

UNION TOWNSHIP BOARD OF EDUCATION
WORKSESSION MINUTES – October 11, 2016

Meeting held at the James Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey at 7:00 p.m. on October 11, 2016

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

PRESENT AT ROLL CALL:

Mr. David Arminio, Dr. Guy Francis, Mr. Steven Le, Mr. Ron McDowell, Mr. Jeffrey Monge, Mr. Vito Nufrio, Mrs. Nellis Regis-Darby, Mr. Angel Salcedo, Mrs. Nancy Zuena

ABSENT AT ROLL CALL:

None

ADMINISTRATORS PRESENT:

Mrs. Annie Moses, Mr. Gerry Benaquista, Mr. Gregory Brennan, Mrs. Sandra Paul, Mrs. Kim Conti, Mrs. Ann Hart, Mr. Barry Loessel

ALSO PRESENT:

Mr. Paul Griggs, Esq.

Mr. Monge led the Board and audience in the Pledge of Allegiance.

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

Mr. Nufrio stated for your information Mr. Tatum, our Superintendent, is not in attendance this evening because he is ill and in his place Mrs. Moses our senior Assistant Superintendent will continue in his place.

APPROVAL OF MINUTES:

Mr. Nufrio stated that the minutes listed on the agenda would be approved at next week’s meeting.

COMMUNICATIONS:

Mr. Arminio stated most of these will be handled during resolutions in personnel. Mrs. Zuena asked is #1 anywhere else? Mr. Nufrio stated we will be discussing that in executive session because of a recommendation that I made and shared with Mr. Arminio and I spoke with Mr. Griggs.

SUPERINTENDENT’S REPORT:

Mrs. Moses stated in the Superintendent’s Report, the presentation of Kevin Russ has been cancelled. #3 – public relations – that is going to be tabled for Mr. Tatum and he will go forward with that information next Tuesday so we will move over to Mrs. Paul’s presentation.

Mr. Nufrio stated the Education Committee met earlier. Mr. McDowell, as the Chair, would you just summarize. Mr. McDowell stated I will defer to Mrs. Paul to save some time. Mr. Nufrio stated what I did suggest to Mrs. Paul and the Education Committee, which was Mr. Arminio and Mr. McDowell, that I would like for her to also meet with Mrs. Zuena and Mr. Monge between now and next Tuesday to discuss further the item that she will also talk about right now.

Mrs. Paul stated what I presented to the Education Committee was about the wi-fi for the high school to provide cluster access for the building where we would be able to have the one-to-one for 2400 ChromeBooks that are coming in January. I received from four different companies proposals regarding that and I have four quotes. Rather than all the financing for it to be done at one time, what I have requested was a Finance Lease Agreement. I did not make it anything beyond three years because my personal opinion is that technology changes too frequently to go beyond three years. I have lease agreements from several companies and I was able to get a pretty good interest rate but I will go into more detail with the Finance Committee. I do have four separate quotes. It is a large sum of money and I wanted to make sure that we had four quotes to look at and see where we are going to go. Moving forward I would like to be able to get an approval from the Board by next Tuesday and once we get an approval from the Board, the thought is by Wednesday or Thursday I can start having these companies in so I can get a statement of work and start getting them working to wire the high school in order for us to go to wi-fi. They know the deadline date for the project is December 31st. They cannot go beyond that. It has to be tested and approved and everything has to be signed off by December 31st and once that is done, we will move forward with getting the ChromeBooks in and hopefully the order will be in around November and I am hoping to distribute the ChromeBooks to the students either the last week of January or first week of February so that they get use to using them before they have to take the PARCC exam.

Mr. Nufrio stated the only thing that we didn't discuss and perhaps this is the time for that is No. 1, Mr. Griggs she did a lot of footwork on this but does it require to have an RFP posted. Mr. Griggs stated you didn't bid this -- are these State contracts. Mrs. Paul stated yes, most of the companies are State contracts. Mr. Griggs asked what is the value of the work? Mrs. Paul stated over \$700,000. Mr. Griggs stated you will be limited with State contracts. Mrs. Paul stated everybody is a State contractor. The main companies all have State contracts already. Mr. Griggs asked if Promedia are involved? Mrs. Paul stated no. Mr. Nufrio stated if I hear you correctly, it is o.k. Mrs. Paul stated three companies that have State contracts. Mr. Nufrio stated I would suggest that you delete the one that isn't so it doesn't confuse the two chairpersons. Each of you please discuss with your committee and select one other individual and offer them the opportunity to attend. So it is down to three companies because one is not a State contract. If you are not able to attend the meeting, please connect with Mrs. Paul so that we can expedite this and put it on as a resolution. Talk about it afterwards as far as a date so you have some time to decide when you can meet this week so we can get the resolution in Friday for Mrs. Cappiello to put it out. You will need to meet before Friday.

Mr. Monge asked is it possible to do a conference call and are you going to send out material. Mr. Nufrio stated she can give you material tonight. I would suggest to give it to both committees. Being that there is an urgency in this and she wants to get it done. You can have

mine but return it to me when you are done. Mrs. Paul stated take out Managed Business because they are not a State contract.

Power point presentation on InfoSnap appended to minutes.

