

**TOWNSHIP OF UNION BOARD OF EDUCATION  
REGULAR MEETING MINUTES – NOVEMBER 19, 2019**

**NOTICE OF MEETING:**

**TO ALL BOARD OF EDUCATION MEMBERS:**

The regular meeting of the Board of Education of the Township of Union was held on Tuesday, November 19, 2019 at 7:00 p.m. at the Union High School Library, 2350 North Third Street, Union, New Jersey pursuant to notice sent to each member.

Mr. McDowell called the meeting to order at 7:01 p.m.

**PRESENT AT ROLL CALL:**

Mr. Ronnie McDowell, Dr. Kalisha Morgan, Mrs. Nellis Regis-Darby, Mrs. Linda Richardson, Mrs. Kim Ruiz, Mrs. Mary Lynn Williams

**ABSENT AT ROLL CALL:**

Mrs. Sherry Higgins (arrived 7:06 p.m.), Mrs. Nancy Minneci, Mr. Vito Nufrio (arrived 7:06 p.m.)

**ADMINISTRATORS PRESENT:**

Mr. Gregory Tatum, Mrs. Annie Moses, Mr. Gerry Benaquista, Mr. Manuel Vieira, Mrs. Sandra Paul, Mr. Craig Wojcik, Mrs. Maureen Guilfoyle, Mrs. Kim Conti

**ALSO PRESENT:**

Mr. Lester Taylor, Esq.

The JROTC Color Guards led the Board and audience members in the Pledge of Allegiance.

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

Mrs. Regis-Darby read the District’s mission statement.

Mrs. Higgins and Mr. Nufrio arrived at Board meeting – 7:06 p.m.

**COMMENTS FROM PUBLIC ON RESOLUTIONS:**

None

**Approval of Minutes:**

Moved by Mrs. Williams, seconded by Mrs. Regis-Darby, that the following minutes be approved.

1. July 16, 2019 – special meeting/executive session

2. July 16, 2019 - regular meeting

DISCUSSION:

None

AYE: Mr. McDowell, Dr. Morgan, Mr. Nufrio, Mrs. Regis-Darby, Mrs. Ruiz, Mrs. Williams

NAY: None

ABSTAIN: Mrs. Higgins, Mrs. Richardson

MOTION CARRIED

Communications:

REQUEST FOR LEAVE – ABBATE

Request for paid child rearing leave and unpaid FMLA/NJFLA (concurrently) from Melissa Abbate, music teacher-Union High School – January 2, 2020-April 15, 2020.

REQUEST FOR LEAVE – BLANCO

Request for paid medical leave from Annette Blanco, teacher-Connecticut Farms Elementary School – October 17, 2019-November 15, 2019.

REQUEST FOR LEAVE – CORTES

Request for paid child rearing leave and unpaid FMLA/NJFLA (concurrently) from Tatiana Cortes, special education teacher-Connecticut Farms Elementary School – February 3, 2020-May 8, 2020.

REQUEST FOR EXTENSION OF INTERMITTENT LEAVE – CERCIELLO

Request for extension to unpaid intermittent FMLA/NJFLA (concurrently) from Luigi Cerciello, custodian-Livingston Elementary School – now through December 31, 2019.

REQUEST FOR INTERMITTENT LEAVE – DOYLE

Request for intermittent FMLA/NJFLA (concurrently) from Jolie Doyle, kindergarten teacher-Livingston Elementary School – October 11, 2019-October 11, 2020.

REQUEST FOR INTERMITTENT LEAVE – LANG

Request for intermittent FMLA/NJFLA (concurrently) from Ann Michele Lang, teacher-Battle Hill Elementary School – October 21, 2019-June 30, 2020.

REQUEST FOR LEAVE – OSBORNE

Request for unpaid FMLA/NJFLA (concurrently) from Amie Osborne, special education teacher-Union High School – October 11, 2019-June 30, 2020.

UPDATE TO INTERMITTENT LEAVE – POLACK

Update to intermittent FMLA/NJFLA from Linda Polack, special education teacher-Union High School – December 17, 2019-December 20, 2019.

REQUEST FOR EXTENSION TO LEAVE – REID-ANGLIN

Request for extension of child rearing FMLA/NJFLA from Tiffany Reid-Anglin, teacher-Franklin Elementary School – new return date of December 2, 2019.

**REQUEST FOR INTERMITTENT LEAVE – STANDAL**

Request for intermittent FMLA from Laura Standal, teacher-Hannah Caldwell Elementary School – October 10, 2019-June 30, 2020.

**LETTER OF RESIGNATION – LINARES**

Letter of resignation from Leonor Linares, part-time bus aide-Transportation Department, effective October 18, 2019

**LETTER OF RESIGNATION – DUDOVA**

Letter of resignation from Viera Dudova, leave replacement school psychologist-Burnet Middle School, effective October 27, 2019.

**REQUEST FOR LEAVE – TICE**

Request for paid medical leave followed by unpaid FMLA from Clorinda Tice-paraprofessional-Hannah Caldwell Elementary School - October 15, 2019-12/13/2019.

**REQUEST FOR EXTENSION OF INTERMITTENT LEAVE – RAPKE**

Request for extension of intermittent FMLA/NJFLA (concurrently) from Angela Rapke, 10-month secretary-Burnet Middle School – extension through June 30, 2020.

**REQUEST FOR INTERMITTENT LEAVE – MULVANEY**

Request for intermittent FMLA/NJFLA (concurrently) from Elizabeth Mulvaney, special education teacher-Livingston Elementary School – October 28, 2019-June 30, 2020.

**LETTER OF RETIREMENT – BROOKS**

Letter of resignation, for the purpose of retirement, from Kathy Brooks, special education teacher-Union High School, effective January 1, 2020.

**LETTER OF RESIGNATION – BAKSYS**

Letter of resignation from Vito Baksys, part-time bus driver-Transportation Department, effective November 7, 2019.

**REQUEST FOR EXTENSION OF LEAVE – NICASTRO**

Request for extension of paid medical leave from Joyce Nicastro, pre-k teacher-Connecticut Farms Elementary School, new return date January 2, 2020.

**LETTER OF RESIGNATION – LOPEZ**

Letter of resignation from Christine Lopez, school library media specialist-Jefferson School, effective January 1, 2020.

**REQUEST FOR EXTENSION OF LEAVE – HAVYAR**

Request for extension of unpaid child rearing leave non-FMLA from Amanda Havyar, special education teacher-Hannah Caldwell Elementary School, new return date May 1, 2020.

## REQUEST FOR LEAVE – ATTANASI

Request for paid medical leave from Cindy Attanasi, kindergarten teacher-Washington Elementary School - November 11, 2019-January 3, 2020.

### Superintendent's Report

Mr. Tatum stated thank you acting President. We have the JROTC recognition tonight and Livingston Elementary School presentation.

Mr. Benaquista asked Col. Alvarado, 1<sup>st</sup> Sgt. Schemel and Mrs. Ionta to come forward. The ROTC does a lot of stuff throughout are district. I will read what Colonel Alvarado sent me regarding what their recognition was about and it is very hard to get what they were recognized for – 10% of 1700 get recognized.

“On October 16, 2019 the Department of the Army formally designated the Union HS Army JROTC Program as an Honor Unit with Distinction (HUD). HUD designation is the highest award an Army JROTC program can receive. The Department of the Army presents this award to the JROTC units that maintain an exceptionally high standard of performance. HUD status represents a significant achievement as it places Union HS JROTC in elite status. HUD is granted to only 10% of 1700 nationwide Army JROTC Programs.

Every Army JROTC program receives an annual inspection from the Department of the Army. It is a combination of the scores earned during the inspection coupled with the various activities each Army JROTC program performs that determines their rating for each school year. During the 2018-2019 School Year, the Union HS Army JROTC Program scored 400 out 400 points on the Unit Report and passed the Army Inspection with a 98.7% score.

The Union HS JROTC Battalion has won the New Jersey Drill Championship for eighteen (18) years in a row and consistently places in the top 10 at the annual Army National Drill Championship. The Raider team won first place at the Brigade Northeast Competition. Union HS JROTC cadets are active members of the community. Each cadet performs an average of 45 community service hours per school year.

Army JROTC is a US Army sponsored elective taught at Union HS that teaches and enforces discipline, responsibility, teamwork and good citizenship. The formal mission is to motivate young people to become better citizens. The program is administered by US Army Instructors COL (Ret) Walter Alvarado and First Sergeant (Retired Gerald Schemel) who have a combined 50 years of experience leading American men and women both peacetime and in combat. Due to the HUD designation COL (Ret) Alvarado is able to nominate candidates for acceptance to the Military Service Academies. His nomination is equivalent to a recommendation from a Senator or Congressman.”

Congratulations!

