

UNION TOWNSHIP BOARD OF EDUCATION
WORKSESSION MINUTES – NOVEMBER 13, 2012

Meeting held at James M. Caulfield Administration Building, 2369 Morris Avenue, Union, New Jersey.

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

ABSENT AT ROLL CALL: None

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

Mrs. Salazar led the board members 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. Perkins congratulated Mr. Layden, Mr. Arminio who were re-elected to the board and to Mrs. Cooley, who was elected to fill an unexpired two year term on the board. Mr. Perkins introduced Dr. Guy Francis who was a newly elected member of the board who would take office in January. Dr. Francis thanked the board for its warm welcome. He said that he was at the meeting this evening to get an idea of how the board works and he looked forward to working with his fellow board members.

APPROVAL OF MINUTES

Mr. Perkins said that the minutes would be approved at the regular meeting next week.

COMMUNICATION:

All communication has been distributed to the appropriate committee for consideration.

SUPERINTENDENT'S REPORT

Dr. Martin said that the most important thing that he wanted to speak about this evening was the response to Hurricane Sandy. He believed that the district did very well as a school community. Dr. Martin said that the district worked well with the Township. He asked Mr. Damato and Mr. Perkins to join with him in highlighting some exemplary contributions from individuals that occurred during the Hurricane Sandy event. Dr. Martin said that he felt that Union fared better

than many school districts through the efforts of certain individuals. He said that in doing this he runs the risk of leaving someone out and so even before he started, he wanted to say that if that happens, it is certainly unintentional.

Dr. Martin said that Mr. Damato was immediately on the scene at the schools and the board office on Tuesday morning. He said that Mr. Damato visited each school to get a handle on how bad things were and was in communication with him, board members and township officials immediately. Dr. Martin said that he was called by Township officials to come together with police and fire officials on Saturday and then again on Tuesday while school was closed to create a "think tank" and figure out the best approach for the school district and township to maneuver through the situation. He said that Dr. Lishak at first said she could not attend the meeting because of a family obligation, but did come to the meeting on the way to that function and it was greatly appreciated. Dr. Martin said that Mr. Capodice was extremely instrumental in the process. He said that he spoke to him on numerous occasions regarding what U.T.E.A. members were asking and what they were recommending. Dr. Martin said that Mr. Capodice also attended meetings to help navigate the situation. He said that Mr. Capodice's willingness to represent the lion share of the staff members in such a positive way was very helpful. Dr. Martin also wanted to thank Mrs. Detjen, the coordinator of substitutes; he said that she takes all calls and gets substitutes lined up. He said that in the situation caused by Hurricane Sandy, many staff members had their homes disabled and this made her job a challenge. Dr. Martin said that when it was decided that the schools would be re-opened last Thursday, Mrs. Detjen lined up close to 100 substitutes and made arrangements for coverage for all staff that could not come in on Thursday. He said that on Wednesday evening, he had to call Mrs. Detjen to advise her that school would be closed on Thursday because several schools had lost power. Dr. Martin said that she called all of the substitutes to advise of the situation and rescheduled everyone for a Friday opening. Dr. Martin said that Ms. Hart, the Technology Supervisor, was terrific in making sure that she attended meeting, made sure that announcements were posted on the website and she helped with the telephone call "blasts". Dr. Martin also wanted to thank Karen Dunn, the district's former Business Administrator, who is now the County Business Administrator and Joe Passiment, the County Superintendent who were extremely supportive. He said that one of the many hurdles that the district faced was the lack of diesel fuel for buses. Dr. Martin said that there was a real concern as to whether or not the district would have fuel to keep on going for a number of days. He said that he mentioned this fact to Ms. Dunn, she communicated with Mr. Damato and arranged for a delivery of diesel fuel.

Mr. Damato said that when Karen Dunn was the Business Administrator in the district she had a magic wand in her office. He said that it was pure "magic" that Ms. Dunn made a phone call and the National Guard came to Union with a

tanker of fuel for the buses. Mr. Damato said that he understood that there was never a storm like Hurricane Sandy in this area before but that is amazing when you think about it. He said that it was easy to get unleaded regular fuel but very difficult to get diesel fuel, but Ms. Dunn made it happen. Mr. Damato said that in the early part of the storm, the district was giving a lot of diesel fuel to the fire department, because they did not have fuel for their fire engines and as the days went by and the supply of fuel dwindled it was questionable whether or not the district could open school with the amount of fuel that the district had on hand; he said that the district burns between 600 and 800 gallons a day.