Mrs. Paul stated I want to present something to you called InfoSnap because I remember in a previous Board meeting that one of the things that we were talking about was residency and how we can actually streamline the process for registration for students. This company, I used them in a previous school district, and I know Mr. Brennan had it in his previous school district and I would like to make it as a suggestion for us to be able to work with it for our students and parents in the school district.

I am going to talk about a company, the online enrollment and registration, the web portals and if you have any questions. The last time I had this set up, I had the gentleman who was going to conference call in and I could not get him today so because of that I am doing the presentation. If you have questions that I cannot answer, I will reach out to him and see if I can get answers.

One of the things that I would like to make very clear is that this company works with a lot of the student information system software that is out there and that we use. It works with Power School, Genesis, Real Time – so what it does is it pulls the information from out of those systems and actually populates the registration system. It is your registration management system and it works with online applications and you don't have to worry about School Choice and Lottery but new students are enrolled and annual student registration.

We were able to, in my prior school district, streamline this process where it actually took us a couple of weeks to register over 6,000 students in the district. What makes InfoSnap unique is the process, the technology and the people. Their tech support is amazing and helpful and they will do whatever you need them to do if you have something unique that needs to be done.

They use the framework and it collects the data and maps the data for you. What that means is to make sure that one parent who has four kids, only has to do it once rather than four different times because of four different kids – that is what the data mapping does. It gives us the ability to map a parent with four children.

Another good thing is it is Cloud based and it is not based here and because of that it can be done anywhere throughout the United States or anywhere. You are going to find out that parents have the ability to do registration online from their house, they don't have to come into the District and it is done automatically.

This is some of the benefits that you will have. Saving the District money, time and resources and that is one of the greatest things that happened to us. We were able to save about \$20,000 or more, I don't have the exact numbers of how much money we saved compared to registration. Because it can be done from anywhere, the parent does not have to come in, they have the ability to increase the family satisfaction and confidence. They don't have to run around and make an appointment to get into the building in order to register their students.

The information is always updated because it gets the information from the student information system which we use here is Genesis. It takes that information and populates for us.

They take your forms and match it to what you need. They create the online forms for you so if there is anything specific, they will create it according to what you want. It is customizable. It will have your school logo and everything else.

Tracking of information is amazing with this because it is all associated with an email. A parent puts an email on it and they are able to track exactly what is happening. If a parent forgets to submit the medical records or if you don't have an immunization for MMR, right on here they will be able to see and on a daily basis, they can sign in and see the results and where their application is as far as registration of a student. The paperwork can either be uploaded or brought in. Mrs. Zuena stated yes they upload it and then they had to present the original documents. Mr. Brennan stated that is what we did in my previous district they came in and provided the documents in person and also checking whether this is truly the guardian of the student because that is really important.

Mr. Salcedo stated it reduces the data input here at the district level. Mr. Monge stated it is a shifting of resources. You will save time on one side and focus on things that are of greater importance.

Mrs. Paul stated another thing that makes this interesting is it is the parent who creates the account and they have the ability to create the account because it is associated with their email address. You have to have a valid email to get information and on it, they can change their email address. Mr. Nufrio stated if they can do that what is to prevent them from changing the address and we don't know about it because they created it themselves online. Mr. Brennan stated it is only done on the InfoSnap side, it is not done in our student data base. It has to be checked before it populates.

Mrs. Zuena stated even in our District now, we have an information base, but we can't change that – they put the information in, even our everyday stuff, we give our kids information and who is allowed to pick them up but we are not able to go in and change that – you have to go in person. A parent is not allowed to change any of the information unless they go in person. Mrs. Paul stated they can only change their email address not their address.

Mr. Nufrio stated if they change their email address, how would we know. Mrs. Paul stated they would still have to tell us. Mrs. Hart stated the email address they can change is the email address to the site. This doesn't tell Genesis anything. Genesis tell this stuff.

Mrs. Paul stated one of the great things about it is it gives an opportunity for the parent to do this. Say for instance they want to change their address, they can change this but it won't change Genesis, they still have to walk in and show proof that they moved and residency. Mrs. Hart stated the parents can add other people to get a phone call, an emergency contact, but they can't change it. That way a kid can't go in and change his mother's phone number. He can add but he can't delete.

Mrs. Paul stated this system can also be used for services and collecting year book fees and this is just something I threw in there just in case you wanted to be able to do this. Mr. Nufrio stated what about lunch applications. Mrs. Paul stated it can be used for lunch applications.

It can also be used for scheduling appointments. For instance you have a parent that needs to come into the building, administrators can schedule appointments and allocate resources. These are just some of things you can do with InfoSnap. It is not just a registration part, there are other features of the software. It also sends a confirming email and tells you what to bring to your appointment.

Mr. Monge stated in your past experience did you use that function. Mrs. Paul and Mr. Brennan both stated yes. Mr. Brennan stated and they physically had to bring in the documentation. There is no way around bringing in the documentation. Mr. Monge asked can it be used to go see an English teacher. Mr. Brennan stated no, just a parent. Mrs. Paul stated this is primarily be for the administration/secretary to do registration to show proof of where this child belongs. I will have to see if there is a way to schedule a parent/teacher meeting.

This is how the upload works and it says if your policy allows so we can actually say to the parents to upload their documents to the system and therefore the documents will be right in there so when the secretaries or administrators goes in and takes a look to see what documents are here and say an immunization record is missing, they can actually notify the parent via this system to let them know they are missing the immunization record.