Col. Alvarado stated thank you Mr. Benaquista and good evening ladies and gentlemen. We are very proud of our accomplishments. We are recognized in New Jersey. When we go to events other schools recognize our programs, as the program, they see our cadets. It is the dedication of our cadets and their parents, our school administration, specifically Linda Ionta who goes beyond. It is easy to run a program when you have a facilitator has 100% of our backs. Thank you Ms. Ionta. Mr. Benaquista and Mrs. Moses – thank you for your teamwork. Our kids are successful because of the teamwork and our level is because of teamwork. These are the cadet senior leaders that we are honoring: Izabella Ksiazek, Daniel Alvarez, Isaiah Alviola, Catherine Barbosa, Amir Scott, Kevin Valentine, Amy Hoang, Angel Rodriguez.

Thank you very much.

Mr. Tatum stated congratulations to everyone here this evening. I think this is a small token for what you do – not just for the district, this group is called for Town events and they are all over the place. They come to see me many times but they are always advocating for the program for our students; the same with Mrs. Ionta, advocating for the students. I can't thank them enough and I'm a big supporter. Hats off to all of you for all the good work and hard work and for what you are going to do in the future.

Mr. McDowell stated we are equally as proud of all of you and thank you for your service.

Mr. Benaquista stated I worked with the ROTC for many years when I was in the high school. Thank you again Colonel Alvarado and Sgt. Schemel for all your hard work.

Livingston School presentation by Principal Ben Kloc appended to minutes and can be viewed on District's website under BOE video library.

Mr. Kloc stated the program is called Trep\$ is an 8-week entrepreneurship program offered after school to students in grade 4 in Livingston Elementary School. They learn how to start and actually launch their own business. Students attend six workshops where they learn the business lessons. They apply these lessons at home with their family to create their business. We host a TREP\$ Marketplace where the young entrepreneurs sell their products.

The program goals – understanding of the business world, create long-term goals, work well with others, adapt to change, communicate well, research and analyze, understand money, develop leadership skills, practice critical thinking, problem solve, become risk takers, learn from the business community. TREP\$ offers education with impact – preparing our students for the future; targeting 21<sup>st</sup> century skills.

At Livingston School we had a kick off on October 9<sup>th</sup>; there was a parent meeting on October 17<sup>th</sup>; six weekly workshops; apply workshop lessons to their business at home with their families; make their products to sell - TREP\$ marketplace.

Donations for 2019-2020 were \$2,685 – we opened a separate Fund 20 account for the donations.

Twenty-six students are in the program. Stephanie Long from Standing Room Only Studies, a local business in Town, came to a TREP\$ workshop to give advice to our students on business ownership.

Prior to the start of the program, Capital One Bank came in to give all 4<sup>th</sup> grade students a lesson on financial literacy and they also offered students teen bank accounts to save their earned money with no fees or minimum balance.

The TREP\$ Marketplace will be on December 18, 2019. Thank you.

Mr. Tatum stated student/staff attendance: 96.2%/94.7%. Before I continue with my report, I will call Mr. Benaquista up here.

Mr. Benaquista stated thank you. The Union High School football team will be playing for the North 1, Group 5, State Sectional Championship against Clifton High School. The Union football team is 11-0 and the NJ.com has the Union Farmers ranked No. 4 in the State. Come out and support our Farmers, Friday night on our football field. If they win, they play one more game for an overall Group 5 State Championship. Come and support our Farmers.

Mr. Tatum stated this is American education week – November 18-22. Check with your schools and come and see all the goodness in your schools.

There will be a special dedication ceremony at Kawameeh Middle School gymnasium in the memory of Mr. Jack Debarbaieri on November 26. He began his career at Kawameeh in 1974 and for 44 years was an instructor in physical education. He was a long-time coach for the UHS football team as well as the UHS wrestling team. He was also part of the team that establishes “Family Fitness Night” at Kawameeh

Harlem Wizards basketball event on November 20 at UHS to benefit all students sponsored by the PTAs.

TEAM FARMERS - COACHES: Mrs. Damato( JEFF)/ Mrs. Carhart (CFES), WATER BOY: Mr. Shaw (BMS), REFEREES: Mr. Hoyt (UHS)/Mrs Foster (UHS)/Mr. Puorro (HC)

PLAYERS: KMS: Malanda/Kelly/Lopes, LIV: Kloc/Shaw/Miller, WES: Matthews/Riley/Menoni, CF: Cannon/Morgan/Carew, JEFF: Stapleton/Starr/Watson, HC: Manderichio/Baumann/Flisler, FR: Graham, BH: Bossard/Branco/Bucu, BMS: King/Kalola

Happy Thanksgiving.

Education/Student Discipline Committee Resolutions:

Upon recommendation of the Superintendent of Schools, the following resolutions were moved by Mrs. Regis-Darby, seconded by Mrs. Ruiz, for adoption:

E-1. REPORT AND AFFIRM SUPERINTENDENT’S RESOLUTION OF HIB

Report for the period November 13 to November 19, 2019 and affirm for the period October 16 to November 12, 2019 the Superintendent’s resolution of Harassment, Intimidation and Bullying (HIB) conclusions, in accordance with the information appended to the minutes.

E-2. APPROVE STUDENT CLUBS – UNION HIGH SCHOOL

Approve the establishment of the following student clubs/groups: (a) UHS Esports Club – George Dye, Advisor and (b) Roots: Black Excellence Club – Kwaku Osei-Tutu, in accordance with the information appended to the minutes.

E-3. *Agenda item approved at November 12, 2019 worksession (Settlement Agreement).*

E-4. *Agenda item approved at November 12, 2019 worksession (Settlement Agreement).*

E-5. APPROVE AMENDED SCHOOL NURSING SERVICES PLAN

Approve amended 2019-2020 Nursing Service Plan, in accordance with the information appended to the minutes.

E-6. APPROVE STUDENTS PARTICIPATING IN TOMORROW’S TEACHERS PROGRAM

Approve students participating in the Tomorrow’s Teachers Program will be reporting to other schools in the district to meet 50 hours of field work as required by Kean University – dates and locations as follows: (a) Jefferson School – December 10 and 17, 2019; (b) Burnet Middle School – January 8 and 15, 2020; (c) Battle Hill Elementary School – February 4 and 11, 2020; (d) various schools around the district depending on student – March 3, 10, 17 and 24, 2020.

E-7. APPROVE SETTLEMENT AGREEMENT

Approve Settlement Agreement for J.M., in accordance with the non-public information appended to the minutes.

DISCUSSION:

None

AYE: Mrs. Higgins, Mr. McDowell, Dr. Morgan, Mr. Nufrio, Mrs. Regis-Darby, Mrs. Richardson, Mrs. Ruiz, Mrs. Williams

NAY: None

ABSTAIN: Mrs. Williams (E-2 only)

MOTION CARRIED

Fiscal and Planning Committee Resolutions:

Upon recommendation of the Superintendent of Schools, the following resolutions were moved by Mrs. Richardson, seconded by Mr. Nufrio, for adoption:

F-1. TREASURER’S REPORT

That the Treasurer’s Report dated October 31, 2019 be accepted.

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

That the Secretary's Report dated October 31, 2019 be accepted.

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

Pursuant to N.J.A.C. 6A:23-2.11(a), I certify that as of October 31, 2019 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.

/s/ Manuel E. Vieira

Manuel E. Vieira, Board Secretary

\_\_\_\_\_ Dated

Pursuant to N.J.A.C.6A:23-2.2(h), we certify that as of October 31, 2019 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-4. APPROVE APPROPRIATION TRANSFERS**

Approve appropriation transfers in accordance with the information appended to the minutes.

**F-5. APPROVE LIST OF CONTRACTS/PURCHASE ORDERS**

Approve the attached list of contracts and/or purchase orders pursuant to the requirements of N.J.S.A. 18A:18A-5 (bid exceptions to requirement for advertising) and 18A:18A-10(a) (purchase through State agency; procedure), in accordance with the information appended to the minutes.

*F-6. Agenda item approved at November 12, 2019 worksession (districtwide travel).*

**F-6A. APPROVE DISTRICT WIDE TRAVEL AND RELATED EXPENSES**

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 and in accordance with the information appended to the minutes.

*F-7. Agenda item approved at November 12, 2019 worksession (student field trips).*

**F-7A. PRE-APPROVE DISTRICTWIDE STUDENT FIELD TRIPS**

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-8. APPROVE LIST OF 2019-2020 STATE CONTRACT VENDORS**

Approve the amended list of the 2019-2020 State Contract Vendors pursuant to N.J.S.A. 18A:18A-10(a) (purchase through State agency; procedure) to facilitate schools' purchasing, in accordance with the information appended to the minutes.

