

UNION TOWNSHIP BOARD OF EDUCATION
WORKSESSION MINUTES - SEPTEMBER 8, 2015

Meeting held at James Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey at 7:00 p.m. on September 8, 2015 and was changed to a meeting at which action would be taken.

The meeting was called to order by Mr. Arminio at 7:00 p.m.

PRESENT AT ROLL CALL:

Mr. David Arminio, Dr. Guy Francis, Ms Lois Jackson, Mr. Thomas Layden, Mr. Ron McDowell, Mr. Jeffry Monge, Mr. Angel Salcedo, Mrs. Nancy Zuena

ABSENT AT ROLL CALL:

Mr. Vito Nufrio

Dr. Francis led the Board and audience in the Pledge of Allegiance.

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

Mr. Arminio asked if the public had any comments in regard to O-3. Mr. Damato stated that there are P-1 handouts that are going to be voted on if anyone from the public is interested to see and make a comment before the vote is taken. Please come and take a handout and we will wait to see if anyone has a comment.

COMMENTS FROM THE PUBLIC:

No comments being made on items being voted on.

APPROVAL OF THE MINUTES:

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

COMMUNICATIONS:

Mr. Arminio stated that there are a number of items that will also be picked up in Personnel also. There are a couple of requests that we may be voting on tonight.

SUPERINTENDENT'S REPORT:

Mr. Tatum stated as you may know, the Superintendent's Report for the month is normally done at the regular meetings but I would like to give you some highlights of those things that we will talk about in the following week. We will be talking about going in the schools which occurred today and similar good things that I saw happen as I was going around.

We will also be talking about what the Planning Committee has proposed - a new District slogan. Hopefully by next week we will have that in some form and we will present it to the

Board and if it is something that is reasonably acceptable, develop a resolution for you to adopt as your new District slogan.

Also, I would like to have prepared for your listening pleasure a schedule of presentations by our building principals before this Board. I know that was one of the items brought up late last year and something that we agreed to go back to and thank you Mr. Layden for making that suggestion. I have already spoken to the principals. I am going to try to come up with a format that everyone will follow so that we don't have a great deal of divergence in terms of what principals come up and talk about. With the current reorganization, I thought it would be a great idea because people are in different places now and for them to come and talk about their new position and their vision with the staff they are working with; so that is coming with a little more detail next week.

Also, we will talk about the back-to-school nights that are scheduled. I am told that we have one that will be scheduled for 9/16 – Washington School. We will be going over those schedules in case any of the Board members want to attend. We don't have the whole schedule together but the first one is 9/16 and I wanted to give you that date.

We will talk about the Mayor's 5K run which is coming up on 9/20. We have a meeting scheduled tomorrow at 12:00 with the members of the Chamber of Commerce, Mr. Wiggins, Linda Ionta, Mr. Arminio and myself.

Friday night is our first home football game and I know that next week Mr. Arminio will give us a description of all the plays from the game. We will have Mr. Arminio's report on the first game in sports next week.

EDUCATION/STUDENT DISCIPLINE COMMITTEE RESOLUTIONS:

Dr. Francis presented the Education/Student Discipline Committee agenda.

FISCAL PLANNING:

Ms. Jackson presented the Fiscal and Planning Committee agenda.

Mr. Arminio stated that I would like to speak about the alumni awards because I am on that committee – Athletic Hall of Fame. Two years ago is the first time we had one in Union's history and there were a number of people that were inducted and for this year an advance screening of who's getting inducted this coming November – the Monday before Thanksgiving is the dinner at Five Points at Galloping Hill. The last one was absolutely fantastic to see the athletes that were there and some who played professional ball. This time around the 1995 softball team is going to be inducted – they were Group 4 State champs, 1973-74 boys' basketball and the 1963-64 wrestling team is going to be inducted. How many of the people that show up for the event, we don't know that yet. The coaches are George Hopkins who is very ill and I don't think he will be coming. He started the softball program in Union in 1973. James Jeski who is getting inducted as soccer coach – at one time he had the most wins in the State of New Jersey until the Pingry coach, Columbia coach and someone else passed him by. Harry Lake, the building field house is named after him, and there is also a State wrestling award given down in Atlantic City in his memory and he never coached wrestling. He was a basketball coach,

track coach, but he started the wrestling program here in Union about 1926. Special contributor is Theodore Jacobowski is getting inducted as a special contributor to athletics in Union and the athletes, Nick Biandi – 1954 wrestler, Monique Blake – basketball player, Jet Suplenski??, a long-time Vice Principal at Burnet and he is getting inducted for football and baseball. Dave Daniels – 1970 baseball, Eileen Freeman – catcher on softball team, Lenny Horten – 1976 basketball player, Dan Jacobowski – pitcher, he went to triple A in baseball for University of Florida, Bobby Johnson – 1962 graduate - great athlete for Union, Al Lilly – two-time State champ, Lisa Reeve – pitcher for softball team, the Vieira brothers – 1956 Manny, 1954 Mike, 1961 Robert – wrestlers – all State champs some two time state champs (Manny's father and uncles), Terri Anne Zurachi – tennis – two time State champ – 1991 graduate.

Mrs. Zuena stated the \$30,000 Galloping Hill Caterers - is that to cover the costs of the athletes that are coming? Mr. Arminio stated no, that is to pay for the dinner. Everyone pays. Mrs. Zuena stated so we are paying ahead of time. Mr. Arminio stated part of it is for the athletes that are coming – athletes and one guest for free. Mr. Vieira stated that any money that is run through the Student Activity Account – if the disbursement exceeds \$1,000, it needs Board approval. Mr. Arminio stated last time we had money left over – nothing came from the Board of Ed. Dr. Francis stated they sold tickets last year. Mr. Arminio stated to the dinner and that covered the cost and awards and everything else. Mr. Monge stated at the end it's a fundraiser. Mr. Arminio stated we did not do a fundraiser, but we did get some donations. Last time there were two tennis players who were inducted and they donated a lot of money. Mr. Monge stated it is great to ask for it.

Ms. Jackson stated I have a question and I spoke to Manny about this but I'm not sure if it is the right forum for it. All of the new hires, the VP's and that nature and we are getting into the 4th quarter now, out of curiosity, do we have any unbudgeted positions. Mr. Vieira stated we do have some unbudgeted positions. Mr. Tatum stated but not administrators; because those positions were created with a salary that was left over from a supervisor – money that we held for two years and when we designed those positions, they were going to be offset by the difference in money. Manny might list them as unbudgeted, but the fact is we took a budgeted position and we divided the money up to get those two VP's. In fact I did an analysis of that and actually every person we hired is less than the amount of money that it cost for the person that was replaced. We have one principal that retired that had been here for a number of years and the difference between his salary and his replacement is about \$30,000, that is off the top of my head, I don't have the numbers in front of me.

Ms. Jackson asked Manny do we have anything that will bring over the bills unbudgeted for this year. I will give you some time to look it over. Mr. Vieira stated we are going to run our first payroll in the school year tomorrow and at that time I will encumber all the salaries that we have currently and I can report back to let you know how we are doing. Mr. Layden asked what about unbudget faculty positions – Angel brought it up in our Fiscal Committee meetings about getting hit at the last minute. Mr. Vieira stated I don't have it at my fingertips but I have it.

OPERATIONS:

Mr. Layden presented the Operations Committee agenda.