Mr. Nufrio asked does it notify the person who is looking at this – is a notice sent by the program? You are asking that person, like the nurse, to look over. Mrs. Paul stated I can't answer that question. Mrs. Hart stated the nurse goes through it now. Mrs. Paul stated our nurses will have access to this so they can look it up and I did a workshop showing them how to do a query on InfoSnap.

As you can see, it tells you what documents you might need and upload – birth certificate, immunization, proof of residency, custody, social security card, report card, transcript, or whatever paperwork is necessary. Mr. Brennan stated and that is all customizable by the administration. Mrs. Paul stated you can choose what you want them to be able to scan.

As the administrator, this is what you would look at. You will be able to see the name of child and ID of the student and you will see exactly what forms are downloaded. The documents are associated by the name of the students.

If anyone needs help, you can always reach out to them – InfoSnap is always willing to help. This is the school locator that we were talking about. If a parent wants to know what school is associated with their address, this is what this is for. They type in their address and it tells them exactly what is the nearest school to them and lets them know those are the schools that their student is most likely to attend. Mr. Monge asked if you are on the bus, can you get a bus map? Mrs. Paul stated I don't think so.

Mrs. Darby asked what is the connection between InfoSnap and Smart Tuition? I see that a lot popping up on their site. Mrs. Paul stated I am not sure. I never heard of Smart Tuition. Mrs. Darby stated I think there is a connection. I don't know with the Naviance now but I noticed that InfoSnap is doing something with Smart Tuition. Mrs. Paul stated I will have to look into that.

Mr. Nufrio asked what is the strength of the security? Mrs. Paul stated it is very secure. I know where I came from we had no issues at all. Mr. Brennan stated we didn't either. Mrs. Paul stated we had no issues for the two years that we were using it before I left. Mrs. Darby stated they have third-party audits too and SAAS security also. Mr. Nufrio stated there is a lot of confidential information. Mrs. Paul stated I know and that is why I wouldn't have suggested it if it wasn't secure. It is a suggestion. I know everybody was talking about it. Mrs. Darby asked do they have it in different languages? Mrs. Paul stated there is a way to translate for us.

Mr. Monge asked is it in the New York City school districts? Mrs. Darby stated in some districts but not all. Mr. Monge asked if it is in your district? Mrs. Darby stated yes but not in my building but another building has it and they are fine with it.

Mr. Benaquista stated where my kids are attending, they use it. They got it this year and another thing they did this year was we had to review certain policies with our kids every year and sign off that we reviewed them – all these policies are online and you can sign off on them – like electronic communications, student supervision after dismissal, management of life threatening allergies, bullying policy, etc. If anything ever happens, you can say you signed off that you reviewed these. It is another way to get information instead of bringing home forms, signing, bringing them back to school and then filing them at the schools. Mrs. Darby stated and you do it one time.

Mr. Salcedo asked is it implied that every parent in the District has a computer? What happens when you don't have a computer. Mrs. Paul stated they can use a phone or what we did, we actually had computers sitting somewhere and they can come in and input information. They would have to come in person. Which is good, because they would have the paperwork.

Mr. Monge stated to Angel's point, is there an App for this? Mrs. Paul stated I can't answer that question.

This is how it is set up and the service fee set up and it is a two-year contract and that is what is required. Mr. Brennan stated the reason being is it has to do with the school year. Mrs. Paul stated because of how the school year runs. Mr. Brennan stated you start registering kindergarteners around March so you are using the program already for the following school year.

Mr. Nufrio stated I'm not skeptical but concerned about the security of this system. I think embedded in the contract should be something about how much security they do extend. Right Mr. Griggs? Mr. Griggs stated right. I think that everybody who has questions, should list them and send them to Mrs. Paul and then you send the answers back to everybody. I heard a lot

of questions. Mr. Nufrio stated and you should be looking at the contract. Mr. Griggs stated you are not at that point yet. Mrs. Paul stated I'm just showing you and introducing it to you. It came up because of residency and it will make registration easier.

Mr. Nufrio stated or what do they offer in the event that some security breach happens. Mr. Monge asked how many districts have it? Mrs. Paul stated a lot. Sayerville, Green Brook, New Providence, Springfield – I know of at least 10 school districts.

Mr. Nufrio stated send any questions you have to Mrs. Paul and cc Mr. Tatum or Mrs. Moses and then you will have a more comprehensive idea.

Mr. Monge asked do we know a guess of the costs? Mr. Nufrio stated eventually we will. Mrs. Paul stated I didn't ask for it yet because I wasn't sure on how anyone would feel about it. Mr. Brennan stated isn't it based on school population. Mrs. Paul stated it is something like one cost per kid. Mr. Monge stated it would be great if you could let us know that. Mr. Nufrio stated security is the biggest feature and that is my concern.

Mrs. Moses stated public relations will be tabled for next week at Mr. Tatum's request and recognition of students 2016 poetic achievement award is scheduled for next Tuesday and that is the Superintendent's Report.

Mr. Nufrio asked when is the League of Women Voter's event? Mrs. Cappiello stated October 24th. Mrs. Zuena stated a lot of people didn't get their notification about that. Only some of the candidates had gotten it and not the others. Nellis didn't receive hers yet. Mr. Nufrio stated Mrs. Zuena have someone reach out to them to get them the info because they have to respond.