Mr. Damato said that Tom Wiggins also did a phenomenal job throughout the storm; from damages to the buildings to debris around the buildings, to sump pumps, coordinating fuel deliveries and all of the manpower it took to get the buildings ready to be opened, was a tremendous job and Mr. Wiggins was in district three to four o'clock every morning staying for 18 hours each day doing lots of different things. He said that the custodians and maintenance workers who work directly for Mr. Wiggins, also did a phenomenal job. Mr. Damato said that they did not have any days off and they worked in all of the buildings and they even helped neighbors of the school buildings. He said that they definitely deserve congratulations.

Mr. Damato also wanted to thank Sarah Bridges, the Director of Aramark. He said that after the third day with no power, all freezers defrosted and all of the food that is served in the cafeterias spoiled. Mr. Damato said that all the food had to be inventoried and disposed of; he said that the custodian staff was key in making that happen as well. Mr. Damato said that Aramark lost approximately \$20,000 worth of food. He said that this was a large amount of wasted food but the schools do not have generators to keep freezers going and the IT department does not have any generators to keep the servers working. Mr. Damato said that the district is looking into this because as the storms increase in intensity, he thought that the wise choice was to make some type of arrangements for the future and the board is discussing issues with regard to that as well. Mr. Damato hoped in the future the district will be able to avoid things like food spoilage from occurring.

Mr. Damato also thanked Gail Calderone, Aldo Marsillo and the transportation department, who participated on a daily basis to keep everyone advised how the buses were doing and which streets could be navigated. Mr. Damato said that Ms. Calderone and Mr. Marsillo actually drove around town to make sure that schools could be opened safely. He said that Ms. Calderone was ready and had all drivers and aids on call for opening of school last Thursday. Mr. Damato said that even Mr. Zurka, who retired last year, came in to drive a bus as a volunteer because the district was short drivers. He thanked Mr. Zurka for stepping up to help the district.

Mr. Damato thanked Eileen Birch who is the Township Clerk for cooperating with him to get all of the voting machines up and in place for the election. He said that there were a lot of last minute changes because there was no power in some of the buildings that were used as polling places. Mr. Damato said that temporary lighting and generators had to be set up in the polling places; he said that the Township helped by reallocating some resources in order to get polling places ready for the election. He said that Ms. Birch was instrumental in helping him get all of that done and coordinated.

Dr. Martin said that during the storm and the aftermath Mr. Perkins and he were on the telephone constantly day after day. He said that Mr. Perkins attended the Saturday and the Tuesday meeting. Dr. Martin said that Mr. Perkins' own house got hit and not only did he lose power there but a tree fell in his yard. He said that on top of everything else, Mr. Perkins' daughter-in-law was giving birth in New York City and was in a situation where the hospital where she was lost power and had to be evacuated to another hospital. Dr. Martin said that Mr. Perkins is the President of the board and he did take a personal interest to be at every meeting and in the midst of everything else took every phone call on every little thing from lack of diesel fuel to food spoilage in refrigerators.

Mr. Perkins said that people should not feel too sorry for him. He said that the tree in yard missed his house by about 8 inches. Mr. Perkins said that he and his wife stayed at his son's apartment in Brooklyn where there was electricity and heat. He said that the Saturday meeting was interesting because he and his wife had a discussion as to whether he should even make an effort to try to come back to New Jersey. Mr. Perkins said that he was able to navigate his way back to Union and was able to attend the meeting on Saturday morning. He said that representatives from the Township were also in attendance at that meeting. Mr. Perkins said that Mr. Manzella, the Township Administrator was very sensitive to the needs of the school district; Chief Fretz from the Fire Department spoke about blocked streets and wires that were hanging low. He said that the group agreed that the safety of the children in the district was more important than anything else and if there was any potential for danger to children walking to school, schools would remain closed until such time as it was safe and clear. Mr. Perkins said that the morning of election he and Mr. Manzella visited each polling place. He said that he could not say enough about the cooperation that the district got from the Township officials.

Mr. Perkins said that the Tuesday meeting was most impressive to him because representatives from every department. He said that Ms. Calderone was very impressive as she had everything "nailed down"; she was enthusiastic, she had the answers. Mr. Perkins said that Mrs. Detjen coordinated staff to make sure that all positions would be covered when school opened. He said that every

element of consideration and anyone who had an interest in an activity that surrounded the opening of school was present and had positive input at the meeting. Mr. Perkins said that he expected that every person involved will submit an "after action" report which will address lessons learned and some things that can be done differently to protect the district in the future.