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

Mr. Arminio stated that he has questions on O-4 to O-16. Jim have the policy and the safety team gone over all of the items and said that these are all good and we should move on them. Mr. Damato stated that Capt. Tims was on the committee that discussed all of these items and these are all the items that came out of the committee. Everyone was part of it, the PTA President, Mrs. DiGiovanni most of the time, otherwise she sent a designee, Mr. McDowell was there once or twice and I think it has been flushed out enough. You just have to decide what you are going to spend to address the problems. Mr. Arminio stated when we vote next week, for instance O-11, how do we say one or two – how can that be differentiated. Maybe Mr. McDowell says we only need one and Mr. Salcedo says we need two. How do we vote on that? I don't understand when it says 1 or 2. Mr. McDowell stated we can just change it to say two at most. Mr. Arminio stated can we hire one and then if need be hire two? Mr. Monge stated my recollection was that we were going to try to come up and look at what we could do right away and look at the cost associated. Mr. Damato stated some can be implemented immediately for very little money, there are others that do cost money and would be nice to have if we could afford them so that is the way you have to look at these.

Mr. Monge stated my thought is that the low-hanging fruit, see what the results are for those, and then we assess the ones that are more expensive. Mr. Arminio stated I can't see which ones are low-hanging fruit – can you pick out the ones that are in my reach. Mr. Damato stated let's talk through them one at a time.

O-4 is restriping – Tom's staff can do restriping in-house and it doesn't cost us for a contractor. I think that would be a good thing to do. I don't necessarily see a downside other than maybe his guys could be doing some other job other than striping.

O-5 implementation of a one-way traffic flow, goes hand-in-hand with O-4 because that driveway right now that is on the northside of Hannah Caldwell is a two-way driveway that is 10 feet wide. You can't navigate that with two cars. It was never designed for two cars. The solution for that is to have them come in from Hendricks, drop off on the right side of the vehicle and exit onto Commerce. That would solve that problem and it would require some signage. Mr. Salcedo asked doesn't that have to come from Township – wouldn't that go to the Planning Board? Mr. Damato stated it would require an ordinance to be passed. The first step would be for us to adopt a resolution indicating this was our desire; that would be transmitted to the Town Administrator and he would put an ordinance on for Township Committee approval, that takes two meetings plus 20 days to implement. That will take a while to implement but it would be very inexpensive and technically all street signage belongs to the Town and the Township pays for it; however, we have been cooperating with the Town on a number of things, so they may ask for contribution; but so far they have not and they know about this and this has gone through and discussed this with the police for months now so this has been on the burner. If you are going to do O-4, you need to do O-5, in my opinion.

Mr. McDowell stated O-5 is actually the small parking lot. Mrs. Zuena stated the pre-school parking lot and my kids went to school there and it was a fight for your life because it is two-way traffic on a one way road – so you are trying to get in and someone else isn't going to

let you in so you have to drive your car on the grass and this is how it has been for years. Michael is 20 and he went to pre-school there 16 years ago. Mr. Damato stated you are absolutely right and it's a hill and you can't see the people coming up until they are over the crest. It is a difficult thing to navigate.

Mr. Tatum stated if you get to a point where you are now with O-5, with the signs up, students are coming in and getting out on the right side of the vehicle are they not crossing in front of a car? Mr. Damato stated no because they would be coming in from Hendricks Drive and the doors on the right side and the school doors are right there. Mr. Tatum stated they are coming out on the passenger side.

Mr. McDowell stated we can at least submit the request to the Township without cost right now. We can just get that process started. Mr. Damato stated yes.

O-6 – this is the area between the gymnasium/cafeteria and the storage warehouse. That area is used for kids walking into the school in the morning and that is also used as a driveway for deliveries for Aramark, rec department staff parking, administrators and custodial parking in that area. There are a lot of cars and trucks in that area that pose some pedestrian conflicts and that is what the traffic engineer pointed out in his report. To address that, they would restrict traffic between certain hours with the use of barricades or a gate. You can put up cones or big orange barrels, they are very inexpensive, or you can install a permanent gate with a walk-in gate on one side of the building; however you want to approach that and whatever Tom can do with his limited resources. I think we should do. Mrs. Zuena stated if the cost is not expensive, they have barricades there every day and Tom will tell you, they just get out and move them. If they can put in a permanent gate I think that would be the way to go. Mr. McDowell stated we may want to change the 8:45 to maybe 9:15 because the kids are going in between 8:45 and 9 so we may want to make it a little later. Mr. Damato stated it is an easy one to implement.

O-7 – again is just striping – we might as well stripe everything that needs to be striped. It is just paint and man hours. I don't think this presents any issues for us. Easy to implement and implement quickly.

O-8 – it doesn't cost us anything, it is just a recommendation to the Town to adopt an ordinance to restrict parking on Commerce Avenue. I think that is a good idea as well and I think it is important that we get them a letter saying which ones of these that we want to do and to adopt an appropriate ordinance.

O-9 – is going to cost a few bucks but I think it really helps. The proposal is to fence along Hendricks Drive and then make a sidewalk from Hendricks Drive over to in between the rec building and that little storage building so that kids can get dropped off on Hendricks Drive and have a concrete walk to walk on and pedestrian traffic would be restricted by the fence; so everyone would have to walk up the sidewalk and through the fence in the one area that is open. I think the traffic engineer is correct that overall this helps a great deal but again it does require a significant investment. Also for (a) and (b) it is \$13,000; that is for the fence and sidewalk.

Ms. Jackson stated are O-3 to O-12 all pertain to Hamilton? Mrs. Zuena stated Hannah Caldwell. Ms. Jackson stated I would recommend that we put the name in there to avoid any confusion.

Mr. Damato stated O-10 – enforcement of the Hendricks Drive closure during school hours with the planting of shrubs on the north side. Apparently there are people that drive around the gate when the gate is closed so you can do it with shrubs or large rocks. I thought rocks were better because they don't need maintenance. Dr. Lishak suggested a large flower pot like the one in Cranford near the Cranford Hotel. Mr. Damato stated those things cost money and you have to maintain it. Mr. Monge stated even if you go the inexpensive route, you have to see if it works, then maybe you do a little more aesthetically appealing.

Mr. Damato stated O-11 – one or two traffic director monitors, I think it is a very valuable recommendation to have people in the parking lot, telling them what to do with their cars because it gets a little crazy there. I have been there a few times in the morning with the traffic engineer and the PTA President and there are a lot of cars and the parking lot is adequate to accommodate the cars but they all park and they all walk in and they all walk out – so there are a lot of potential pedestrian conflict.

Mr. Salcedo asked Manny would these go under as a FTE or more as a stipend. Mr. Vieira stated more of an hourly rate. Mr. Damato stated it is like when teachers have bus duty in the morning. Mr. Salcedo stated it would be someone who would just take on this extra duty. Mr. Vieira stated correct, they would get paid \$25/hour – two hours in the a.m. and two hours in the p.m. – two men 180 days – that is how we came up with that amount. Mr. Arminio stated would it be difficult to get someone to do that for two hours in the morning and two hours in the afternoon? Mr. Vieira no, they are teachers. Mr. Salcedo stated that is \$50 extra a day – that is \$250 a week. Mr. Arminio stated I thought this would be someone from the outside. Mr. Damato stated teachers or someone in the school – it is an extra duty.