EDUCATION/STUDENT DISCIPLINE COMMITTEE RESOLUTIONS:

Mr. McDowell presented the Education/Student Discipline Committee agenda.

DISCUSSION:

Mr. Nufrio stated E-5 - Mr. Le requested additional information and I saw your email that you sent to Mrs. Cappiello. The response to that is I spoke with Mr. Tatum and he certainly apprised me that the number "2" which is indicated in the actual report translates to the second half of the year. So I said then we only need to change the language to appropriately reflect the second half of that year. The first half was already submitted to the State. If you need a copy of that you can certainly ask Mr. Brennan to send it to you. Mr. Le asked did we approve the first period. Mr. Nufrio stated yes, it had to be because it goes to the State every six months and that would have been the first half but being that this was only reflecting the second half. Mr. Le stated I saw period 2. Mr. Nufrio stated I saw the whole year and I said why don't we just change the language to make sure it is correctly stated. It is every 6 months or half of the year.

Mrs. Darby stated E-6 -that is based on a 12-month contract placed on the child's IEP. Mrs. Conti stated I didn't put this one on – this is the transportation contract for one of our independent contractors and it looks like it is for the 2016 extended year and 16-17. I would

have to defer to Mr. Brennan, are they referring to the summer. Mr. Brennan stated the extended school year. Mrs. Conti asked or are they talking about the upcoming school year? Mr. Brennan stated extended school year. Mr. Nufrio stated the extended school year applies to whom? Mrs. Conti stated would be for children with IEP's.

Mrs. Darby stated E-8 – will this program be provided to the District? Mrs. Conti stated this is for a Plans for Life Club. The way that the transition coordinator presented it in the contract, they call it a club so that they can share with other districts and within our own District and basically it is to give children additional information on transition, resumes and it is not a curriculum thing. If you need more information I would be happy to give it to you.

Mr. Nufrio stated Mrs. Conti I received pamphlets which I brought in to Mr. Tatum last Thursday when we did the agenda review and it has to do with that program which was forwarded to me by the Recreation Department which parents would have to pay to attend. Mrs. Conti stated there are a couple that are with the Union Recreation Department. Mr. Nufrio stated but it is not here in Union. The Recreation Department sent it to me to distribute. Mrs. Conti stated would it be Tri-Cam. Mr. Nufrio stated I think so. Mrs. Conti stated I do have that on the website and informed our Child Study Team.

Mr. Nufrio stated my question I have to Mr. Griggs, does that require Board approval? To approve a program that we do not sponsor but yet our parents and community may consider and they would be paying for it. Mr. Griggs asked is it part of the school day? Mr. Nufrio stated it is after school. Mr. Griggs stated if it is a standalone program, you would be unless they are using your facilities. Mr. Nufrio stated they are not using our facilities so it doesn't require Board approval. Mr. Griggs stated no. Mr. Nufrio stated I just wanted to make sure. Mrs. Conti stated it is a resource, it is just an informational for the parents who have children with disabilities. There are different resources that are available like sporting events, recreational activities. Mr. Nufrio stated I just wanted to make sure we weren't going to endorse something that required Board approval. Mr. Griggs stated no.

Mr. Monge stated if we are posting it on our website, isn't that an endorsement? There are other groups that are competing for the same services and charging. Mr. Griggs stated that is a different question. Mr. Nufrio stated if we are posting it on the website, we are endorsing it. Doesn't that translate to that? Mr. Griggs stated you asked me about the program whether we have to approve that program. Mr. Nufrio stated the posting of the program. Mr. Griggs stated my question would be, what is your normal practice in this District with regard to your website? Some districts do it as an accommodation for groups which benefit their children, some have a completely exclusive policy where they do nothing. Mr. Nufrio stated it has already been posted because it was done before. Mrs. Conti stated typically my protocol is that I send it up to Julia who gives it to Mr. Tatum and he takes a look and I seek approval from the Superintendent and that has been the past practice and if it looks like something that could be for our students, we do post it. Typically if there is a fee associated we do not post it; however, this was through the various recreation departments of all the towns and community resources. Mr. Griggs stated it is kind of like in the schools where a group comes in and says can you distribute which you probably don't do but it is the same concept if you will. Mr. Nufrio stated it is and that is why I hesitated to even bring it to the Board, I brought it to Mr. Tatum and I said that I think we need

to ask Mr. Griggs. Mr. Griggs stated you must have a policy. Mrs. Zuena stated we send things home for sporting events and stuff through the school that charge money. They are not ours. They are through the Recreation Department. Mr. Arminio stated soccer league, little league. Mr. Nufrio stated I don't see a problem with it personally. I just want to make sure that we are not endorsing.

Mr. Monge stated you could have some odd situation. Mr. Nufrio stated of what I understand it is distributed to many districts. Mr. Monge stated if there is a process and I don't know if there is a policy for this but if the process is that Mr. Tatum takes a look at it and he is making a decision. Mrs. Darby stated he looked at it. Mrs. Conti stated he did. Mr. Arminio stated there is a policy about distributing materials. Mrs. Zuena stated even with the wrestling forms, everything has to be preapproved by him before. Mr. Nufrio stated by him, but my concern is the Board. I'm not questioning his authority. If that is what past practice was then I'm o.k. with that. I just want to make sure we are doing the right thing. Mr. Griggs stated let's look at the policy. Mr. Nufrio stated if you could provide Mr. Griggs with a copy. I left mine in Mr. Tatum's office. Mrs. Hart stated I do know before I post on the website, we get an email from Mr. Tatum or someone of authority. I won't do it unless I have that email.