F-9. *Agenda item approved at November 12, 2019 worksession (student activity).*

**F-9A. APPROVED LIST OF CONTRACTS/PURCHASES (STUDENT ACTIVITY)**

Approve the attached list of contracts and/or purchases pursuant to the requirements of N.J.S.A. 18A:18A-5(21) (paid by funds raised by or collected by students), in accordance with the information appended to the minutes:

| School            | Account/Department | Vendor/Description   | Amount     |
|-------------------|--------------------|--|------------|
| Union High School | 2228/English       | National Constitution Center, Philadelphia, PA-entrance fee for students | \$1,410.00 |

**F-10. APPROVE 2019-2020 OUT-OF-DISTRICT STUDENT PLACEMENT LIST**

Approval be given to amend the 2019-2020 out-of-district student placement list, in accordance with the information appended to the minutes.

**F-11. APPROVE FUNDRAISERS**

Approve the following fundraisers, in accordance with the information appended to the minutes:

| Event Name                             | Date               | Purpose  |
|--|--------------------|--|
| Spaghetti Dinner                       | 12/18-12/19/2019   | UHS/Baseball – to raise additional funds for St. Jude  |
| Silicone Wristbands Sale               | 11/20/19-2/20/2020 | UHS/Bowling – to raise funds for end of season party/gifts, tournament extras                |
| Cookie Dough Sale                      | 11/20/19-2/20/2020 | UHS/Bowling – to raise funds for end of season party/gifts, tournament extras                |
| Bake Sale                              | 12/1/19-6/15/2020  | Washington/Student Council – to raise funds for Make a Wish                                  |
| School Store                           | 12/1/19-6/15/2020  | Washington/Student Council – to raise funds for 4 <sup>th</sup> grade trip to Science Center |
| Program Ad Sale – White Christmas      | 11/20-12/15/2019   | UHS/UHSPAC – to raise funds for the fall production  |
| Volleyball Night/Snack Sale            | March 2020         | UHS/National Spanish Honor Society – to raise funds for end of year dinner                   |
| Apparel Sale                           | 11/1-12/15/2019    | UHS/JROTC – to raise funds for US Army National Drill Championship in VA                     |
| Snack Sales                            | 12/1/19-5/31/2020  | UHS/Chess Club – to raise funds for tournament trophies and chess supplies                   |
| Dress Down Day/districtwide            | 2/28/2020          | UHS – to raise funds for Dup15q Alliance   |
| Holiday/Welcome New Member Mixer event | December 2019      | UHS/National Spanish Honor Society event for members to meet                                 |
| T-shirt Sale                           | January 2020       | UHS/National Spanish Honor Society – to raise funds for future events                        |

|  |                            |   |
|--|----------------------------|---|
| Latin Dance Class/Snack Fundraiser       | March 2020                 | UHS/National Spanish Honor Society – to raise funds for future events   |
| Inductions event                         | May 2020                   | UHS/National Spanish Honor Society – to induct and celebrate new members  |
| Soda Machine Sales – Teacher’s Cafeteria | October 2019 – June 2020   | UHS/Senior Class – to raise money for senior class and senior activities  |
| Bake Sale                                | December 2019 – March 2020 | UHS/HOSA – to raise funds for the March of Dimes and HOSA Club Account  |
| Food Drive                               | May 11-22, 2020            | UHS/HOSA – to collect non-perishable food items to donate to Paterson Veteran’s Food Pantry                         |
| Gertrude Hawk Chocolates/Candy Bar Sale  | April 1-May 1, 2020        | UHS/French Honor Society – to raise funds for scholarships and cords  |
| Image Market T-Shirt Sale                | April 1-May 1, 2020        | UHS/French Honor Society – to raise funds for scholarships and cords  |
| Districtwide Dress Down Day              | December 6, 2019           | UHS/Robotics Club – to raise funds for robotics team to participate in competitions and purchase practice materials |
| Concessions                              | 12/13-15/2019              | UHSPAC – to raise funds for fall and spring productions   |
| Bake Sale                                | 11/20/19-6/22/2020         | KMS/Art Club – raise funds to buy supplies for art show   |
| Theatre Club collection                  | 11/20-12/12/2019           | KMS/Theatre Club – raise funds to cover cost of transportation to annual show                                       |
| Simply the Best                          | 11/20-12/2/2019            | KMS/Music – to raise funds for music trip   |
| Designer Collection                      | 11/20-12/2/2019            | KMS/Music – to raise funds for music trip   |
| Sweet and Salty Pretzel Rods             | 1/27-3/31/2020             | KMS/Music – to raise funds for music trip   |

**F-12. ACCEPT DONATIONS**

Accept the following donations:

| From                            | For Use By                   | \$/Item  |
|---------------------------------|------------------------------|--|
| Livingston School PTA           | Livingston School            | \$981.95 for Google Licenses for 41 Chrome Books |
| Friends of Union Public Library | Burnet Middle School         | \$100.00   |
| Friends of Union Public Library | Livingston Elementary School | \$100.00   |
| Clover Technologies Group       | Burnet Middle School         | \$753.00   |
| First Alliance Home Mortgage    | Burnet Middle School         | \$1,000.00                                       |
| 2 <sup>nd</sup> Avenue LLC      | UHS/Marching Band            | \$1,000.00                                       |
| Bottling Group LLC-FSV          | Union High School            | \$208.07   |

**F-13. APPROVE PLATT PSYCHIATRIC ASSOCIATES – COMPLEX STUDENT PSYCHIATRIC CONSULTATIONS**

Approve to amend Platt Psychiatric Associate memorandum to provide complex student psychiatric consultations at the rate of \$1,500.00, as well as basic in-office as well as on-site student psychiatric consultations, expedited student psychiatric consultations, and attorney or forensic conferences at the rate of \$825.00, \$975.00, and \$600.00 per hour, respectively, for the 2019-2020 school year (not to exceed \$5,000.000) [the on-site consultation cost will include travel time at the rate of \$125/20 mins.], in accordance with the information appended to the minutes.

F-14. *Agenda item removed*

F-15. APPROVE SUBMISSION OF FY2020 IDEA GRANT AMENDMENT 1

Approve submission of FY2020 IDEA Grant Amendment 1 to allocate the \$43,431.04 unexpended nonpublic funds and \$11,939.88 unexpended basic funds from the FY 2019 IDEA Basic Grant.

F-16. APPROVE AMENDING RESOLUTION – OUR HOUSE INC.

Approve to amend the resolution approved on June 18, 2019 for Our House Inc., to provide community based supported employment services to students in our district public schools for the 2019-2020 school year not to exceed \$142,000 (an increase of \$50,000), in accordance with the information appended to the minutes [Account #11-000-216-320-01-19/7043].

F-17. APPROVE UCESC NON-PUBLIC SCHOOL TECHNOLOGY INITIATIVE AGREEMENT – PARTICIPATING SCHOOL LOCATED WITHIN DISTRICT

Approve the Union County Educational Services Commission 2019-2020 Nonpublic School Technology Initiative Program Agreement for the following participating school located within the District: (a) Holy Spirit School, in accordance with the information appended to the minutes.

F-18. *For informational purposes only – vote not required.* List of legal services for the 2019-2020 fiscal year, in accordance with the information appended to the minutes.

F-19. APPROVE ADDENDUM TO EFFECTIVE SCHOOL SOLUTIONS AGREEMENT

Approve addendum to the Effective School Solutions Agreement, approved on May 14, 2019, in the amount of \$105,000 to provide additional services to Student #268033 in accordance with student's Individualized Educational Program, in accordance with the non-public information appended to the minutes.

DISCUSSION:

None

AYE: Mrs. Higgins, Mr. McDowell, Dr. Morgan, Mr. Nufrio, Mrs. Regis-Darby,  
Mrs. Richardson, Mrs. Ruiz, Mrs. Williams

NAY: None

ABSTAIN: None

MOTION CARRIED

Operations Committee Resolutions:

Upon recommendation of the Superintendent of Schools, the following resolutions were moved by Mrs. Richardson, seconded by Mr. Nufrio, for adoption:

O-1. APPROVE SECURITY DRILL/BUS EVACUATION REPORTS

Pursuant to N.J.S.A. 18A:41-1 and P.L. 2009, Chapter 178, approve the following security drill and bus evacuation reports for the 2019-2020 school year, in accordance with the information appended to the minutes.

**O-2. APPROVE RE-SUBMISSION OF ANTICIPATED FACILITY REQUEST – LIVINGSTON ELEMENTARY SCHOOL**

Approve re-submission of Anticipated Facility Requests for the 2019-2020 school year to the New Jersey Department of Education (Union County office) for Application for Change of Use of Educational Space at Livingston Elementary School – original use: classroom; proposed use: nurse’s office, in accordance with the information appended to the minutes.