Mr. Perkins said that there were some dishearten events which occurred during this operation. He said that Chief Fretz commented at the Saturday meeting that two of the generators that were deployed to operate traffic signals in the Township were stolen and someone emptied the fuel out of a diesel powered generator.

Dr. Lishak added that she wanted to say thank you to Mr. Vieira. She said that he was present at the board office on a number of occasions. Dr. Lishak said that not only did Mr. Vieira and his group come into a freezing cold building distributing pay checks. She said that Mr. Vieira also picked her up at her home because she had a key to the administration building to let him in. Dr. Lishak said that he also came back to the office on Friday and Monday in order to give out checks.

Mr. Perkins said that the district had originally decided to open school on Thursday but did not do that because of additional power outages. He said that during the pendency of that, Dr. Martin and he spoke several times on the telephone trying to figure out what was going on. Mr. Perkins decided to go to Town Hall and be the Operations Liaison from the Board to the Township. He said that one of the contributions was that he was able to call upon a representative from PSE&G that was a former student in the district. Mr. Perkins said that he was very pleased with what the response has been from every quarter. He said that he particularly want to mention Mr. Wiggins because he had a handle on the entire situation. Mr. Perkins said that he also wanted to mention Mr. Damato who, although he is the Board Attorney, does do a lot of other stuff in the district.

COMMENTS FROM THE PUBLIC ON *RESOLUTIONS ON THE AGENDA WHICH ARE ACTION ITEMS AT THIS MEETING

None

EDUCATION/STUDENT DISCIPLINE COMMITTEE

Mrs. McNeil said that the committee met and had a lengthy discussion on the items on the agenda which she presented. She said that although resolutions E-4 and E-5 were slated to be voted on tonight but Dr. Lishak received a letter which indicated that due to the storm, the deadline to file these items has been extended until December 1st by NJQSAC. Mrs. McNeil said that these items will be voted on at the regular meeting next week.

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

E-6. APPROVE AMENDED PROCEDURES FOR HOME INSTRUCTION

That the board approve amended Procedures for Home Instruction in accordance with the information appended to these minutes.

DISCUSSION:

Mrs. Conti said that the reason that this item had to be amended was that when she looked at the forms there were a few "technicalities" that had to be corrected. She said that there was no significant change to the procedures.

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

DISCUSSION ITEM:

School Calendar Update

Dr. Martin distributed a copy of the School Calendar for this school year. He said that due to all of the days that schools were closed during the hurricane, he wanted to review the calendar to figure out where the district is, how many days will be lost at the end of the year or spring break, so that everyone is on the same page.

Dr. Martin said that the district actually used six days during the course of the storm. He said that the first five days will be added to the end of the school year and the sixth day will be made up on February 15th, which was to be another staff development day but students will be required to come to school on that date. Dr. Martin said that he will work with the U.T.E.A. on how professional development days will be rescheduled throughout the rest of the school year. He said that there may be additional days off due to inclement weather during the winter and those would have to be taken from the time allotted for spring break.

Dr. Martin said that one of the things that he wrestled with immediately upon returning to school was how the time off would affect marking periods. He said that the teachers lost almost two weeks of education and how would they work this out with report cards, quizzes and tests. Dr. Martin said that adjustments were made and all of the supervisors and principals were involved in the discussion. He said that Dr. Lishak organized this process and the schedule has been adjusted. Dr. Lishak stated that all supervisors and principals have advised their staff that the changes to the marking periods have been made.

Mr. Perkins said that he asked Dr. Martin to address changes in the school calendar so that the district has as much time as possible to consider all alternatives. He said that nothing will be voted on this evening and he asked if anyone had comments. Mr. Layden said that weather forecasters are saying that this winter will be a particularly snowy and cold one. He asked what would happen if the district runs through all of the days of spring break; what was the contingency plan? Dr. Martin said that spring break will be used up first and then every other planned holiday would have to be looked at to make up time lost. Mr. Perkins said that the School Boards Association has put out an advisory on the completion of 180 days before June 30th which is what the law requires. He said that there are many options but it will require some creative thought.

Mrs. Gaglione asked if there was any chance because of the State of Emergency that the State will take a few days off the required 180 days. She thought that a few districts did get some days credited last year. Mr. Perkins said that he did not know if even the Governor had the ability to waive required school days. Dr. Martin said that he has not heard anything from the State at this time.

FISCAL AND PLANNING COMMITTEE:

Mrs. Gaglione said that the committee met and she presented the agenda items. She said that the board would be voting on resolution F-9 at this meeting.