Mr. Nufrio stated so some clarification, Mrs. Conti it is posted on your website. Mrs. Conti stated the Department of Special Services. Mr. Nufrio stated and you got approval from Mr. Tatum. Mrs. Conti stated yes, I have it right here. Mr. Nufrio stated when I got it, my first concern was the legality of pushing this through and I said Mr. Tatum it is your call.

FISCAL AND PLANNING COMMITTEE:

Mr. Le presented the Fiscal and Planning Committee agenda.

DISCUSSION:

Dr. Francis stated F-9 – UHSPAC – rental of audio – are we ever going to consider purchasing equipment so that we don't have to continue to throw away \$4,000 in equipment rental. Mr. Brennan stated this is paid for by the Student Activity Accounts. Dr. Francis stated so that doesn't come out of our budget. Mr. Nufrio stated but the question is still valid. Mr. Arminio stated it is for the headsets for the kids when they are up on stage and I don't think it is worth it and I'm only saying this because I have been involved and I don't think it is worth buying because they do break and then you have to replace them. Dr. Francis stated I thought I saw Yamaha equipment. I don't know too much about audio.

Mr. Monge stated we talked about this before and I know Kawameeh's play last year, the mics were going out and it was terrible for the kids and I know it was part of the conversation that we had and I don't know where that conversation went but that is something that we talked about and maybe having one system to be shared but then we heard that high school really needed a home for theirs versus sharing but then that died and that conversation never came up again until now.

Dr. Francis stated I think it makes sense if we are going to spend that every year. Mr. Nufrio stated it is a good question and it needs to be looked into it and discuss with the Board.

Mr. Brennan stated we can discuss it in Finance. Mr. Nufrio stated if this is the better alternative, then it certainly makes sense.

Dr. Francis stated F-11 – the Comprehensive Maintenance Report. It sounds like the same thing over and over again. Mr. Brennan stated it is a report for the County and they monitor what you are doing to maintain your buildings over the last three years and then M-1 is a comparison of the last ten years of what you have been spending on maintaining your buildings. Mr. Monge stated we have to look into it, but I brought this up last year, because there is basic work that you need to do for our buildings and I think that is what it is trying to capture. Mr. Brennan stated it is. Mr. Monge stated the comments last year was that there should be a little more thoughtfulness to what needs to be done for the building on a given year versus just carrying over the same number based on gross square footage. I think it is a cost per square foot being calculated. That was a comment last year and a comment this year and maybe we can start doing something different in the future. I know this is just a budget for general maintenance. Mr. Brennan stated it is information for the County. Mr. Nufrio stated that falls under capital expenditure. Mr. Brennan stated no. Mr. Monge stated it is common for maintenance for all buildings – a dollar per square foot. Mr. Nufrio stated we are talking about maintenance not repairs. Mr. Brennan stated maintaining your building. Mr. Nufrio stated but not repairing specific things because that would fall under capital improvements. Mr. Brennan stated these are not big ticket items.

Dr. Francis stated our legal fees – our year to date – just a comparison since we don't have Jim's salary. Mr. Nufrio stated she said that the back-up is there and I'm going to simply say that I can't answer that in a complete number or a finite number but don't forget we agreed that the law firm for which Mr. Griggs works for is handling more than just his services here and with the Board. With that, we have to be mindful that there are many other cases – such as special education, which there may still be some pending cases. I think outside of liability and outside of comp work. Mr. Griggs stated we handle everything else. When you look at them, you have to look at Jim's salary plus benefits plus your legal out-of-pocket for your outside firms because you had two firms – one for Jefferson and a firm that was handling the special education – so it was a combination of both. I think we are about \$30 less an hour than what you were paying the outside firm. Mr. Nufrio stated it is still a legitimate question that Dr. Francis is posing. I would like if possible, if this meets with your request and I agree with you 100%, maybe at the end of December we should get some final numbers and that should be charted to see what we paid to the other firms at least for the same period of time. Mr. Brennan stated plus his salary and benefits.

Mr. Monge stated it depends on the type of work. It is an hourly thing because if you had more hours last year versus this year, it wouldn't be a fair comparison. As far as Jim's salary, putting a box around what he did versus what you are doing and comparing the two. If you bulk everything into one bucket, it may not necessarily be a fair comparison. Mr. Nufrio stated you can't simply reduce it to that because the firm is handling what the outside firms that we had – all their legal work so it can't just be Jim's salary. It has to be inclusive all that was paid to the other firms.