**O-3. APPROVE RE-SUBMISSION OF ANTICIPATED FACILITY REQUEST – WASHINGTON ELEMENTARY SCHOOLS**

Approve re-submission of Anticipated Facility Requests for the 2019-2020 school year to the New Jersey Department of Education (Union County office) for Application for Change of Use of Educational Space at Washington Elementary School (a) original use: nurse’s office; proposed use: office (CST) and (b) original use: classroom; proposed use: nurse’s office, in accordance with the information appended to the minutes.

**O-4 APPROVE CAMP INVENTION – JEFFERSON SCHOOL**

Approve the Summer Programs Camp Invention to be held at Jefferson School: (a) July 28 through July 31, 2020 – 8:30 a.m. to 2:45 p.m. and (b) August 3 through August 7, 2020 – 8:30 a.m. to 2:45 p.m.

**DISCUSSION:**

None

**AYE:** Mrs. Higgins, Mr. McDowell, Dr. Morgan, Mr. Nufrio, Mrs. Regis-Darby, Mrs. Richardson, Mrs. Ruiz, Mrs. Williams

**NAY:** None

**ABSTAIN:** None

**MOTION CARRIED**

**Personnel Committee Resolutions:**

Upon recommendation of the Superintendent of Schools, the following resolutions were moved by Mrs. Williams, seconded by Mrs. Ruiz, for adoption:

**P-1A. PERSONNEL ACTIONS – NEW HIRES**

Personnel Actions-New Hires be approved in accordance with the information appended to the minutes.

*P-1B Agenda item approved at November 12, 2019 worksession (personnel actions-extra pay).*

**P-1B-1 PERSONNEL ACTIONS – EXTRA PAY**

Personnel Actions-Extra Pay be approved in accordance with the information appended to the minutes.

*P-1C Agenda item approved at November 12, 2019 worksession (personnel actions-transfers).*

## P-1C-1 PERSONNEL ACTIONS – TRANSFERS

Personnel Actions- Transfers be approved in accordance with the information appended to the minutes.

P-2. *Agenda item approved at November 12, 2019 worksession (substitute lists).*

## P-3. ACCEPT LETTERS OF RESIGNATION/RETIREMENT

Accept letters of resignation/retirement from the following staff:

| Name             | Position                        | Location       | Eff. Date | Reason      | <u>Notes/ Corrections</u> |
|------------------|---------------------------------|----------------|-----------|-------------|---------------------------|
| Linares, Leonor  | P/T Bus Driver                  | Transportation | 10/18/19  | Resignation |                           |
| Dudova, Viera    | Leave Rep. School Psychologist  | BMS            | 10/27/19  | Resignation |                           |
| Brooks, Kathy    | Teacher of Special Education    | UHS            | 1/1/20    | Retirement  |                           |
| Baksys, Vito     | P/T Bus Driver                  | Transportation | 11/7/2019 | Resignation |                           |
| Lopez, Christine | School library media specialist | Jefferson      | 1/1/2020  | Resignation |                           |

## P-4. APPROVE LEAVES

Approve leaves for the following staff:

| Name            | Position           | Location    | Leave Dates       | Leave Type Regarding updated info only.                               | <b>Notes/ Corrections:<br/>All tentative approvals are pending required documentation.</b>                                |
|-----------------|--------------------|-------------|-------------------|---|---|
| Abbate, Melissa | Teacher of Music   | UHS         | 1/2/20-4/15/20    | Paid Child Rearing Leave followed by Unpaid FMLA/NJFLA (Concurrently) | FMLA/NJFLA entitlement not to exceed 12 weeks. If applicable: Time after this entitlement does not fall under FMLA/NJFLA. |
| Blanco, Annette | Elementary Teacher | Conn. Farms | 10/17/19-11/15/19 | Paid Medical Leave  |   |

|                      |                              |                |   |   |  |
|----------------------|------------------------------|----------------|---|---|--|
| Cortes, Tatiana      | Teacher of Special Education | Conn. Farms    | 2/3/20-5/8/20                               | Paid Child Rearing Leave followed by Unpaid FMLA/NJFLA (Concurrently) | FMLA/NJFLA entitlement not to exceed 12 weeks. If applicable: Time after this entitlement does not fall under FMLA/NJFLA.                          |
| Cerciello, Luigi     | Custodian                    | Livingston     | Extension through 12/31/19 (Intermittently) | <b>Intermittent FMLA/NJFLA (Concurrently)</b>                         | <b>FMLA/NJFLA entitlement not to exceed 12 weeks. If applicable: Time after this entitlement does not fall under FMLA/NJFLA.</b>                   |
| Doyle, Jolie         | Kindergarten Teacher         | Livingston     | 10/11/19-10-11/20                           | <b>Intermittent FMLA/NJFLA (Concurrently)</b>                         | <b>FMLA/NJFLA entitlement not to exceed 12 weeks. If applicable: Time after this entitlement does not fall under FMLA/NJFLA.</b>                   |
| Lang, Ann Michele    | Elementary Teacher           | Battle Hill    | 10/21/19-6/30/20                            | Intermittent FMLA/NJFLA (Concurrently)                                | FMLA/NJFLA entitlement not to exceed 12 weeks. If applicable: Time after this entitlement does not fall under FMLA/NJFLA.                          |
| Osborne, Amie        | Teacher of Special Education | UHS            | 10/11/19-6/30/20                            | Unpaid Intermittent FMLA/NJFLA (Concurrently)                         | FMLA/NJFLA entitlement not to exceed 12 weeks. If applicable: Time after this entitlement does not fall under FMLA/NJFLA.                          |
| Polack, Linda        | Teacher of Special Education | UHS            | *Update 12/17/19-12/20/19                   | Intermittent FMLA/NJFLA (Concurrently)                                | FMLA/NJFLA entitlement not to exceed 12 weeks<br>Update to 10/15/19 agenda. Requested to use 4 days only at this time.                             |
| Reid-Anglin, Tiffany | Elementary Teacher           | Franklin       | Extension Return: 12/2/2019                 | Extension Child Rearing Leave Unpaid FMLA/NJFLA (Concurrently)        | FMLA/NJFLA entitlement not to exceed 12 weeks. If applicable: Time after this entitlement does not fall under FMLA/NJFLA. Org. leave began 9/1/19. |
| Standal, Laura       | Elementary Teacher           | Hann. Caldwell | 10/10/19-6/30/20 (Intermittently)           | Intermittent FMLA   | FMLA entitlement not to exceed 12 weeks. If applicable: Time after this entitlement does not fall under FMLA.                                      |

|                     |                              |                |  |   |   |
|---------------------|------------------------------|----------------|--|---|---|
| Tice, Clorinda      | Paraprofessional             | Hann. Caldwell | 10/15/19-12/13/19                          | Paid Medical Leave followed by Unpaid FMLA              | FMLA entitlement not to exceed 12 weeks. If applicable: Time after this entitlement does not fall under FMLA.             |
| Rapke, Angela       | 10 Month Secretary           | BMS            | Extension through 6/30/20 (Intermittently) | Intermittent FMLA/NJFLA (Concurrently)                  | FMLA/NJFLA entitlement not to exceed 12 weeks. If applicable: Time after this entitlement does not fall under FMLA/NJFLA. |
| Mulvaney, Elizabeth | Teacher of Special Education | Livingston     | 10/28/19-6/30/20 (Intermittently)          | Intermittent FMLA/NJFLA (Concurrently)                  | FMLA/NJFLA entitlement not to exceed 12 weeks. If applicable: Time after this entitlement does not fall under FMLA/NJFLA. |
| Nicastro, Joyce     | Pre-k teacher                | CF             | Extension Return 1/2/2020                  | Extension of paid medical leave                         |   |
| Havyar, Amanda      | Special education teacher    | HC             | Extension Return 5/1/2020                  | Extension of unpaid child rearing leave unpaid non-FMLA |   |
| Attanasi, Cindy     | Kindergarten teacher         | Washington     | 11/11/19-1/3/2020 Return 1/6/2020          | Paid medical leave                                      |   |

**P-5. APPROVE STUDENT TEACHERS AND INTERNSHIPS**

Approve student teachers and internships for the 2019-2020 school year, in accordance with the information appended to the minutes.

**P-6. APPROVE AMENDED 2019-2020 HOURLY RATES LIST**

Approve amended 2019-2020 Non-Unit Hourly Rates List, in accordance with the information appended to the minutes.

**P-7. APPROVE CLINICAL AFFILIATION AGREEMENT – TRINITAS REGIONAL MEDICAL CENTER**

Approve Clinical Affiliation Agreement with Trinitas Regional Medical Center for pre-doctoral internship program for clinical psychology, in accordance with the information appended to the minutes.

**DISCUSSION:**

None

**AYE:** Mrs. Higgins, Mr. McDowell, Dr. Morgan, Mr. Nufrio, Mrs. Regis-Darby, Mrs. Richardson, Mrs. Ruiz, Mrs. Williams

**NAY:** None

**ABSTAIN:** None

**MOTION CARRIED**

**Policy Committee**

Mrs. Williams stated that there are no resolutions at this time under policy but we will be reviewing policies.