Mr. Tatum stated I also think if we are able to get the intern program off the ground that I talked about, they would get one stipend for the entire year so that would be far less than the amount Manny is proposing. You can probably use that money for the entire District – the \$36,000. Dr. Francis asked can you get a jobs in blue guy? Mrs. Zuena stated I thinks it safer to get an officer that is trained in directing traffic than a teacher. We went through the route of having volunteers doing it and literally people would try to run you over; they don't care. I think personally if you are going to hire someone you are better off hiring a cop. What do I or teacher know about directing traffic – what if they get hurt or run over, we are responsible for them. Mr. Monge stated this is low hanging fruit – either we are going to do it all because it doesn't seem like we are picking and choosing here. We are going through everything and we are saying yes to everything; if we want to take that approach – the other approach is we should do something that is not going to cost the extra money and look at other potential items that may or may not work. Mrs. Zuena stated we have been talking about this for the last thirty-two meetings and we have to start making some decisions. Dr. Lishak stated besides for the salary, all of this, what do you think this will amount to. Dr. Tatum stated I think the fences is probably the most expensive. Mr. Damato asked are we speaking about cash outlay and man hours included? If you are talking about man hours included \$75,000 or something like that; with man hours it

becomes a much larger number. You can paint a lot of lines with five gallons of paint. Mr. Monge stated you are talking about a one-time cost. The recurring cost would be another \$20,000 a year. Mr. Damato stated exactly - \$20-\$25,000. Mr. Monge stated one-time cost about \$75,000 for year one, \$20,000 a year thereafter. Mr. Damato stated that is a fair appraisal. Mr. Monge stated for this work, if you are talking about man hours and you are going to take this on, not only just the expenses for the fence and the like, the people who will be doing the striping. Mrs. Zuena stated that the people that are going to do the striping are the people that work for the District so they don't have to pay them anymore. Mr. Arminio stated but they are coming off another job to do that when they could have been doing something else. Dr. Francis stated you don't restripe it every year. Mr. Monge stated as far as year one – the project costs, including the man hours because you are shifting them to do the project, it is like \$75,000 and on an annual basis it is about \$20,000 a year – the man hours you will have to do.

Mr. Arminio stated I think each Board member between now and next Tuesday when we vote, you decide and we will go by the vote. We will vote each one separately and you say yes or no, spend the money or not spend the money. That is your decision based on what we just discussed. Do we do the whole package and get it all done or do we do it in pieces over two-three years. Mrs. Zuena asked do we have the money allocated to do the whole package? Mr. McDowell stated we have long-term projects and short-term projects too. I think most of things are probably short-term and I think all of them are relatively easy. Mr. Monge stated I thought that these were all the projects. Mr. McDowell stated they are not all of them because remember we had buses discharging on Hendricks that was a long-term. Mr. Arminio stated but that in itself I don't think that costs any money. Mrs. Zuena asked do we have any money allocated this year? Mr. Vieira stated when I built the budget I did not budget for this project but I can take it from somewhere else. Mrs. Zuena stated will we have enough money to budget the whole project. Mr. Vieira stated yes.

Mrs. Zuena stated I don't know everyone's feeling but after having kids that went to Hannah Caldwell, a traffic person in the parking lot would be great. Uniform officer but I don't know if we can change that but I don't think we should pay a teacher \$25/hr who has no training in traffic control. Mr. Tatum stated I agree with what you are saying because I have been over there in the morning and sometimes when people are in a rush and they can get uptight about the situations. Mr. Arminio stated it doesn't say it is going to be a teacher on duty, it just says traffic monitor. If we do approve it, we can work out the details – do we get someone from the outside, a trained person like the police or jobs in blue. Mrs. Zuena stated if you are going to pay them the same amount of money as a teacher, we can pay it to a job in blue, it would be crazy not to have an officer in a uniform that somebody will respect more than you or I. Mr. Arminio asked can a retired police officer wear a uniform? Mr. Salcedo stated maybe if they are part of the auxiliary but if they are retired I don't think so.

Mr. Tatum stated is the \$18,000 arbitrary or that a rock solid number because that number in itself for a job in blue, I don't know if that would do it for the whole year. Mrs. Zuena stated it would because it is a \$100 per day for 180 days for one person. Mr. Tatum stated and they are recommending two, so that is \$18,000 each. Mr. Vieira stated it is two hours in the morning – so that is only for one person and with two hours in the afternoon that is \$100 per day. Mrs. Zuena stated with the driveway there, if there is a cop there at the crosswalk, people aren't

going to have any where to go except the way they are supposed to go. Mr. Monge stated if that is only for one person then it has to be an officer. I don't think you will have one teacher or intern dealing with that. Mr. Arminio stated once again, we don't have to make the decision – do we vote yes to have one or no. Mr. Tatum stated I think the number limits how many what you are going to get for that dollar amount. Where did the \$18,000 come from – is that what they proposed? Mr. Vieira stated that is what we estimated. Mrs. Zuena stated it was estimated but it comes to pretty much what it costs - \$100 a day. Mr. Vieira stated for one – two hours in the morning and two hours in the afternoon. Mrs. Zuena stated if you have a cop I think it is more effective. Mr. Vieira stated he can report to Mr. Ardito.

Mr. Layden stated we should go forward with as much as we can based upon Manny having the money in the budget because I think the safety of the kids is our paramount concern. Whether we use jobs in blue or whether we use teachers – it is time that we have someone out there. Mrs. Zuena asked who does jobs in blue for the District, who hires them? Dr. Lishak stated it depends. Mrs. Zuena stated when we hire jobs in blue, it's usually three hours. If you hire them for a game – can they hire them for two hours at a time? Dr. Lishak stated part of it is, even at a football game, you post it and they don't always respond, then you go out to the County and now you are looking for an evening when most would be home, you are talking about someone on 2 hours in the morning and 2 hours in the afternoon. Mrs. Zuena stated the cops in Union, I don't know if you are familiar with them, they work every day at Bed and Bath, they work at Target. Dr. Lishak stated if someone is taking the Bed Bath and Beyond, they are taking a 5-hour shift. Mrs. Zuena stated isn't it just two hours in the morning and two hours in the afternoon? Woman in audience stated I live near Connecticut Farms School. I think one hour in the morning and one hour in the afternoon is enough. I don't know if you would get a job in blue to do it for one hour. Also, as a teacher I don't think I would want to do it because I have seen those people in front of my house blocking my driveway. I don't think they would care if it is their kids math teacher. Mr. Monge stated going back to Mr. Arminio was saying, obviously we have a dollar amount there and what you ultimately you can do one thing, I would say as far as the committee, why don't we just package them all as one. Mrs. Zuena stated we separated them. Mr. Monge stated we have had such a big conversation here why not put it as one.

Mr. Arminio stated normally he would propose and recommend O-1 through O-14 and you can say yes and no for O-14. Mr. Layden stated I think that the consensus is that we do want to adopt these resolutions.

Mr. Arminio stated we do have something important to do we need to pass O-3. It has been motioned and seconded, do we have any questions and/or comments on O-3. Mr. Monge stated I'm sure we have some type of program with the fire department. Mr. McDowell stated what kind of training or presentations – they are not putting out fires or anything. Mr. Arminio stated that they do actual training. Mr. Monge stated why don't you throw in your internship piece in there; be part of some fire department training day or something. Mr. Salcedo stated so from September 1, 2015 through December 31, 2015 they can walk into the building anytime or do they give you a schedule? Mr. Tatum stated I think there are scheduled times same thing as the police – I don't think they are just walking in at any time. I think there are different intervals throughout the course of the year that they do when they do their training. Mr. Monge stated I am all for this but we should try to figure out how to incorporate something – I'm sure that they

would be open to it. If you had the high school internship program and they are going through the process and learning how to become a fireman. Mr. Tatum stated I'm sure there is interest there. Mr. Monge stated I think it would be a great thing for the high school and a great program. Dr. Lishak asked are these the same people using the field and the fieldhouse? Mr. Damato stated yes. Dr. Lishak stated then this is for new firemen – it is for the purpose of their training. Mr. Damato stated I think they will use part of the parking lot to do some drills. Mr. Tatum stated that is what the police department does too.