Mr. Salcedo stated Jim was our Board Secretary with legal expertise. I remembered that he only answered x-amount and anything outside so like Jefferson he would send out anyway. Mr. Griggs stated no he didn't. He handled that – he was very much involved. I actually went through his office and he was involved in everything you had legally except with the exception of what went to the Office of Administrative Law. He handled everything except Special Education but everything else he was involved in – contracts, contract review, resolutions and all types of stuff. Mr. Salcedo stated so now we have a Board Secretary and now we are sending out legal work early. Mr. Brennan stated but he was a lawyer. Mr. Salcedo stated you were saying he was the Board Secretary and x-amount of legal work to a certain extent. Mr. Griggs stated it appeared that he did all your legal work except something that required outside counsel – bond counsel, special education, beyond mediation, litigation or you would farm it to your insurance company. Mr. Nufrio stated litigation and all that probably falls under the liability insurance which they handle some of that but in truth we are looking at is what we paid the outside counsels and anything other than Jefferson because that was really a one time situation that he shouldered but we are certainly not building another school and we are not asking Mr. Griggs to do any paperwork on that but the litigation of the Jefferson project that was handled by an outside firm which we are hoping to bring that to a resolve but we are no longer in litigation on that but we are still waiting for the paperwork to be done so we can get that \$5 million.

Mr. Monge stated so who is going to provide the feedback for the comparison. Mr. Brennan stated you said by the end of December. Mr. Nufrio stated yes, that gives you plenty of time. Mr. Brennan stated a snapshot. Mr. Nufrio stated exactly.

OPERATIONS COMMITTEE:

Mrs. Zuena presented the Operations Committee agenda.

DISCUSSION:

Mr. Nufrio stated some additional information on O-6. We will discuss that a little further in Executive Session and you have this look of didn't we do this already and we did but there was some language change in the contractual paperwork that Mr. Griggs received and plus the rest will be discussed in Executives Session.

PERSONNEL COMMITTEE:

Mr. Arminio presented the Personnel Committee agenda.

DISCUSSION:

None.

RESIDENCY COMMITTEE:

Mrs. Zuena presented the Residency Committee agenda.

DISCUSSION:

None.

APPROVAL OF BILLS:

Mr. Nufrio stated bills will be presented for payment at the next meeting:

UNFINISHED/NEW BUSINESS:

Mr. Arminio stated I will make the usual announcements next week but I will keep them to a minimum.

Tomorrow at Union Town Hall there will be a Hispanic ceremony and I think someone will be named the Hispanic of the Year and then there will be festivities afterwards and also someone is going to be awarded the Burger of Year to Cozy Corners.

The other day Akua Boakye and Jim Masterson met with Mr. Tatum and there is potential for a coalition between the school and the co-op program, an internship program, and an early release program and the Chambers of Commerce so kids can go from the school whenever they are dismissed and go do an internship with a business in Union or get a part-time job and leave school early. Mr. Nufrio stated that is the item in the Superintendent's Report that I think he was going to talk about and will talk about it at length next week.

Mr. Arminio stated this weekend there is a four-century weekend where all the historical sites in the County are open, including the one in Union and it is open from 10-5 on Saturday and 12-5 on Sunday and every historical site in Union County will be opened at those times.

Finally, next week there will be a Policy change added to the agenda. The Policy Committee just met and made a change in the hiring policy and you will see the changes, very minor changes, to make it more streamline.

Mr. Monge stated we had a conversation and it started in Operations and ended in Fiscal – just to let everybody know as far as the RFP process. We talked about looking at the calendar. Mr. Brennan was going to look at the calendar and the various third-party RFP's. We talked about trying to back-up actual RFP's behind RFP's versus just notices. He will follow-up with that as well and then eventually and we will talk with Mr. Tatum, we will have to have this conversation about what Mr. Arminio brought up and have a policy that differed from the approach that we took but I think we are o.k. because obviously Mr. Nufrio appointed committees to look over some of those RFP's. We are just trying to make sure that we have something that we all think is the way to go going forward and if that is the way to go then the policy should reflect that.

Mr. Nufrio stated just as an aside, as Board President and whoever that person will be, it is the Board President that has the authority to set committees and with regards to just as tonight, I asked Mrs. Paul in the Education Committee that this Board is about being as transparent as possible. The transparency begins with the fact that we have a process of inclusion and most of you have said in the past year or so, when Mr. Arminio was President, that you wanted to be a part of the process other than just coming to the meeting and voting. By doing the committee and I researched it thoroughly and spoke with Mr. Griggs, that is the best way to get inclusion. Just as I did with the health broker issue – getting the four chairs to get together and come up with some consensus and present it to the Board and we went even further which was to have the individuals come and make a presentation. More than that, I don't know what else we can do but if you have suggestions, I'll listen.

Mr. Monge stated I think Mr. Arminio, the point that you were making that if we had a policy that differed from what we did, we should update the policy to state that the chairperson. Mr. Nufrio stated it is already in the policy. If you look under the "Board President", you will see about committees. Mr. Arminio stated there was another policy. Mr. Nufrio stated what policy - we will look at it. If it requires any tweaking we can do that too. I just don't know how much more we can do to become transparent. Mr. Monge stated it was just what Mr. Arminio said and to speak to what he said.

Lastly, any update on Kean University. I know we talked about trying to work with Kean over the last year. Mr. Nufrio stated when I spoke with Mr. Tatum last week and I said to him I would like to meet and sit with the President of Kean. There were scheduling conflicts but certainly we can't do it until both parties have time. I would hope that at the latest at the end of November we should be able to accomplish that. I also said at least one of the Assistant Superintendent's should be there. We need to establish a good connection because it is ridiculous not to have a relationship with a university right here in Town. We definitely are going to do it but it is a question of getting the parties together.