**Residency Committee Resolutions**

Upon recommendation of the Superintendent of Schools, the following resolutions were moved by Mrs. Williams seconded by Mrs. Richardson, for adoption:

**R-1. APPROVE LIST OF STUDENTS REMOVED FROM ROLLS**

Approval be given to amend the list of students removed from the rolls four (4) students exited from October 1st through October 31, 2019 (1 from secondary and 3 from high school) or a total of ten (10) students for the 2019-2020 school year] who are not domiciled in this school district, in accordance with the non-public information appended to the minutes.

**R-2. APPROVE TO REMOVE STUDENT**

Approval to remove student #205022 from the attendance rolls as the student has been determined to be ineligible to attend the Township of Union Public Schools as a resident student.

**R-3. APPROVE TO REMOVE STUDENT**

Approval to remove student #216596 from the attendance rolls as the student has been determined to be ineligible to attend the Township of Union Public Schools as a resident student.

**R-4. APPROVE TO REMOVE STUDENT**

Approval to remove student #226745 from the attendance rolls as the student has been determined to be ineligible to attend the Township of Union Public Schools as a resident student.

**R-5. APPROVE TO REMOVE STUDENT**

Approval to remove student #246026 from the attendance rolls as the student has been determined to be ineligible to attend the Township of Union Public Schools as a resident student.

**DISCUSSION:**

None



AYE: Mrs. Higgins, Mr. McDowell, Dr. Morgan, Mr. Nufrio, Mrs. Regis-Darby,  
Mrs. Richardson, Mrs. Ruiz, Mrs. Williams

NAY: None

ABSTAIN: None

MOTION CARRIED

#### Technology Committee

Mr. Nufrio stated no resolutions for this week – an update was given last week to the Board and audience last week.

#### Approval of Bills

Upon recommendation of the Superintendent of Schools and moved by Mrs. Richardson, seconded by Mr. Nufrio, that the Board concur with the bills listed in the permanent bound register appended to the minutes and be ordered for payment.

#### DISCUSSION:

None

AYE: Mrs. Higgins, Mr. McDowell, Dr. Morgan, Mr. Nufrio, Mrs. Regis-Darby,  
Mrs. Richardson, Mrs. Ruiz, Mrs. Williams

NAY: None

ABSTAIN: None

MOTION CARRIED

#### Unfinished Business:

Mr. Tatum stated we have a number of items from the previous meeting that were brought to our attention. This evening we are going to address them.

One of the main issue that has been coming before us is regarding paraprofessionals and substitute paras. I want to make it clear that ESS was contracted for substitutes which they have had to cover some of the para positions for us but their main job is to provide substitute teachers. Unfortunately because there were a number of additional paras that we had to employ and ESS has been supportive in helping us to fill those vacancies while we are in the process of interviewing. If you recall when we resolved the issue on how we were going to employ our paraprofessionals, in doing so we had to hire for those who had decided to leave the district, some moved on to be teachers, so all the variables came into play. Gerry, please share with them where we are at this point.

Mr. Benaquista stated overall we have approximately 214 paraprofessionals in our district – special services, pre-k, for other student needs not on the special ed side. Of those 214, 19 right now are uncovered. Mr. Tatum stated interviews are underway so we are working on this issue. Mr. Benaquista can you tell us how many they have covered at this point. Mr. Benaquista stated they covered 56 for sub-teachers right now to date.

Mr. Tatum stated you mentioned 214 – is a greater number than what we had last year which was 157. We have to acknowledge that there has been an increase.

Also, in the finance committee we talked about this in a budgetary standpoint as well. The students that come into the district with special needs we have to address in the best possible form that we can. I can tell you last week, and I shared this with the Board, six brand new students came into our schools and they all need ESL support; those are the challenges that we face.

Mr. McDowell stated there are 214 paraprofessionals and 19 are uncovered. Mr. Benaquista stated right now we have open jobs and we have a posting up that we are continual hiring. I believe there were a couple on this month's agenda. Those jobs we will continually try to hire. Out of the 74 jobs that overtime we will hire, ESS has been able to cover us – 56 of the 74 – leaving 19 uncovered. That 19 can end up going down by the end of the week because they get more people that are accepting the job. As far as qualifications, they meet all the qualifications to do this. We did add a full-day pre-k program which some of our aides that we in positions moved over to that program which made us have to hire more on the side that they were on. Many of them came from the special ed side. Ten aides from special ed moved into other positions in the district – some got teaching jobs or other jobs that they applied for. I believe they had approximately 29 resign over the last year. Within a month, 56 were being covered by this company – it did help us a lot. I don't know if we would have been able to hire 56 at this point.

Mr. Tatum stated depending on the time of the year, when a person moves into the district, many times in an effort to make sure the children had someone to work with, a substitute would be used. Many classroom assistants took over long-term teaching assignments. A substitute was secured to follow the work of the paraprofessional while the teacher was engaging in teaching the class. Many of our paraprofessionals over the years have taken over assignments in an effort to gain experience. Paraprofessionals sometimes provide the continuity that is needed to maintain the classroom routines of the teacher rather than somebody brand new walking in and taking over the classroom.

Mr. Nufrio asked is the total 214 paras – how many are dedicated for special education? Mr. Tatum stated I believe it was 157 but then we mentioned there was another 15 or so. Substitutes were also covering. We projected 18. Mr. Benaquista stated we confirmed that 36 is what we hired so far in the part-time capacity from the agreement that was done. As far as right now I believe we are in the 70s for full-time hires and there are also the ESS jobs that technically need to be hired by our district in either a part-time or full-time capacity. Right now on the books about 71 full time, 36 part-time and then there are those open jobs being covered by ESS that we are continuing to hire.

Mr. Nufrio stated with regards to the 19 slots that are uncovered how many would be for special education? Mr. Benaquista stated 19. Mr. Nufrio asked how are we covering those uncovered spots? Mrs. Conti stated approximately 164 – 18 is in the 164 – just moved in or IEP's. About the 19, the paras that are uncovered is being covered by ESS. The subs from ESS and plus we have been posting for part-time paraprofessionals so they become employees. We have been hiring paras and a few I believe were on tonight's agenda.

Mr. Tatum stated we do some internal coverage also. It was brought up last week that they were missing classes and no phys ed classes are being missed by students. I had principals in the room verifying that. We move staff around to be in compliance and we are doing the very best in having those things met.

Mr. Nufrio asked of those 19 uncovered spots, are they all in the same grade levels – elementary, middle, high school? Mrs. Conti stated the 19 probably fluctuates. Mr. Benaquista stated the report I looked through – it is throughout our district – multiple levels.

Mr. Tatum stated last week the student liaison spoke about guidance appointments. We were in touch with Mrs. Ahern and she has taken a look at this and wherever there was a need, she revamped this schedule so you can make appointments and see on the same day. Mr. Benaquista stated she did mention that each counselor has their own Google classroom so the students have direct access to the counselors to set up appointments at any point during the day and after hours. She also speak to the building principal and they have set up other measures. Before and after school, classroom teachers have access via phone where they can check on the counselor's availability before sending a student with a pass. She is making sure that the faculty at the high school is aware of that. She said obviously if any student is in crisis, they would take priority. We want to meet the needs of students. They are looking at other ways to allow the kids to digitally sign up for appointments. They did respond immediately – the head guidance and the building principal to make it a little easier for students to make appointments.

Mr. Tatum stated vaping in the bathrooms – Mr. Loessel is looking into the vaping machines. Mr. Benaquista and Mrs. Hall have a particular program – do you want to share? Mr. Benaquista stated we set up to visit a local school that has these devices. They are very expensive so I don't want to purchase something without knowing everything about it. I want it to do what our needs are. Not just principals - I want the capabilities to reach out to our security officers in those zones – possible text messaging – we are trying to find out all the capabilities. They are all smart devices and most are wireless, but some have wiring so Mrs. Paul had to research with Mr. Loessel on a bunch of different devices. There will be a demo on December 3<sup>rd</sup>. As soon as we feel we have the right device that will work for us, I have money aside to buy some and start at the high school. It has to go through purchasing so hopefully by next month we have a P.O. cut and as soon as we receive we will install.

Mr. Nufrio asked is there a possibility of leasing this equipment? Mr. Benaquista stated I don't think they are that expensive where companies will be leasing them. An approximate cost for each device is \$1,000. We can look into it. Mr. Nufrio stated you can lease a lot of things these days. Mr. Benaquista stated we will be following up with the company to see if they have a leasing program.