Mr. Salcedo stated I asked about the dates because the discussion item revolves around using the Annex portion because there are other groups that want to use the school. Mr. Tatum stated I think the part they want to use is not being used by the police and fire department. In working with the Township Administrator, he was working around the needs of the building as part of trying to bring the other group in. Mr. Monge stated those are parts of the building that we rent. Mr. Tatum stated I don't think the fire department pays any fee. Theoretically you can rent those; however, no one has inquired. Mr. Damato stated that the police were using it for a while but then they stopped. Mr. Monge stated we should get a set calendar at least we know. Mr. Tatum asked Manny isn't that part of school dude? Don't we have a calendar of who is where? Mr. Vieira stated that they can take their application through school dude. Mr. Tatum stated I thought we knew who was using what? Mr. Vieira stated we have it for our school facilities I don't know if the fire department has taken out a permit to use Hamilton? Through school dude, I don't think they do. Mr. Damato stated I don't think they got a permit through school dude because they are asking for a fee waiver. You can't get a fee waiver through school dude. They don't put in through school dude so that is why they write us a letter and it goes on a Board meeting. Mr. Monge stated but they offer a certificate of insurance, they cover themselves. Mr. Damato stated that our relationship with the Town is a little different than our relationships with other vendors and other people. We have an on-going agreement with the Town and a mutual hold harmless. So if we do something on their property, we hold them harmless, if they do something on ours, they hold us harmless and we provide each other with insurance certificates as well. We are all covered there. It is a pretty solid agreement.

Mr. Tatum stated that we should have a listing of all of the requests and who has been approved. In other words, if Mr. Monge wants to have his basketball program on Saturday afternoon, but somebody else already has that time booked, we should have some evidence displayed that that gym is in use and it is not available. Mr. Monge stated I saw that there is a schedule of rental fees for certain places. I don't know if we have any goals of raising income. Mr. Tatum stated I know about a year ago that they came up with the utilities service fee that the Board had actually proposed. Mr. Monge stated the reality is every time we offer space for free, we have man hours and it costing us. Mr. Tatum stated was there a basic utility fee? Mr. Vieira stated it is \$20/hr for utilities plus custodial fees. A lot of times these renters ask us to waive all these fees. Mr. Monge stated that folks get grants to run programs but then they are asking you to grant the space – it may be a great program but if we have it but every bit counts.

Dr. Lishak stated that Officer Sankster (sp?) just texted back, you met him at the last meeting that was here, he is our SRO, shortest duration is you must pay for four hours – even if they are only there for 2 or 3 hours at \$25/hr. Mrs. Zuena stated so if you are hiring someone for a basketball game you are paying them four hours; so we have an hour basketball game and we

pay four hours? Mr. Arminio stated they usually stay for both the varsity and JV games. Mrs. Zuena stated so we have two hours of basketball. Mr. Arminio stated it is three hours.

O-3. APPROVAL OF USE OF PORTIONS OF HAMILTON SCHOOL BY TOWNSHIP OF UNION DEPARTMENT OF PUBLIC SAFETY FIRE DIVISION

That the Board approve use of portions of Hamilton School by the Township of Union Department of Public Safety Fire Division for training purposes from September 1, 2015 through December 31, 2015, in accordance with the information appended to the minutes.

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

NAY: None

ABSTIN: None

DISCUSSION ITEMS:

Mr. Layden stated presentation – United Way of Greater Union County - Request for the use of Annex portion of Hamilton School for the proposed “Family Success Center” (in accordance with the information appended to the minutes).

James Horne from the United Way of Greater Union County stated our offices are located in Elizabeth but we do service the entire county and we are here to talk to you about an initiative that we entered in with the Freeholder Board and hopefully we will have the opportunity to provide additional services for residents of the Township.

Walter Frye stated he is the Business Manager and Risk Manager for Union Township Community Action Organization.

Mr. Horne stated that he would like to give a brief power point and just a quick snapshot of who the United Way of Union County is, our vision mission, providing services to all families in Union County to make sure that folks have an opportunity to strive and survive. If you know anything about the United Way, our old way was we would raise money and give it to organizations and they would do good things in the community. If you look at page three, our history, around 2007 we departed from that business model and with the help of a couple of need assessment – one we do with Kean University and another we did with Rutgers, we really began to focus on communities that were challenged the most and so we began to deploy our resources in a fashion that we call Union County Family network and basically what we try to do is understand challenges of what families are facing and then provide services and resources to those families. You can see in 2015 we made a presentation to the Freeholder Board about our work we were doing and they gave us an award and the first part of the award is \$196,000 and that was to provide us with an opportunity to establish some more programs and to do some start up work with those programs. Page 4, we describe the focus on family initiatives and what it is designed to do but it really builds on a system that we have in place and at the heart of that system is a program that we call our “Family Success Center” and what we have done back in 2007 with the work we did with the Department of Children and Families and another private funder is deploy and create Family Success Centers throughout Union County. You will see on page 5 we currently have Family Success Centers in Elizabeth, Hillside, Linden, Plainfield and

then through the grant opportunity we received from the County, we have the opportunity to open up two additional centers and one of those is to open a center in Union Township and the other would be Rahway.

The idea behind the Family Success Center is a friendly and inviting place where families can go if they have an immediate issue addressed. Such as mental assistance, energy assistance, we do a lot of information and referral for families and the heart of each of the centers there is a parent advisory group that allows the parents to have more control and activity around the services that are provided there. Page 6 we talk about the things that are offered in the center, job training employment, counseling, nutritional counseling, support services for families, we try to partner with agencies to do some subsidies for childcare, we refer out for health services. We have a couple of organizations that provide services to families through our system and other services as identified by the parent advisory council. Page 7 – the proposal, again the award of \$196,000 are for two Family Success Centers so half of those resources would be used here in Union Township and the award for this year goes from June to December and allows us to do some outreach, have some meetings with the community and also provides for money for start-up for renovate space and things of that nature. We have been working with the Superintendent and the Business Administrator and some other folks of the Township to try to identify space. If you see our little circle, our primary partners and we have reached out to Union County Township Action Agency to be our lead partner, they would actually be the operator of the Family Success Center if we are successful.

I am going to just walk you through our rationale and how we came up with the Hamilton School location. This census track information is primarily what my staff puts together to help us identify communities and individuals that are more challenged. We use the poverty indicator to really look at that. If you look at page 9, there are two different slides there, individuals 50% below poverty and those 25% above. You might not be able to read our tiny legend but the tracks that we seem to see are the folks that are most financially challenged are 327, 326, 328 and parts of 329 which is the Vauxhall Community. We really looked at that and wanted to identify a location that was easy and accessible to residents in that community. There are other maps and grids to look at and other indicators – 85% above, 100% above and again it is open to the entire Township, but we just felt that in our experience, you really want to try to position and locate the entity in a place that makes more sense.

With that, who has the most experience in working in this community and supporting residents in the community and that led us to the folks at Union Township Community Action Organization and once we had some discussions we found a lot of synergies in the work that their organization is doing and some of the core work that is required for the Family Success Center. It really made sense for us to talk about a deeper partnership.

Walter Frye stated basically UTCAO has been in the neighborhood for 48 years. It was founded in 1967 and its mission is to provide an array of services to low income individuals and provide educational job training, housing, wherever we can assist in both direct services as well as referral to help to improve the quality of life of individuals in Union Township. We are an independent non-profit 501(c)(3). We receive federal funds for headstart children 0-3. We are state funded for preschool. We receive County funding for dependents and seniors. We receive

local funding for infant, toddlers and general support. As well as parent fees for subsidized childcare. We serve over a 100 children daily from age 3 mos to 5 years old, 30-40 seniors funded by the County and the Township for companion aide services and we are proud to say that we serve age groups from 3 mos to 99+ years old and keep them in their homes and independent living. We are in the social services business and we are located and provide direct service in census track 329 and we are qualified for community development block grant funding. We also partner with the Township, the Township's nurse service residents of the Township at our facility on a monthly basis. We collaborate with the Township in the WIC program – Women Infants and Children – for two years. We host a series of health projects like flu shots, cancer screening etc. and of course, we host the annual free red carpet day for all citizens and youths in the Township. We feel that our partnership with United Way is a continuation of what we already do. We already manage a section in the housing program in the Township for 150 residents to provide safe affordable housing. We have an early headstart program that helps family workers that deal with not just free tools and research rec room and we deal with the families and any other problems that that family may have that would impact the children's ability to succeed in kindergarten. By hosting a Family Success Center we will be in a position to refer over 100 families that are already being served with a full-time person at this particular facility and if there are other residents that are identified by the school district or the Township or whomever, we feel we are in a unique position to partner with the Township, the Board of Education and the United Way to get this successful contract.