Mr. Benaquista stated Mrs. Moses, myself and Mr. Cohen and Ms. Moran met with Dr. Mobley today from Kean. She is in charge of the whole education department and we are trying to build a relationship with them because she said years ago she presented something to our Board and they didn't accept it. It was a certain program that they were running to really build a relationship to grab candidates for hiring and now last year when I went to their recruitment fair, I met some incredible candidates out of the STEM program and we ended up getting one but the rest were all taken. If we had this relationship, and they were already working in our schools doing their student teaching, which in the future is becoming a year long process, we would have a great advantage of getting these incredible young students to work with us. It is really just that relationship in my mind because our pay scale is equivalent to maybe above a lot of the starting salaries. I think this is something that we are going to keep moving forward on and to keep building that relationship and bring them on. Mr. Arminio stated it would behoove us too to make a relationship with Kean University because in the past few years they have been gravitating not physically but their whole attitude is moving to Elizabeth and they are making Kean University part of Elizabeth.

Mr. Nufrio stated I just want to clarify a comment that Mr. Benaquista made and I can tell you since I have been on the Board since 2011, I made several attempts to try to get some kind of an engagement and although I do not recall anything brought to the Board specifically, whatever was denied, was denied outside. The only thing I can say is that there is nothing to inhibit and there should be nothing to prohibit and we will make sure. I will tell you this, I personally took it upon myself to present to Mr. Tatum a request from the graduate division of Kean University so I even went higher with that and the request was to have some kind of internship for those students who are aspiring to get a graduate degree and Mr. Tatum met with the Supervisor and I believe that they moved forward and it may involve Mrs. Conti and we already have internships and we have shadowing programs for the undergrads and I think when Dr. Farrahi sees what we are trying to do - we are putting out that olive branch and saying we want to be part of the university and we want you to be part of the Township. Mr. Benaquista

stated in the near future we will have a presentation for the Board with what we talked about today.

COMMENTS FROM PUBLIC:

Ann Margaret Shannon stated UTEA President and I'm glad you are talking about Kean but I don't know if everyone is aware but the Board sent two people for training for tomorrow's teachers over the summer and it is great program. I think we should work on developing teachers and education professionals in district in the beginning and at the end. We are trained and ready to go and I don't know if anyone is working on getting that into the high school next year as a program but it is called "Tomorrow's Teachers" and we do have two people trained at the high school. Hopefully you will put that on there as an elective course. One school was doing it for Freshman to Seniors, but I think Juniors and Seniors.

O-6 with respect to Willis – who does that affect? Mr. Nufrio stated that is strictly the brokerage. The brokers who will handle the health insurance. We approved them last month but because there was a tweaking of the language that Mr. Griggs felt was required, we need to redo it.

Ms. Shannon stated technology – we are very willing to go ahead with technology. However, I think we have too many things going on all at once and I think this whole InfoSnap thing, who would be administering that – hopefully Central Office. Mr. Nufrio stated I think it would be Central and possibly the clerical staff but not teachers. Ms. Shannon stated not secretaries? Mr. Nufrio stated I said not teachers. Ms. Shannon asked what about secretaries? Mr. Nufrio stated I would think clerical would mean secretaries. Ms. Shannon asked it wouldn't be centralized up here? Mr. Nufrio stated it is probably a little pre-mature. Ms. Shannon stated just remember all the changes that are coming down and impact everybody. Mr. Nufrio stated understood but if this facilitates what is currently in place, I would think we would welcome it. Ms. Shannon stated it is the first time I heard it.

The real thing is the Google – I think people are forgetting and maybe I'm wrong but it isn't apparent to the Association. I haven't heard anything about any formal training or professional development which is by contract when we put something new in District – I don't need any answers but keep that in mind. I hear 2400 computers for students and I haven't heard anything about training.

Mrs. Moses stated the District is offering PD for teachers throughout the year from September to June. There are buildings that are also doing PD based upon their building. All PD is building based and drawn from the skip team. So the skip team in every building and that is why it is there, that committee will say to the principal and with collaboration of the principal, we need some PD at our building so with that said we have one school on the 21st which is Connecticut Farms Schools which giving Google training to their school and aside from that Mrs. Paul will be doing Google training all year long. We are going passed PD because Central Office cannot go to the building and say we need to do Google training. The training is based upon the building needs. They respond to evidence of data in the building. Maybe 75-80% of the teachers already know Google, they need to do something else. They will have that discussion with the principal. But from the Central Office level, we feel that we need to provide

the teachers with every opportunity possible for them to want to go in and get training and that every teacher will pick up that because there are some teachers that know the system and many teachers in the District are already Google certified and have that experience so they might not go. The door will always be open in the schedule. We did the first semester schedule and then Mrs. Paul will do a second semester schedule and by the needs of the employees in the District, if they want a second day, she will put a second day in there. We are preparing the teachers in that way. Administrators in the District know that you can get PD at your building level on Google training anytime that you want to do that. My only thing is when those students get laptops, I can tell you right now that they don't need any training. They will open it up and they will start sending stuff to the teachers so we need to get our teachers ready.