Mr. Tatum stated the bathrooms at the high school – we spoke to the principals this morning about the bathroom are not consistently maintained – the principal verified with the head custodian that there are certain times of the day that they require attention. The staff will be notified and address the situation. Mr. Loessel is researching hand dryers to replace the needs of paper towels.

Mr. Tatum stated there was a question about receiving district emails. Mrs. Hart did a test of the email system. Also the other question was the parent's access to Google classroom. Mrs. Paul stated as far as the website and the app and emails, we were not able to reconstruct what the problem was. Everything seems to be going through. We tried it several ways.

As far as Google classroom, the teacher has to invite the parents to be part of the classroom to see it. They can see a report but the parents will not have access to see what the student can see.

Mr. Tatum stated the next item was about clubs. We are in the process of looking at the procedure. The UTEA and myself sat down together and came up with a list of all the clubs that can be filled on a need basis. Anything done beyond that is not on the approved list and cannot be paid. The UTEA can bargain for it in the agreement but we also have to take a closer look of what clubs are not affective and take them off the list as we go into the next round of negotiations.

Mr. Tatum stated there was something about a rolling agenda into the next meeting – not quite sure what that means. Mr. McDowell stated that would mean going over questions that people stated last week and we say we'll get back to you – so that is what we are doing now.

Mr. Tatum stated one question was about personnel matter – on the advice of counsel, that is something that cannot be addressed unless it is in executive session. Mr. Taylor stated any personnel items will be in closed session.

Mr. Tatum stated a topic that is all around the State and I attended a superintendent round table last Friday and the big topic was lunch money. If you listen to 101.5 in the morning, it was all about lunch money. We are meeting with the building administrators and they do not deny any parents who want to pay their bill. They will accept your money.

There are people who have been coming around from charities, paying debt – one thing that we learned last week, we cannot use any money from our cafeteria fund to pay funds. Any money that has to be paid has to be paid from the general fund. If you owe money and you want to pay, we will gladly take your money.

Mrs. Ruiz stated we did have a parent that raised that concern – that she was trying to pay it and was told that the account was settled and there was no money owed. Were the accounts settled? Mr. Benaquista stated the only accounts settled were for people that filled out the proper documentation that now satisfies the requirements of free lunch. Nobody that didn't qualify for free lunch – all those balances are still there. One principal said that they know in their building that the parent did fill out the proper documentation and the balance was removed based on them qualifying for free lunch.

Mrs. Ruiz asked is there still a balance that has to be paid and what are we doing to collect that balance? Mr. Tatum stated I will defer to the business office. We know what that number is and we have been talking about procedures about utilizing outside services to collect

that money. We don't have a full game plan. Mr. Brennan was working on that over the summer and I don't know where we left off.

Mr. Vieira stated we do have a process in place to reach out to the parents for the unpaid meals. As far as the prior year unpaid meals, we have to have a discussion as to whether we want to place these accounts with a collection agency. Mrs. Ruiz asked do you know how much is owed from last year? Mr. Vieira stated about \$270,000 for the 2018-19 school year.

Mrs. Higgins asked is the process of reach out new? Mr. Vieira stated the process began in the middle of last school year.

Dr. Morgan stated most parents don't check consistently. Can we link Genesis and SchoolBucks? Mr. Nufrio stated I'm shocked to hear about the \$270,000. Dr. Morgan stated you can't hold parents accountable for what they don't know. We have to make sure they know that they owe. If you tell them and they don't pay, then we can proceed but if they are saying they never got a notice, then you can't say that parent is not paying.

Mr. Tatum stated I had a letter on my desk that is contrary to that. It came in early September and it came from Ms. Berry and I understand it went out. Dr. Morgan stated if I can get away with it I will get away with it. You have to hold them accountable. Mr. Tatum stated we need to make something clear, it seems that nobody is doing anything – it has been. I'm simply reporting on the facts, it explains the whole idea - the alternate meal and this was discussed at the other day at the round table. We are working on a process right now. We were working on it before, our business administration is in transition now and we are working on this issue. I don't want this to be projected that nothing is being done. There has been communication with parents. It also explains that if your child does not have x, y and z and your balance of \$75 then they move on to the next level. Parents have been informed about that. We recognize there is a problem, it will take a lot of time and effort to collect. We were thinking about getting an agency. We have had courts awarding us x-number of dollars for residency and I can tell you we have never seen ten cents come and that is a judges' order. Dr. Morgan asked was there a judgement on the parent? Mr. Tatum stated that is stuff we are researching right now. I believe we talked about that before about having some type of judgement should the person not pay the bill.

Mrs. Regis-Darby stated in reference to Genesis – I know when students have fines owed – it happens at the end of the school year when students are graduating – on the top right of Genesis you can add a third row for cafeteria past due. It is just a matter of manipulating.

Mr. Tatum stated we purchased Genesis many years ago and it can do a lot and over the years this has been evolving. We are looking into that. Mr. Nufrio stated this is not a new topic, we were given some assurance that all past debts were going to be addressed, obviously they were not. Whoever had the task of assuring us that it was being taken care of, it is questionable if it was because \$270,000 is a lot. Mr. Tatum stated we talked about it last school year. Mr. Nufrio stated Mr. Brennan assured us that Aramark had joined in the task of collecting and that did not happen.

Mr. McDowell stated the last item is charities. Mr. Tatum stated most are building level, they are doing the fundraising. We have to be sure what they are doing at the building level complies with the written policies that are currently under review. The entire policy manual is being revised. Many people at this table met with them about our policies and right now they are under review by counsel.

Mr. Taylor stated the policies regarding charities, fundraisers, use of facilities – whether by PTA organizations, parent organizations, outside organizations, etc. are under review based upon the substantial questions and comments and concerns that were raised at last week's meeting. Specifically there were questions about fundraisers on election day, and schools were closed, by parent organizations. Questions about whether the appropriate use of facility process form was followed for that organization. Whether it was done under the umbrella or auspices of a PTA – parent meeting vs election or political purposes. You have concerns and questions that we are looking into. If there were violations from an election/political standpoint whether a school board election, a partisan election, etc., there are statutory penalties – they may be criminal in nature and/or civil with respect to personal information as well as violation of various district policies – 1315, 1230, 1330, etc. These are all issues under review. It is important to note that the compliance for policies, every staff member of this district is charged with being familiar with and compliant with policy, as well as Central Office. It is a reciprocal obligation. It is not just a matter of a building didn't know about it because they should know about it. It is something we are looking into to be able to help better work with the administration trickling down to the building level but also making sure that in the appropriate forum there is accountability. I can't go much further because we can't get into individual personnel matters but that is something we will review with the Superintendent.

#### New Business:

Mrs. Regis-Darby stated high school reflection has been extended to November 25<sup>th</sup>. Also has the district looked into any plan to encourage our students who have received 4-5's on the NJSLA – to participate? What is the plan in terms of the numbers – growth – to encourage students to take that test. Mrs. Moses stated the State provides us credits for students that take the State assessment. This is not new. They average our scores in the district where they place the district as compared to other school districts based on student participation. If you go on our website you will see student participation. One of the things we have been doing throughout the years have been principals and teachers have been encouraging students to participate. As far as a high school students, we have to see what comes out from the State because when the State said that they didn't have to take it, students opted out right away. From what I'm hearing is they might go back to having all students take the test. We are not sure yet, we should hear something in January-February. We do encourage our students to take the assessment. Based on the data of what we have is what we need to put programs in place – more outreach to the parents, students – that is what the data is most important for. We need to encourage our students to take the test so we can have valid data on why we are doing and choosing the educational plans that we have for our students.

Mrs. Regis-Darby stated the chronic absenteeism – in September we had students at 97% and staff was 88%, in November we had staff at 94%, students were a little bit higher, on November 14<sup>th</sup> we had 173 students were late for school – what are we planning on doing in

terms of curbing this kind of absentees on both sides. Mr. Tatum stated I had a conversation with Mr. Hoyt about it and it is widely known and in my experience as a principal, we have to take a hard look at our schedule and start time. It is a statewide issue right now. There is a pilot program going on currently and one of the things that we discussed at a building level and the central office is how we go about taking a look, especially since down the road there may be some reorganization, maybe taking a look at bringing the older students in later because there is research that says the older students don't do well early in the morning. There are always punitive actions taking place but detention doesn't get the students to come to school.

Mr. Nufrio stated as you recall some years back, we were looking at the possibility of a staggered scheduled. Is it possible for you to revisit that concept because it could improve attendance? Staggered schedules could help the upper classman where they are required to come in earlier and the younger classman later but they stay later. It also gave the upper classman an opportunity to get a job or get home earlier for sports. I think it is a concept we shouldn't abandon completely. I brought it up and we discussed it. There was some logistical problems dealing with it. Mr. Tatum stated when you have a situation where there is a need to due to overcrowding situations – I took over a building in mid-year where there was four different schedules rather than the same timeframe. This is all about planning. I had a difficult time being an administrator there from an instructional standpoint. There is also validity in having a schedule that is staggered but you would have to be compliance.