Mr. Horne stated there is no income limit for who will be served in the Family Success Center. Anyone in the community that has an issue is welcome to take advantage of the services provided by the Family Success Center in addition to the additional resources UTCAO brings, we also, the United Way, have additional resources that we would also bring. We manage a flex-fund from the County, where we actually give cash assistance to different residents and we also manage the County's emergency food and shelter grant through that we provide direct services to residents for those cash amounts as well. We have a program that we are now working with the County to help at-risk youth and young adults find employment. We are actually working with 130 young people throughout the County to try to help them identify some skills and gain employment and we are working very closely with the workforce investment board to try to provide those additional services. The idea is to leverage what we currently both have in terms of our resources and use that and bring the support to the residents of the Township. One thing that we have done in the past, we try to establish Family Success Centers to try to find the most appropriate partners. In Elizabeth we worked with several community based organizations because they have the space and the experience and we also worked with the housing authority. In Hillside we actually do work with the Board of Education, they are our partner and run a program out of one of their buildings in Hillside. We try to look and understand primarily when we think of families and have these discussions, who are the organizations that really share your vision, understand that for children to be successful, their families need to be successful and then we really look to partner up with those organizations. Basically, we have a rough timeline and just to take you through, we looked at several spaces at Hamilton School and we looked at the space in the basement and cafeteria and we had a discussion with Jim and his staff and we talked about some of the challenges of utilizing that space and at that point we actually began to look at the Hamilton School Annex which for a lot of reasons made much better sense for us in terms of it had its own egress, we were self contained and away from other things going on in the building

and quite frankly, when we looked at the build out of the cafeteria vs the Annex, it was a lot more reasonable for us. We did our first architectural rendering on the cafeteria and in order for us to get it to a place where we could utilize it, it was going to be \$80,000 of renovations. We just didn't have the resources to apply that. Do you have any questions?

Mrs. Zuena asked what are the hours of operation? Mr. Horne stated typically it is 9 to 5 and there might be one late evening and we do try to provide some weekend sporadically. It would be up to again I think the evening activities are more designed for workshops and the like and the weekend activities as well but the drop-in activity and the a lot of the classes would be 9 to 5.

Mr. Monge stated as far as services, there seems like there are a lot of services and there seems like there may be additional services that will be added on down the road. Many times there are use requirements – I'm sure you run into that, is that something you would hope. I haven't looked through the Memorandum of Understanding but is there a list of scope of services that states what you are going to do there and it will be limited to that. Mr. Horne stated yes. Mr. Monge stated I thought you were hearing that it would be beyond that. Mr. Horne stated the core for us is to help families and from our experience if access of helping them navigate the system, applying services and providing training for both children and families; that is pretty much the limitations of our services. There are not a lot of additional things that we will be doing there. Outside of those trainings there are not a lot of other direct services that would happen at the facility.

Mr. Arminio stated I have a question about the Memorandum of Understanding, I don't know who developed this memorandum, you did or your office, is there any way we can change parts of it or is it done the way it is? Mr. Horne stated it is not done. We wanted to present it to you to get your input on what you thought before we proceed. Mr. Arminio stated I read through the whole packet this afternoon and it said that there was something in Appendix A but I couldn't find Appendix A. That is the budget. Mr. Horne stated the budget allows for a staff person and a half to be paid to the Union County Action Agency. There are additional resources for consultants to come in and work with the community and then there is money set aside in that budget for start-up. It would be \$45,000 for renovations, furniture, computer purchases etc.

Mr. Arminio stated I see that we as the Board are going to be asked to provide some of the things, the computer drops and phone lines but you asked for the playground. I don't know where the playground is – is that part of the parking lot. Mrs. Zuena stated it is on the side. Mr. Horne stated our thinking is when parents come with their children it might be nice as the parents talk with the caseworker we can typically have an area set up in the center where the children will be entertained. There is a television, toys and things like that so that children have something to do when parents are talking with the case manager. We walked on the property and all of this would be great, it would be a different feature to have.

Mrs. Zuena asked so people visit there by appointments only or drop-ins so traffic could be heavy at times? Mr. Horne stated in our experience what we have found it is slow in the beginning so what we try to do is offer programs to the community so that they will become familiar. On a given day, drop-ins would be maybe about 20. Mrs. Zuena stated the only reason

I am asking is because it is a neighborhood. There are houses in the neighborhood and we do have our administrators/supervisors are there so how much parking would you need available. Dr. Lishak asked how many spots are available? In the back, we take up 25 of them. Mr. Wiggins stated at least 40 in one section even after fencing the other part. Mr. Horne stated we are only asking for five. Mrs. Zuena stated so the people that come and drop in, where would they park then, the street. Mr. Horne stated typically that is what would happen. Mrs. Zuena asked will the lot be available for them to park or just for board of ed employees. Mr. Wiggins stated that the board of ed would get the better parking spaces closest to the building. Mr. Tatum stated they have been assigned. Dr. Lishak stated yes but the numbers have not been painted yet.

Mr. Monge stated with my old job in Florida, we had properties that were one stop centers that the State of Florida would run and they would have a lot of CBL partnerships. I read this document and it seems like there is a lot of services that are related that are planned parenthood type. Mr. Horne stated WIC. Mr. Monge stated and there was domestic violence. Mr. Horne stated that these would be all referrals. The assumption is that individuals will come in with a variety of situations. We have over 50 non-profits that we work with and they are part of our community resource net work so we would refer them through a soft referral to the YWCA or whoever if they needed additional assistance on specific issue. Mr. Monge stated so what actual services will be done on site vs referrals. Mr. Horne stated they will be parenting classes, budgeting classes, there could be mentorship programs if the parent advisory committee so thought that the children needed a mentoring program. Mostly classes happen on the spot; whatever we feel can enhance the parent and child's ability to sustain themselves. It is strictly classroom services and case management.

Mr. Salcedo asked what is the timeframe you are looking at with the lease? You are looking for a long-term lease? Mr. Horne stated we would like to be there perpetuity. We talked about, once we make this kind of commitment to the community, we really feel that it would be inappropriate for us to move away and that is one of the things that we said to the Freeholder Board as well. The commitment to them is that this will be annualized in the Freeholder budget so that we can provide the service long term. Our thinking is long-term relationship that we would like to sustain. It will be an annual renewal. Mr. Monge stated but it reads as if it is perpetuity. We would come back and vote on it on an annual basis. Mr. Horne stated in our mind it would have to be renewed on an annual basis.

Mr. Arminio stated there are a number of items that you asked for and some are just one shot deals like the computer drop lines, the three phone lines but the janitorial services is perplexing me. The building is only open til 4 p.m. and when you mentioned that there would be nightly meetings, there will be no custodian there so that would have to be worked out because we can't pay a custodian to stay there until 8 p.m. Mr. Horne stated they are not nightly so I would say in order to be fair to the working families, we would have a day or so that we realized that folks are not available between 9-5; so we wanted to be mindful and make it convenient for individuals that are not able to utilize the center during 9-5. Most of the centers have one late evening and perhaps would do a half Saturday morning once a month.

Ms. Jackson stated what type of service would be needed after hours. Mr. Arminio stated we would need a custodian to lock-up and if the boilers are going, we have to have black-seal custodian there. Mr. Wiggins stated from October 15 to April.