Mrs. Gaglione said that a representative from the auditing firm is scheduled to be at the meeting next week; however, they had some delays due to the storm and if for some reason they cannot attend, the report will be presented and voted upon on December 18th which is the regular meeting date. She said that the report must be filed with the State by December 5th, Mr. Vieira can submit the report to the State without it being approved by the Board and it will be presented after the fact.

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

F-9. PRE-APPROVE DISTRICTWIDE STUDENT FIELD TRIP DESTINATIONS AND PURPOSES

That the Board pre-approve districtwide student field trip destinations and purposes pursuant to *N.J.A.C. 6A:23A-5.8* in accordance with the information appended to these minutes.

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

NAY: None

ABSTAIN: None

MOTION WAS CARRIED

OPERATIONS COMMITTEE:

Mr. Layden said that the committee met earlier in the evening and he presented the agenda.

Dr. Martin distributed the total HIB incidents from all of the schools that he hands out on a monthly basis for review by the Board. Mr. Nufrio said that he thought that the district was going to be a little more explicit and indicate the buildings where the incidents occurred as suggested by the Board last month. Dr. Martin said that suggestion was in connection with the Violence and Vandalism report that was presented last month. He said that next Tuesday evening he would be giving the presentation that Mr. Nufrio was referring to.

Dr. Lishak said that two schools (Hannah Caldwell and Franklin Elementary Schools) were not able to do their safety and security drills for the month of November because of the weather. She said that the county has been notified of this fact and because of the situation with Hurricane Sandy they are okay with it. Dr. Lishak said that the district has been asked that these two schools run two drills during the month of October.

DISCUSSION ITEMS:

Waiver of rental fees for Crossroads Christian Fellowship Church for use of Battle Hill School gym – Mr. Layden said that the committee did not have a problem with this as this is something that the Board has been doing for a number of years. Mrs. Gaglione said she wanted to make sure that the district would not be waiving all fees for this organization. Mr. Damato said that the organization must pay a utility surcharge; provide insurance and if custodial services were required, the organization must pay for the custodians.

Use of Hamilton School – Mr. Layden said that there was a suggestion of the Special Services Department moving from Burnet Middle School to Hamilton School next year. He said that this would leave approximately 4800 square feet at Burnet Middle School which could support 160 students but more realistically about 100 students once individual classrooms are built. Mr. Layden said that a hallway would also have to be installed which would require additional electrical and fire alarm installations. He said that the committee is still looking at possibilities on how to utilize Hamilton School once Central Five is re-opened in September 2013.

Mr. Arminio said that the last time that the board discussed this issue there was a suggestion that the administrators to come up with ideas. Dr. Martin said that he did have a presentation prepared on that subject.

Dr. Martin said that he, Mr. Tatum, Dr. Lishak and Mr. Damato did sit down to discuss this issue and they asked Mrs. Conti and Mr. Gibbons to attend a subsequent meeting. He said that there were several ideas which were suggested that are being considered.

Moving Mr. Olivio's Cognitively Impaired class from the high school to Hamilton School; Moving the offices of the Special Services Department from Burnet Middle School to six classrooms on the second floor of Hamilton School and utilizing the vacated space at Burnet to build six classrooms for middle school use. Dr. Martin said that right now in the middle of Burnet there is a large area that the Special Services Department is housed in. He said that the idea is to recoup this space for use by Burnet for classrooms. Mr. Wiggins said that this space could possibly be turned into five or six classrooms. Moving the pre-school handicapped classes to Hamilton. Mrs. Conti said that if the pre-school disabled classes were moved then all pre-school classes must be moved to Hamilton because the district cannot have all special education students in that building without exposure to general education. She said that if all pre-school students were housed at Hamilton, this would "free up" classroom space at all of the other elementary schools that are hard pressed for space at this time. Mrs. Conti said this would go for Mr. Olivio's class as well. Mr. Nufrio asked if there was a ratio for meeting the guidelines of this issue. Mrs. Conti said that there must be 50% general education students. Establishing an accelerated program which would be a new concept created for Union High School students and housed at Hamilton School. Dr. Martin said that this program would provide disaffected students from the high school with smaller classes and individualized attention that might assist them in succeeding. Moving all pre-k classes to Hamilton School; Equipping classrooms with STEM (Science, Technology, Engineering and Mathematics) materials and offer updated, challenging courses to high school students who could take buses to and from Hamilton throughout the school day. Dr. Martin said that the idea is make Hamilton School a Math, Science, Engineering Tech building and high school students could travel there throughout the school day. Sell or rent Hamilton School to an outside organization. Move the two behavioral disabilities classes from Union High School to Hamilton School and move the extended day program from Union High School to Hamilton School.