Mrs. Regis-Darby stated I may be wrong, so please correct me, the high school is 136 credits and they earn them before becoming seniors so I think moving forward we have to collaborate and create a path so when they are seniors, that we give them an opportunity to get college credits. How are we going to be proactive to make sure that we putting these kids up for success. Mr. Tatum stated that is an area that we have talked about. We did talk about an early dismissal. Last year we hosted a group from the Chamber of Commerce to discuss this. We also discussed the credit requirement as well required by the State of New Jersey. That has been under discussion for quite some time now. From budgetary standpoint of view we may have to amend that.

Mr. Nufrio stated just to clarify on staggered schedule, ease the over crowdedness and the way I recall it is done from my former district, the teachers were given a choice as to which schedule they wanted and a principal could make an exception given a circumstance. You spoke about that you had a meeting at the high school going back when your predecessor was the superintendent, a college credit concept was also introduced and other options that a senior could select from. I think it is time perhaps in your committee sessions in the community – that is something that as we prepare for redistricting, that should be incorporated.

Mr. Tatum stated we will be meeting on December 2<sup>nd</sup>. Mrs. Moses and Mr. Benaquista have gone to a number of a series of meetings regarding colleges and advance credits. We are in the process of taking a look at. I believe there are some students that are already attending some of the activities at Kean already. It is connected with the schedule and type of schedule, timing – all is connected and appreciate the recommendations. The president of the association is also in the committee so that would be a good thing for her to be involved in also to help and lead us in terms of the contract.

Mrs. Williams stated when we were in Atlantic City for NJSBA workshop, one of the workshops that was presented was the Hamilton School District's response to tragedy – our district mental health initiative journey. The reason why they started this initiative was because of the high number of suicides that they were experiencing in their district. The one thing that hit home was the presenter said statistically without any kind of intervention or preparation, it is not if you are going to have a suicide in your district, it is when. Their initiative started with positive behavioral health intervention and support, social emotional learning, mindfulness practices, non-violence physical crisis intervention, life state crisis intervention – this was really interesting because it is curriculum that they offer to the students. They had their suicide prevention. The state law requires two hours of staff training in suicide prevention every five years. In their district policy it states that they are doing two hours every single year. They changed their procedure which requires two counselors to be presented during the suicide assessment. They partnered with the Society with Prevention of Teen Suicide and implemented a lifeline. The lifeline is a curriculum that they are using. They also incorporate a youth mental health group which was really interesting. Their curriculum has a post-vention and intervention and a prevention to help adolescents experience mental health crisis. The other thing they mentioned was with the lifeline curriculum, the children are taught what to look for. I think this is something to look at and when we are doing policy reviews we need to look at our mental health policies. Mr. Tatum stated there are more mandates coming from the State and we will be involved in those discussions. The mental health piece is really coming to the surface and there a lot of discussion about that in the State and moving down to the local level.

Mr. Nufrio stated the very first meeting that our student representatives attended at the worksession, one of the comments was that the lunches being served were not sufficient – there was no negative comments about middle or elementary schools that we know of. At the convention, I told Pomptonian to reach out to Mr. Vieira and the representative stated that they do offer an afternoon service for those kids that are still hungry, especially those that will stay there for a while – extracurricular or sports. Did you receive any communication from them? Mr. Vieira stated I know they have vending machines. Mr. Nufrio stated no, additional foods in the cafeteria. Mr. Vieira stated the only afterschool – Title I – they have snacks but not a food service menu. Mr. Nufrio stated it might be a good idea for you to reach out to them to see what the program entails because it could resolve the questions that were posed at the meeting by the student representatives. Mr. Vieira stated we do offer a breakfast program before school just for the community to know. Mr. Nufrio stated this would be after the last class and it would have to be approved by the superintendent and principal.

Mrs. Higgins stated was there any success stories? Mrs. Williams stated they talked about evidence based – no they just started doing this in 2016 but she didn't present anything.

Mr. Nufrio stated Mrs. Higgins and I attended the State Department of Education presentation – group discussion – they indicated that funding, standardized testing – while they were answered by “you have to talk to your legislators” and I couldn't understand why. “They set the policy, we simply following it.” Not sure that is exactly so. Anything to do with funding, yes the legislators make proposals etc. but with regard to standardized testing, I don't think that



is within their purview. Their answer was “it’s a work in progress”. I said I know it has been like that for 30-40 years.

#### Comments from the Public:

Chasity Santana stated American Education week – I’m lucky I can always go to my children’s schools so I think along the way we dropped the ball somewhere in communication with exactly no time, when, where because unless you are independently wealthy – I assume that people work and it is hard to get off for certain times or if you have multiple children like I do, that you like to be there to be part of that classroom. I know at Kawameeh, when I called them, they said it is not today it is tomorrow and then I got the robo call. Luckily I can be there. The other schools, I think sometimes the timing is off. I know we became paperless but I think at the elementary school level – maybe posting it the week before. As they get older they don’t want us in the classroom. So maybe a little bit better communication next year for American Education Week.

Jill Hall stated Hall of Fame dinner is Monday night. There are two members from the class of 1975. On December 5th is our 7<sup>th</sup> and 8<sup>th</sup> grade orientation. It is an opportunity for parents to come out to the high school and see what we have to offer.

Attendance – this has been a thorn in our side at the high school for a long time and we have been doing the same thing over and over again. We have been having meaningful conversations about attendance. Very often there is a legitimate reason why kids are late and we stopped having that dialogue – give detention but we never tried to remediate what was going on. We are starting to work on the kids in Saturday detention. We are having focus groups and small group counseling to try to remediate some of the things that are going on.

Vaping – perception becomes reality and there seems to be a perception that we are doing anything but I want to run down what we have been doing. Monthly meetings with the County, training every February, parent presentations, we met with freshmen about this, teacher presentation with Narcan training, our home presentation with juniors and Officer Smith, bring in a presenter to middle schools because we know this doesn’t start in high school, outreach to parents and maybe some potential fines for parents if a child is found in possession. We are trying to stay ahead of it but we don’t want anybody to think they we are not doing anything.

Mr. McDowell asked did you do a presentation to the parents? Ms. Hall stated we did one in March and we had another one scheduled but it has been postponed because Officer Smith was unavailable. So we thought we would do one from the school perspective and then follow up with one with the law enforcement perspective.

Laura Detjen stated I try to get to as many Board of Education meetings as I can. I want to thank Nellis Regis-Darby for her service. I appreciated your efforts in the Education Committee and your open dialogue. You will be dearly missed.

Thank you to the Board for approving the curriculum writing class for leadership as a program. I want to report that it is going very well. Speaking to SEL and mindfulness, we do five minutes of mindful Monday each week to start the week. Our students are responding very

well. We also do community projects to raise awareness and the presentation was titled "We are too cool to Juul in school" – this was 6<sup>th</sup> graders.

I like to continue to be part of the Education Committee in the new year. The last meeting during the worksession we had the PEER leaders here from the high school and they were upset that French and German were eliminated at the middle school level. I'm not sure if the students should be repeating the same cycles they had in 6<sup>th</sup> grade, in 7<sup>th</sup> grade. I think it is tougher to implement the 8<sup>th</sup> grade curriculum because they have no exploratory course – they thought they were taking French or German. I have a lot of debate about how the enrollment was. I think when we listen to kid surveys, I would like to be part of the survey and find out what they need. I'm not going away I continue to be part of responding to students' needs. I don't want to go on and on about World Language but I think it needs to be put in somewhere.

Mrs. Lopes stated lunch money – I never got any letters and I know I owe money from last year. When I went to the school to pay it at the beginning of the year, I was told that I did not owe anything. If I'm told that at the beginning of the year and as you see we have 7,000 kids and we have no parents here – these parents aren't watching TV, they are not looking to see if they owe, they ask the kids "do you owe money?" and they say "no" so they don't owe anything. If nothing is going home by email, letter, Genesis – however, you want to do it, I'm pretty sure some of that money can be collected as long as you work to collect it.

I want to thank Mrs. Regis-Darby – she will be missed. Mrs. Minneci and Mrs. Williams – I know they are going to bring down my taxes because that was the phone call I got – they said they would bring down my taxes on my house so I'm waiting for that and you are going to make programs better with less money. I also want to tell them – I would appreciate if people are running for the Board of Ed if they have something that prevents them from voting on stuff because they have someone working somewhere, please don't run. If you are not a part of everything, if you are not part of the solution, you are part of the problem.

Physical education at Burnet I was told they don't change for phys ed. Mr. Benaquista stated this is a personnel issue and we can't comment on it. Mrs. Lopes stated I was working at the school when I found out that. Mr. Tatum stated we will take that under advisement.