Mr. Salcedo asked is the Annex separated? Is there a line of division between the Annex and the rest of the building? Or is it open access? Mr. Wiggins stated not right now. We need to discuss putting in a wall and some fire doors. Mrs. Zueno stated but it would run off the same system? Mr. Wiggins stated yes.

Mr. Layden asked would United Way need a school use waiver from the State because it is not being used as a school it is being used for a different purpose. Mr. Damato stated we raised that issue in our preliminary discussions and the architect was going to check with the Town. Nothing from the State – the State only cares about the lease. Mr. Monge and others raised good points about the beginning date and end date, which we will have to put it in the lease. If the lease goes beyond five years, you need Commissioner of Education approval and then you have to have cancellation clause because if we ever needed it for school purposes, the District would be able to take it back on x-days notice. This is what we did with the Morris County Joint Venture which is the exact same situation. Mr. Monge stated so what you are saying that there is a third-party lease out there now. Mr. Damato stated that we don't have any now. We did. We had leased the entire Hamilton School to Morris Union Jointure – that was a 10-year lease and we had to have that approved by the Commissioner of Education. If you have a lease that goes beyond five years – it has to be approved; which takes a while. A hurdle which Mr. Layden pointed out, I think you have the building itself and that property is zoned for school use only. If there is some other use that is going on there, you may need a CO for that use. I don't know the answer to that. I am not a land use attorney. Mr. Monge asked who is your architect? Mr. Damato stated USA Architects.

Mr. Horne stated just to answer your question about space, you look at the drawing, there is a United Way entrance way that actually opens up to the conference area so we won't have to come through any other part of the building, it opens right into the center. There is one other door on the left – that is a door that opens up to a doorway; that is the only access into the school.

Mr. Monge stated with Hillside, what is your economic deal. Mr. Horne stated a little more difficult but we are negotiating with them; because the building was being used, they charge us \$5,000 a year. We have to pay for the black seal as part of our deal; because we are in the basement, we have to be able to buzz people in and we put a buzzer system in that we paid for.

Mr. Monge stated when you offer free space, the reality is the school system ends up paying for things. It is great services and they are truly needed and I'm glad to hear that such a program is trying to be developed for Union. Is there any consideration? Mr. Horne stated one of the challenges with this particular branch, the County has a cap on it, so when we put together a budget it would be very difficult to maintain the staffing required. Part of our hope was the entrance to a partnership. We talked to the Township about assistance and support when we meet with the Township.

Mr. Arminio stated that I asked our Board Secretary when this would need to be decided. Do you have any dates or months when you would need to know? Mr. Horne stated that we were hoping to be in operation before the end of the calendar year – that is our goal. The sooner the better would be helpful for us. We are looking at least a month to renovate the space, order the furniture. Freeholders had asked me to open it by November 1st.

Mr. Arminio stated I think it would be appropriate if everyone read through, thought about and came back with questions and/or comments and whether we do it next week at the public meeting. It would have to be discussed in public because we can't do something like this in executive session; or we can wait til the October worksession to discuss it here. If someone brings it up next week it will get discussed. If no one brings it up, we wait til next October. I don't know if in one week I can absorb all this. I read the whole thing this afternoon. The Memorandum is very complicated and I have a lot of questions and some were answered and some I didn't bother raising right now.

Mr. Monge stated it is generally a favorable deal. I value the services like this. The question is – is the location the right place. I think there is a lot of collaboration opportunities. This is a tall order especially if we don't lease to third parties like this.

Mr. Salcedo stated I agree. They provide a great service. The one thing that does concern me and that is why I asked Tom, if we move forward, there needs to be restriction of movement into the Board building. We have Board employees which we are responsible for their safety and come into one access, I think we would have to do away with the access from this Annex. They have the outside entrance.

Mr. Arminio stated that is why I asked him if the contract iron-clad or can we change it to whatever suits us and if they want to sign it, they sign it. If they don't want to sign it, they can look for another place. Even the custodial services, if Hillside can charge them and of course they were going to ask for waiver of all fees, but I think we can negotiate that and make it become part of the contract. We can either discuss this next week or at the October worksession and come prepared.

Mr. Monge stated I thought last week we were talking about the lack of space if something happened and here we are considering giving up a significant amount of space. I would like to hear direction. Mr. Damato stated that we do put in all lease agreements that if we need to take the space back – in the Morris Union Jointure's case, they put about \$1 million into that building. They didn't want to have to give it back to us on a 90-day notice, but we got them to agree on a 6-month notice. There has to be language in there. We can't approve a lease without that language in there.

Mr. Monge stated but we are talking about emergency. That is typical lease language or aggressive lease language but we are talking about emergency situations, 90 days does not speak to me in an emergency situation.

PERSONNEL COMMITTEE RESOLUTIONS:

Dr. Francis presented the Personnel Committee agenda.

Mr. Arminio stated that there is an emergency situation and there are two people who are moving and I don't think that needs to be voted on but there are two people moving from one job to another within the same building. I don't think that needs to be voted on. Mr. Benaquista stated that one is moving from a grade 5 teacher to a gifted and talented computer – that one is in the same building. The other two are switching schools.

Mr. Arminio stated there are two moving and it was not on the agenda to be voted on tonight, but our Board Attorney said that we can. They are moving from one building to another, they know about, it is a formality.

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

DISCUSSION: None

P-1. APPROVE TRANSFERS LISTED IN PERSONNEL ACTIONS:

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

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

NAY: None

ABSTAIN: None

MOTION CARRIED

Dr. Francis stated that there were last minute hiring on an emergency basis, do we have to have them approved. Mr. Tatum stated they are on P-1. Mr. Benaquista stated everyone is on P-1. Mr. Tatum stated I think in Personnel we did say that we would approve them at this meeting because there were a couple of people that you gave me authorization to go ahead. Mr. Benaquista stated as long as they got clearance from the CareStation and I think most of them we got back. Mr. Tatum stated the point that Dr. Francis made is that these people are working now. They are already in place so we did discuss to approve them tonight. Mrs. Zuena stated this English teacher it says her effective date is October 1st. Mr. Benaquista stated that we are probably waiting on her to leave her current position. Anyone we have on, we didn't separate it from people that we needed to start on 9/2 it was everyone on P-1. Mrs. Zuena asked isn't she getting paid as of September 1st. Mr. Benaquista stated the effective date. Mrs. Zuena stated she was already removed from her current district. Mr. Benaquista stated she can't start yet. Mrs. Zuena stated she is working. I saw her today. I saw her teaching the class. Mr. Benaquista stated I will confirm tomorrow but she obviously didn't let us know. Mrs. Zuena stated she did let them know because she has been to every meeting but she needs to be getting paid from the start of school. Mr. Benaquista stated we will make the correction – she originally told us that she was not available to work until 10/1; that is the letter we have. Mrs. Zuena stated why don't we know she is in school working. Mr. Benaquista stated Ms. Esposito has been calling schools and we found out that about 30 people that were to return from leave of absence, and unfortunately we don't get the information that we are suppose to and she worked all day

confirming that. Mrs. Zuena stated it is not your fault but she is in the classroom working so she wouldn't get a paycheck if I didn't say that. Mr. Tatum stated I agree with what Nancy is saying, I don't understand how it is possible. I did hear verbally that she was released but I thought that was communicated to your office. Mr. Benaquista stated I did not hear and I never got any information that she could start. Mrs. Zuena stated but just so you know she is in the classroom and she was teaching today because I did see her at Burnet. Mr. Benaquista stated you will see a correction with the effective date. Mr. Tatum stated it needs to be amended and to make sure she gets paid. Mr. Benaquista stated it will be amended.