I heard some teachers saying that the Google training and they are not supposed to go but that is strictly up to you but one thing that we are here to do and Mr. Nufrio said it, we are here to make sure that our children get everything that they need. You said it too. We want our children to have, we want our children to be in the 21st century, we want them to love learning. We want to take our children beyond the walls of the school. We want our children to have a hankering for us to teach them. We want our children to question us. We want to them to have the intellectual thinking about everything that is being taught to them so we are providing that for teachers and we are telling the principals not to so the skip team is really a part of everything that comes to PD that's why the State put that in place.

Ms. Shannon stated if I could respectfully say that after school professional development on non-Wednesdays are impacting peoples personal lives. I'm talking about during the day and I understand what you said about the principals but I'm talking about during the day for professional day, the 15 hours that we have, we could have used the first professional development day back in September and believe it or not we are also being told by the buildings that all the professional development is already filled for the whole year. I had a person come in from my department and I don't know about the other departments, but they were told that they were all filled up for the year. By our contract and I appreciate that you are giving extra time, over and above, there was a time when our professional development had a couple of choices so you are absolutely right, I'm really good at Google, I wouldn't sign up for it but if she needs Google she will but we are not seeing that during the school during professional development days and I'm just requesting that it be looked at. You may think that there is 80% that is comfortable with Google but there is not 80% - I don't think, I know I'm not.

The other thing is are we going to get ChromeBooks that we can play with so we know. I don't know ChromeBook. I thought they were only for students. Mrs. Moses stated the ChromeBooks are being pushed out for students and what I do know that when you go for training you will be training on desk tops but when you go for any training and you need a ChromeBook, you can sign it out. Mrs. Paul stated you can check it out from my department. I have ChromeBooks available if a teacher wants to use one, they can sign it out. Sometimes you want to be able to learn or you are going out for Google training and you need to carry a ChromeBook with you, you can sign out a ChromeBook.

Mr. Benaquista stated in reference to the training off Wednesdays – non-Wednesday training on Google. Mrs. Paul has set up a schedule to offer training within the District to

anyone who wants to go. You are not mandated to go. I don't think we want to send out any message that is negative when there are people in this District that want to go on Tuesday or a Thursday to gain information, I don't think there is anything wrong with that. But when a message is going out to say to other teachers that we shouldn't go to Google, that hurts and bothers me. Ms. Shannon stated it hurts me that we don't have a formalized Google training. Mr. Benaquista stated but that comes from the schools and the skip teams. If you want us to look into the skip teams of each building, we will.

Mr. Nufrio stated any discussions of this type of area of concern should be handled through the Superintendent and certainly as a quick response to you, Mrs. Paul is working diligently to try to get these things into place but you expected that we could have started training in September, she was still trying to get it off the ground but by the mere fact that it takes time to get these things started, you can see that she is doing, other than working Saturday and Sundays which she probably does anyway, we are trying to get this thing accomplished and hopefully we are not going to run into conflicts or questions about whether we should or shouldn't go. I don't want to hear that in a Board session because that is a matter of personnel, a matter of contractual concerns and you certainly need to address that with Mr. Tatum. Ms. Shannon I want you to understand that wasn't intended to silence you but there are ground rules for Board meetings and certainly anything that concerns personnel or contractual issues need to be addressed elsewhere.

Ms. Shannon stated the filters seem a little extreme – I sent emails about pride in public education and another one for a fundraiser and they are kicking back. Mrs. Paul stated the problem is that somebody clicked on an email that they shouldn't have clicked on and it sent a phishing throughout the email server and because of that we started blocking everything but that didn't cause part of the issue. The part that happened was our server started to burst out emails to Hotmail, gmail, outlook.com and all these other places so they blocked us. What happened was we have to make a request to these people to tell them to unblock our email system from their email because we are in the process of resolving the phishing issue because it is one computer in this District that is doing it. You are talking 4,000 pieces of equipment and we have to find one computer doing it and we don't know which one it is. We are still trying to find it because of that reason, we have contacted the company and just to let you know, they are opening up our filter so that we can get emails but we had that issue over the weekend again so just to let you know that is the reason why because there are some things that are inappropriate that is coming across our network. Miss Annie saw a couple of them. So don't click and don't forward. We are working on it and it is something that happens and we don't have control over it. It is something that we have to be very careful. Somebody in the District did click on an email and it sent phishing across our exchange server. The recommendation of the engineers has been to shut down the email system and we can't do that but that is the only way to actually resolve it.

Mr. Nufrio asked do you know if it was staff or student? Mrs. Paul stated don't know. We personally don't think it is a student, we think it is staff. It is a computer doing it and they don't know that it is doing it. Mr. Nufrio stated there is common sense about clicking on unknown entities, even I know that.

MOTION FOR EXECUTIVE SESSION:

Moved by Mr. Salcedo, seconded by Mr. Arminio, 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) operations and personnel matters. 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.

AYES: Mr. Arminio, Dr. Francis, Mr. Le, Mr. McDowell, Mr. Monge, Mrs. Regis-Darby, Mr. Salcedo, Mrs. Zueno, Mr. Nufrio

NAYS: None

ABSTAIN: None

MOTION CARRIED

The Board returned to public session at 10:35 p.m.

MOTION TO ADJOURN:

There being no further business before the Board in public session it was moved by Mr. Le, seconded by Mr. Salcedo, that the meeting e adjourned at 10:35 p.m. All present voting YES. MOTION CARRIED

RESPECTFULLY SUBMITTED,

GREGORY E. BRENNAN
BOARD SECRETARY