappoint Nichol Sanchez, science teacher at Burnet Middle School at Class IV, Step 3; and Amanda Vigianni, science teacher at Burnet Middle School be transferred to Kawameeh Middle School for the 2012-2013 school year.” This motion was made by Mr. Galante, seconded by Mr. Nufrio.

Mrs. McNeil asked if both teachers know that they are being transferred. Dr. Martin said that they were both aware of the transfers.

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

MOTION WAS CARRIED

Moved by Mr. Galante seconded by Mr. Arminio that Resolution P-3 be adopted:

P-3. ACCEPT LETTER OF RESIGNATION (RETIREMENT) – KNOX

That the board accept letter of resignation for the purpose of retirement from Jeny  V. Knox, special education teacher at Union High School, effective July 1, 2012.

DISCUSSION:

Mr. Perkins asked if it was necessary for the board to go into Executive Session to discuss this issue. Mr. Damato did not see the need for Executive Session to accept a letter of resignation. He said that it was like any other letter of resignation at this point. Mr. Damato said that there was litigation that is still pending and if the board wanted to talk about the specifics of that, the board would have to go into Executive Session. Mr. Perkins asked if the board jeopardizes its position in any way in the litigation by accepting the resignation. Mr. Damato said the board did not. Mr. Nufrio said that when an employee submits a resignation, isn't it wise to indicate within the resignation letter the purpose. Mr. Damato said an employee can do that but they do not have to do it unless there is any strong reason to do it. Mr. Nufrio said that there are reasons such as any accrued sick days or anything else that may be part of the contractual agreement. He said that the board could accept the letter in its current form but it was unusual to see after all that has happened. Mr. Damato said that the letter does not state the purpose of the resignation but he believed that it was for purposes of retirement. He said that there are many parts to this that the board cannot discuss in public. Mrs. Gaglione said that the board can just accept Ms. Knox's letter of resignation. Mr. Nufrio said that as long as accepting the resignation in no way implies, conflict or mitigate the current circumstances.

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

MOTION WAS CARRIED



APPROVAL OF BILLS

Moved by Mrs. Gaglione, seconded by Mr. Galante 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, Mrs. Cooley, Mrs. Gaglione, Mr. Galante, Mr. Layden, Mrs. McNeil, Mr. Nufrio, Mrs. Salazar and Mrs. Perkins	
NAY:	None	
ABSTAIN:	None	MOTION WAS CARRIED

UNFINISHED BUSINESS

None

NEW BUSINESS

None

COMMENTS FROM THE PUBLIC

Ms. Shannon asked for clarification regarding Julie Carvallo; is she a ten month secretary moving to a ten month clerk and taking a cut in pay. Mr. Tatum said that he believed that she was going from clerk to clerk. He said that Ms. Carvallo was added to Special Services Department several years ago and there was talk about making her a secretary but that never happened. Mr. Tatum said that it was Ms. Carvallo's desire to transfer to another building.

MOTION TO ADJOURN

There being no further business before the board, it was moved by Mr. Galante, seconded by Mr. Arminio that the meeting be adjourned at 8:39 a.m.

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

Respectfully submitted,

JAMES J. DAMATO  
BOARD SECRETARY