Dr. Francis stated P-5, please explain the change of salary class. Mr. Benaquista stated that year-to-year people go from either B.A. to Masters or Masters to a Masters Plus 32 credit – it is in the UTEA contract that their class change and at this time of year is when we do this. There are about three or four people that we are investigating because in the contract it also talks about a committee being able to interpret certain credits towards that and I am dealing with three or four that aren't on this list. They are asking for a salary change but I am not going to adhere to a salary change until I am sure. I did speak briefly with Dr. Lishak about they have CE credits – continuing education credits – instead of getting three credits from the Rutgers Master Program. I am going through it and there might be a couple more next month even though the contracts say it should be at this meeting. It is when they deserve a salary change. Dr. Francis asked do they submit a transcript to you? Mr. Benaquista stated Ms. Stolar keeps track of all their credits they have been getting along the way. Mr. Monge stated their CE credits – they count? Mr. Benaquista stated there is some language in the contract that allows 12 CE credits to count but it doesn't say necessarily the exact weight because it is not three CE credits is equal to three Master credits. We are suppose to interpret that – I have not been involved in that yet so I am going to look at it along with some members of Central Office so that we are on the same page. I have an idea of what they did in the past. We have to keep it fair and equal to anyone else who is going for those kinds of credits.

Mr. Damato stated that we should give the public a chance to speak because we didn't say that in the beginning.

Moved by Ms. Jackson, seconded by Dr. Francis that the following resolution be adopted:

DISCUSSION:

Mr. Arminio stated is there any discussion other than the change to the one teacher that is teaching at Burnet. None.

Mr. Arminio stated before we go onto Policy – my New Business – reminder that the PTA Board meeting in October, the second meeting, I hope everyone can make that meeting because that is where I invite all the PTA Presidents after the meeting to have cookies and milk and stand around and talk about things that concern them. I know the Planning Committee does that but I don't know how many PTA President's come to that, this is a chance for them to interact with us individually. I would like to remind all the Board members of their liaison positions – all of us our liaison to the high school and their open house is September 17th if anyone is interested in going. Walk around and say hi to the new principal and introduce yourselves and say hi to the new vice principals. Burnet Middle School – Angel you are the

liaison – their open house is September 24th if you can make it. Mr. Salcedo stated he will be there. Tom you're at Kawameeh and their open house is also September 24th. Battle Hill – Nancy their open house is September 30th. Connecticut Farms – Jeff by default you are there – you are the liaison and theirs is September 30th. Livingston – Guy you are there – their open house is September 21st. Hannah Caldwell – Lois – September 21st open house. Franklin – I'll be there on September 21st and Vito is at Washington – September 16th, and Ron you are at Jefferson – September 16th also. If you can make more than one – do so. If you want to go just the school you are assigned to, great, if you can't make it, you can't make it, it is not necessary, it is not an obligation, I think our job is to be a spokes person for the District.

Mrs. Zuena asked is it possible for someone from our wrestling club to go to the open houses and hand out flyers to the parents. Mr. Damato stated yes, it is a school organization.

Mr. Arminio stated Mr. Tatum is going to go to the schools and talk about the Mayor's 5K Race on September 20, 2015 and show them what they can win if they race and that is the little kid race, not the 5K, on the football field.

Any questions from the audience about P-1?

COMMENTS FROM THE PUBLIC:

None

P-1. APPROVE UPDATED PERSONNEL ACTIONS

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

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

NAY: None

ABSTAIN: None

MOTION CARRIED

POLICY COMMITTEE:

Mr. Arminio stated there will be thirteen policies that have been revised. I don't know if you have looked at the policy changes – some of them are mandatory, we have no say whatsoever, it's what the State sends down the change in the Statute and we have to change them and most of them are we have done because we had to. POL-5 the electronic communication by school staff – using staff email and other details as part of the policy, I think that is a good thing and the others we will be voting on. Take the opportunity to look at the policies.

Mrs. Zuena stated I was contacted by our Athletic Director about POL-5 as to communications between the coaches and the children. Mr. Arminio stated it can be done in a number of ways. Mrs. Zuena stated my son is on a baseball team and does get a texted update from the coach but it only shows the coach, it doesn't show everyone that it is going to, so there are certain situations that the coach needs to contact these kids right away so they are worried about communication with the children. How they can still communicate via text message, group message or something about a sporting event or a situation.

Mr. Damato stated that the policy allows everyone to get the text from the coach. The coach can only text every member on the team, he cannot text one individual member on the team; but it is strongly recommended by the policy that the District's email server be used for all communications so that communications can be monitored and part of the policy is that teachers and advisors and coaches cell phone numbers should not be given out to students. Mrs. Zuena stated if it is done by communication only to them, they can block the number so that they only see the name of person that it is coming from. Mr. Damato stated that we had a training session on this that I gave a few days ago for all of the principals and vice principals and supervisors. At that session, we talked about a variety of ways that technology now provides for individuals to send messages where your cell phone number is hidden or you send out a text that is delivered as an email. Some of the students have cell phones that are not smart phones so they can only get a text or they can only get a call; but they can't get an email because they don't have email. They tell me in the course of this discussion we found out that the technology exists that you can send out a text and not disclose the coach's individual private cell phone number. Can the student send coach a text, I think not – without knowing the number, I would think. I don't know how that happens. Mrs. Zuena stated I think it would just say the name of the person. Mr. Damato stated that has to be worked out but the spirit that this new policy is to prohibit those communications unless you are communicating with the whole team. I think it is a smart thing to do and it allows us to tell all the individuals involved that we did tell them at this training that all of these communications are now going to be monitored. They are put on notice that all these communications are going to be monitored and that they have no expectation of privacy in these communications. With private cell phones, it is hard to have someone produce their private cell phone; but that was the intent of the policy.

Dr. Francis stated I am old school, the whole thing is I feel that there isn't an urgency – what happened when I was in sports, in today's era, it shouldn't be that important that you have to reach out immediately. If the practice is cancelled, you show up at practice and then there was a sign that said practice is cancelled. Mrs. Zuena stated there are so many kids that walk. Mr. Arminio stated they do make an announcement. Mrs. Zuena stated as an example, there is a snow day, sometimes they get special permission if it snowed in the morning that they come to practice at 12:00. Mr. Arminio stated you are talking about an example if it happens once a year it is a lot. Mrs. Zuena stated but if the coach sends out something. Mr. Arminio stated he can send a text message. Mr. Damato stated you can send a text but you can't send a text and have the students know your cell phone number. It is a little tricky but it can be done.

Mr. Monge stated that my wife told me that the teachers have some text type that they are using. Mrs. Zuena stated they do classroom updates on text messaging. Mr. Monge stated they showed them how to download an app. Mrs. Moses stated "school doljo". Mr. Monge stated it tells you what your assignments are, gives you reminders. Mrs. Moses stated you can see their progress. Mr. Monge stated it's not a requirement they just have taken that upon themselves. Mr. Arminio stated we have the District site that can do the same thing. Each teacher has a website that they are suppose to update and whether they do or don't, they have it and it is available to them to put homework on and the other site to put their grades on. There is no way a parent or kid can say I can't communicate.

Mr. Damato stated that the objection of the meeting just FYI, some kids don't have computers and I say there may be a few students that don't have computers but I think they all have cell phones so their friends probably text each other a thousand times a day if they are like any other kid I know.

Mrs. Zuena stated so my response to them should be that if it is sent out in a group text as long as the coach's phone number is not included and everyone else is not disclosed, but nobody can respond to it. Mrs. Moses stated or go to school doljo because you can put everyone in there and it goes out to everyone individually. Mr. Damato stated and it is done through the District server and it complies with the policy. It was all discussed at that meeting.

Mr. Monge stated "team snap" it is a great program and you basically have the roster, you send out emails through there and it is free so that is another thing to offer.

Mrs. Zuena stated my only other option, as I said to Dave, is if the coaches need to get information, maybe the team captains can do it and then it is not an issue if it is a group message when it is the captain of the team. Mr. Damato stated I don't know why the coach can't post something on the bulletin board or website or whatever he has access to and the team liaisons can get the word out. That way you are diluting the process and I think it complies with the policy. Mr. Arminio stated there are several solutions not just one.