Suehay Monge stated lunch money situation – on September 23<sup>rd</sup> I sent an email to Mr. Tatum and Mrs. Moses – I'm not sure who else – but we were already at \$17,000 so I was concerned and brought it to your attention. I don't know exactly when, Mr. Brennan was still here and we were in the process of having new companies come and give presentations for the new lunch program – we were at \$180,000 then so it doesn't surprise me that we are at \$270,000. In addition, I remember when the auditor came and that was one of the things he brought to the attention and one of the things that we should be looking out for so that should not be a surprise at all. I looked up the policy and quite honest, the issue lies in the policy. I met with Mrs. Berry and showed me the procedure that was worked on to try to coincide with the policy and I think right now it is \$75 when you reach out to the parents. That is way too high. Maybe \$15? \$10?

Who is responsible for reaching out to the parents? The principal? I read on the policy that it is the job of the business administrator to reach out. I know Mrs. Berry is doing some

of that reaching out but she is only doing it in a part-time capacity. I expressed to her when she showed me the procedure that I didn't think that was working because the \$75 is too high.

In October the free and reduced lunch applications expired and they need to redo that. I'm sure all those parents didn't fill out the applications right away.

I spoke with someone about what other districts do, lunch companies – I'm not saying we should do this. I'm just saying this is the extent they are doing to recoup money. Linden had the same amount of money due \$250-\$270,000 and they put some policies in place and now they are at \$20,000 a year. One of the things was they hired someone full time to go after the parents and make sure that these outstanding items are getting paid. The \$75 is much lower. I'm saying that we should do this but I'm just explaining what other districts do. Some districts go as far as calling DYFS because parents are choosing not to feed their kids. Also they don't feed the kids the regular lunch, they give them a cheese sandwich and that is something that we do. I don't agree with that because a kindergartener would start crying. Do I feel that there is some outreach being done? Yes but it is not enough. We need to do something else. I also found out that the school district makes money on every lunch that is paid and that profit is to go towards repairs and equipment. We are not making a profit off the food for our equipment – what is going to happen is what happened with Aramark – the conditions of those kitchens – I was sick to my stomach that my kids were eating from those ovens, stoves – dirty – refrigerator at high school was broken.

Mr. Tatum stated you mentioned about someone full-time to work on lunch programs. We did recently have discussions on that. I will refer you to a couple of years ago when we had an audit by the State and one of the things they recommended was a full-time person. The person I believe would be paid through the cafeteria funds. It is the only position that we can pay for out of those funds. We ended up hiring an individual as part-time and a secretary and that was under the former superintendent. I will take all this under advisement and it is something that needs to be discussed further on terms on what we do going forward.

Mrs. Regis-Darby stated in my district, we have a parent coordinator – her job is to reach out to every single family in our district. I thought that was something valuable to have – the parent connection. We know there are families that did not fill out the lunch forms; you bring them in. You reach out to them at home and you go to their home and you help them fill out that particular form. It is a valuable position to have a parent coordinator in the school district. Mr. Tatum stated if anyone sees a student in need, you can fill out the lunch application.

Dr. Morgan asked do lunch applications automatically go home to students? Mr. Tatum stated they are online.

Mr. Nufrio asked don't we have individuals assisting parents who needed some assistance with lunch applications? Mr. Tatum stated there is a process – when a parent has an issue, the person coordinates that will guide them through that – one of the secretaries was constantly on the phone for applications.

Mr. Nufrio stated not too long ago a question arose as to the actual process of filing because the focal point was that a neighboring district was falsifying documents and you can't run that risk. If we do anything it should be on the auspices of staff. I don't think it is wise to hand over a list of parents and phone numbers to an individual who is at least held responsible. Mr. Tatum stated Mr. Vieira and I had a conversation about the possibility of having that position funded through the cafeteria fund. Mr. Vieira stated yes. Mr. Tatum stated it is something that we talked about and we acknowledged that there is an issue here.

Cathy Sharpe stated I would like to take this opportunity to announce that tomorrow is Educational Support Professional Days – the day is set aside to thank all educational support professionals for all they do for the children in the State of New Jersey. If you happen to see an educational support person tomorrow, take a few minutes to say thank you for all you do for the children in this district.

Mr. Tatum stated let's start with you – despite our differences, you are at the top of charts as far as I'm concerned. You speak for your support people but you also support a lot of students and members in the district so we appreciate the work that you do as well.

Mr. Nufrio stated you are considered the grandmother of all our students. Mrs. Sharpe stated a grandmother is a good thing.

Jeffrey Monge stated the food policy is 3570. The biggest issue is that the policy pertains to an arrears, it is not based on a dollar amount, it should be based on time. If you have an arrears, the principal is to handle that process and the business office is in charge of anything that goes above and beyond and not being able to solve the issue. The policy pre-dates Mr. Brennan.

The paraprofessionals – there were a lot of numbers and I was trying to follow but they are wrong. You said last year we had 160 paraprofessionals and to date the need is 233 as compared to the 214 we had and 19 needed. Mr. Benaquista stated 19 are still uncovered but if we need to get them all hired by the district, it is the 53 and the 19. Right now ESS is covering 56. Mr. Taylor stated Mr. Tatum and Mr. Benaquista, please let the speaker conclude his comments before you respond, if there is a response.

Mr. Monge stated the issue is you have ESS subs that are stepping in for paras and you said that is how it was in the past. In the past you actually had subs that were in the district so they were familiar with the school. You were bringing in subs instead of paras and they weren't foreign to the school. Now you have ESS subs coming in and many of them don't have any clue on who the kids are or the situation and that is an issue especially the kids with the special needs. Special needs kids need stability so this is a recipe for disaster.

Strong parent advocacy creates strong students. Strong schools create strong community. When you are in an organized effort to take down parent advocacy it is going to be detrimental to our schools and our community and of course our kids. I won't speak today but I definitely will on the piece as it pertains to the organized effort and how that is something we experienced over the last couple of months.

Going back to the paras, we had a lot of numbers. How many paras do we have? How paras do we still need? I got cut off. Mr. Taylor stated respectfully, Mr. Monge, you didn't get cut off you asked a question, you paused for an answer, they gave you the answer per your request. I interjected and asked that you conclude your comments. You come to meetings so you are familiar with the process. Mr. Monge stated he said I can continue.

How many currently with ESS subs? The last question, this goes back to Mr. Nufrio's question, is how many kids that have IEPs do not have permanent paraprofessionals? Mr. Tatum stated we had a conversation with Mrs. Conti about students that are covered and my understanding is the individuals that needed it most were the ones she tried to cover first. Right now 19 – share an aide – a para that has more than one student. That is my understanding. Is that a correct assessment for the paraprofessionals. Mr. Taylor stated Mrs. Conti, before you answer, Mr. Tatum and Mr. McDowell – I don't recall Mr. Nufrio's question as being how many students with IEPs – he said special ed; special ed is different than individual students. I want to advise the administration not to respond to that question in the public about individual students by name or number but also from a legal liability issue. In the general proposition a paraprofessional assigned to a special ed classroom whether an individual is absent or not, does not automatically constitute a violation of any individual students' rights or the districts' accountability in compliance with special ed regulations. It is important to recognize that. If Mr. Benaquista you want to repeat the numbers you said before in response to the question that was asked we can move on at this point.

Mr. Benaquista stated out of the 214, 19 right now are uncovered and that is the day I looked.

Mrs. Cardone asked are you already in the process of working on the school budget for next year – 20-21? Mr. Vieira stated yes. Mrs. Cardone stated so we don't fall into the same category as this year with the paras so the kids get what they need and if we need to reach out to legislators or get more funding than the parents can write letters. If we know what our children need and that entails having people go into the school and educate the parents that you need to fill out this, you need to write your congressman or senator, whatever, so we can help you get the money that we deserve in our Town to help our children.

Mr. McDowell stated today we received our budget calendar. Mrs. Cardone asked will you reach out to the community if you find you need help in writing letters to congressman or whatever to get more funds for our district because it seems unbelievable that other townships that are more affluent, they have more money – they are getting more from the State than we are. We have a lot of children in the district and we have a lot of special need children and they deserve the same amount as everyone else. If you need help we are available.

MOTION TO ADJOURN:

There being no further business before the Board in public session it was moved by Mr. Nufrio, seconded by Mrs. Regis-Darby, that the meeting be adjourned at 9:23 p.m.

AYE: Mrs. Higgins, Mr. McDowell, Dr. Morgan, Mr. Nufrio, Mrs. Regis-Darby,  
Mrs. Richardson, Mrs. Ruiz, Mrs. Williams

NAY: None

ABSTAIN: None

MOTION CARRIED

RESPECTFULLY SUBMITTED,

MANUEL E. VIEIRA  
BOARD SECRETARY