APPROVAL OF BILLS:

Bills will be presented for payment at next meeting.

UNFINISHED BUSINESS/UNFINISHED BUSINESS:

Mrs. Zuena stated I spoke with Officer Sancser and they had originally wanted to come in and discuss the possibility of an SRO at Burnet. Since it was not on the agenda, the Director assumed, because it was suppose to be an agenda item that he didn't believe it would be discussed so they want to know if next month if it could be an agenda item where they can set up a time to bring somebody in to discuss this item. They wanted to know if next month's meeting can it go on and can they set something up so someone can be here. Mr. Arminio stated absolutely.

Mr. Monge asked the lunch aide training, what happens with that. Kim Conti stated that in June we offered our lunch aide training because we wanted to catch everybody before the end of the year. We will have another training in September so anyone who is newly hired could take advantage of the training and anyone who has had the training before and wants to come they certainly can do that. Mr. Tatum stated it is what we talked about – a refresher.

Mr. Monge stated another thing that we took a step further is an understanding of the class coming in and if there is anything that they should be alerted to – not just the new folks coming in but the staff coming in that they would have that opportunity to have a short refresher but also an opportunity to understand your incoming class. Mrs. Conti asked you mean individual needs? That would be something that a student with an IEP – what happens there, if there is anything relevant, those needs would have to be articulated on a one-to-one basis; otherwise you would be talking about interventions that apply across a broad range of students.

Mr. Tatum stated the schools should talk about the frame work of a policy/district procedure. I will make a statement annually. We can probably do that at the Policy Committee. Mr. Monge and I spoke about having a statement annually and it could be done in June and September or it could be September and mid-year. We can work out how it can be done. Mrs. Conti stated it could be done by power point, it can be done many ways.

Mr. Monge stated Manny and I are going to figure out the charter school charges. We are probably 35% there. It is a formula; we are trying to figure out the math. It is about a quarter million dollars and something that people don't know about but once people know it, it could potentially be a much larger number.

Mrs. Zuena stated we talked at the Planning meeting about a trainer at the high school that we should bring up as a discussion item tonight. I spoke briefly with Linda and I know that there is certain information but being that we have so many activities in the school now. There are a lot of sporting events that are going without trainers; which could cause an issue. There hasn't been an issue at this time but it could be an issue because we are suppose to have a trainer that travels with our football team, we have a soccer team that practices at Volunteer Park, we have a lot of different situations. Most of the districts around us have 2-3 trainers in their schools. Mr. Arminio stated they don't. Mrs. Zuena stated I can prove to you – there are four or five of them. If it is a discussion item then she can bring in a presentation to show where we are lacking. Mr. Arminio stated Linda can come to next week's meeting and make a presentation.

Mrs. Zuena stated Tom and I went to Burnet, somebody told us that there were books outside. We did find about 200 books outside. Dr. Lishak stated I did talk to Mary Malyska, former language art supervisor, there were books that needed to be disposed of because they were over 10 years old. My assumption is the books that were next to them, that were not to be disposed, were also taken. The 10-year old books we don't do anything with them, you just dispose of them. Mrs. Zuena stated the other ones went out by accident. Dr. Lishak stated yes.

Mrs. Zuena stated Tom and I also discussed the ventilation system at the high school because it hasn't been working in quite a few years; so he is going to make that a high item on his list because there is some problems with scents in our high school and he is going to try to get that done before the snow and the winter.

Mr. Monge asked is there a Hispanic heritage month celebration at the District. Mr. Tatum stated not that I know of. Mr. Monge stated it is September 15th to October 15th. Mr. Tatum asked if we do them in the elementary school. Mrs. Moses stated we do all of them – even if they are not in our school, we should do them all. Every month there is a celebration. Mr. Arminio stated when the Board does the calendar in the spring that would be a good time to bring it up so that it is on the calendar. Mr. Monge stated it is a big one and we have a growing Latino population in Union so it is something to take into consideration.

Mr. Arminio stated that on September 16th, Jeff and I are going to the Westwood for the Union County School Board's meeting – it is the County meeting of the NJSBA. Everyone is invited. Nancy went last year and Ron. Last year it was on cell phone use. This year it is going to be the 32 items where ethic decisions by the State Ethics Board. They are going to go through

all the decisions that the State Ethic Board rendered in the past year and that is what will be discussed. I think it is important because once a year we are supposed to have ethics training and I don't remember us doing it in the last year. I am going to read them to you right now.

Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

I know first year you get training and you are supposed to go over this in your training. I hope everyone has read this at least once.

Mr. Salcedo stated I have a statement for Mr. Tatum. I was over at Burnet today and things went very well the first day; but what I notice and I was made aware of is that they have three security guards there and they probably can use another one because one of them is mobile

but let's just say if he needs to get to one side of the building to another, there will be some trouble. Mr. Tatum stated we have discussed that and the need is absolutely there but we had talked about increasing that building to four security officers despite him – we have been talking about this for the last two years. Our other problem is in our effort to budget more security we have also left out all of our elementary schools as well. One thing that I did do in response to that is we moved the Director of Security over there. He should be in that building and he should also find his way to help and direct in that school and also get to the other buildings within the District. Mr. Ardito's office, you voted on it last month, is now at Burnet. Mr. Salcedo stated so Mr. Ardito is at Burnet. Mr. Tatum stated one thing that we tried to do is to give Burnet additional manpower to address some of the needs we have identified over there. You are 100% correct that we could use another full-time officer there. Mr. Ardito can't stay there all day, he needs to be out in the District as well. We have a number of schools that don't have security and actually we also have a greeter that is here tonight so she helps out at the front desk there.

COMMENTS FROM THE PUBLIC:

Shawn Brown – Burnet greeter – Burnet needs an air system, ventilation system. Something is happening from the cafeteria to the front and it is very offensive to parents coming in and it is just so hot. The first floor is oppressive and they say the second and third floor are even worse. Today, everybody is sweating and red face. Unless you go into guidance or the main office, there is no air at all. That is such a problem and the kids get frustrated, they get agitated and that is when we have issues. I think that is one of the main things. As I said, the parents come in and they want to know what that stench is.

Brenda Rivera – I am the mother of three children. My daughter just started attending Union High School and she is being denied transportation because the policy is that you have to be 2.5 miles to be transported to school at no charge. When I google my address, my front door to the front door of the high school, I am at 2.7 miles – anywhere from 2.7 miles to 3 miles. When I call the Transportation Department they are telling me that if my child was to walk to the side of the high school building through a side door, she would be at 2.3 and not be eligible for transportation. My concern has to do with her not being able to get on a bus when there is a place on our bus and are we going to dispute .1, .2, .3 or 1 mile when our kids need transportation and there is a place. That is my concern and is there anything that can be done about that.

Mr. Arminio stated thank you very much and we will pass that along and discuss it.

Mr. McDowell stated it is 2 miles. Mr. Vieira stated elementary is 1.5 and New Jersey's law is 2 miles.

Mrs. Zuena stated in her situation, if the bus stops anywhere near her house, she can't get on. Mr. Arminio stated we will discuss this at the appropriate time. We are not going to just ignore it.

MOTION FOR EXECUTIVE SESSION:

Moved by Mr. Salcedo, seconded by Mrs. Zuena 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) 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. All present voting yes. MOTION CARRIED

Lois Jackson left at 9:30 p.m. prior to start of Executive Session.

The Board returned to public session.

MOTION TO ADJOURN:

There being no further business before the Board in public session it was moved by Mrs. Zuena, seconded by Mr. McDowell that the meeting be adjourned at 10:55. All present voting yes. MOTION CARRIED

Respectfully submitted,


JAMES J. DAMATO
BOARD SECRETARY