Dr. Martin said that the ideas that seem to gather momentum as they are discussed were the idea of moving the offices of the Special Services Department from Burnet to Hamilton. He said that the advantages of this would be that Burnet Middle School would gain classroom space. Dr. Martin said that currently all four World Language teachers, one Language Arts teacher and one math teacher at Burnet "float" between classrooms throughout the school day. He said that with this move, some of these teachers, perhaps all of them, will be able to remain in a single classroom throughout the day. Dr. Martin said that the

offices of the Special Services Department would have more space and additional privacy when needed. He said that it was his understanding that Potter Architects have already drawn up plans for the revision of the Burnet space. Mr. Damato said that there were sketches done of this in a couple of different designs. He said that one was the plan with a hallway down the middle, as was earlier discussed, and one with a four classroom configuration that would not require a hallway, which would reduce the cost but would also reduce the number of classrooms. Dr. Martin said that the main challenge that he saw with moving the Special Services Department is simply a financial one because to renovate the Burnet space would cost approximately \$300,000.

Dr. Martin said that another idea that caught his attention was to create the accelerated program. He said that this program would identify high school students who are experiencing difficulty adjusting to a large, comprehensive high school, essentially what are called "disaffected" students. Dr. Martin said that the alternate setting would provide students with instruction in small class setting and students would receive individual attention and heightened services from the guidance department. He said that this program would feature the same curricula and requirements as Union High School. Dr. Martin said that the difference would be how the curricula is implemented and supported. He said that all course offerings available at the main campus of Union High School would be reduced in the accelerated program but attempts would be made to provide specific courses that the students in this program desire.

Dr. Martin said that profiles of students qualifying for this program would include students that are introverted and do not seem to be fitting in to the social life of the high school; students who have the ability to do the work but who show a pattern of not handing in assignments and not preparing for assessments; students who show a pattern of absences from and/or lateness to school and students who show an inability to maintain their behavior within acceptable values. He said that all of these types of students might be candidates for this type of program. Dr. Martin said that it is anticipated that the first year of the program would start with two classes of ten to fifteen students each; it would be a small group to start out. He felt that starting out slowly would allow the program to evolve and do it right the first time. Dr. Martin said that a high school vice principal could be given the responsibility of overseeing the students in this program and that individual would have to maintain a presence in the accelerated program but would not need to be with the students and staff on a continual basis. He said with the right staff and a small number of students who are getting a great amount of attention, an additional administrator may not be needed for the program. Dr. Martin said that the high school and Hamilton School are in close proximity to each other and this is close enough to have an administrator travelling between the two buildings. He said that ideal faculty for this program would possess multiple teaching certificates, for

example, a teacher would have both math and science certifications. Dr. Martin said that these teachers would have to be the types of individuals who are very responsive to needs of individual needs of a group of students. He said that a program like this would depend heavily on the staff. Dr. Martin said that faculty members such as physical education teachers could be assigned to travel from Union High School to teach a class at the accelerated program on a particular morning or afternoon and then return to the regular high school building.

Dr. Martin said that an oversight team composed of faculty members, guidance personnel and administrators could be established that oversees the offerings of the accelerated program, reviews applications for the program and makes recommendations regarding student enrollment. He said that he thought that it would be very important for a program like this to have a huge guidance presence as well as faculty and administrators so that the decisions on who gets into the program, who stays in the program, who is exited from the program and what courses are being offered is a group decision made by a team for the best interest of the students. Dr. Martin said that the school nurse from Union High School could be "on call" to meet the needs of the students in the accelerated program. He said that the advantages of this program would be that approximately 7% of Union High School students fail to graduate and the goal of the accelerated program would be to identify as many of these students as possible and attempt to meet their needs and give them more structure and more individualized attention to achieve success. Dr. Martin said that the district would reach out and find students who seem to be disaffected; he said that it is not just a behavior situation. He said that perhaps some of these students would do well in a program like this which would offer a lot of individual attention. Dr. Martin said that some students who cope with special challenges at Union High School may be more successful in a smaller school setting. He said that students in the accelerated program could be placed back in the regular Union High School building at anytime should that be the appropriate course of action.

Dr. Martin said that it appeared when Central-Five/Jefferson School is re-opened in the fall of 2013 and the fifth graders return to the school, there will be one general education teacher position and one special education teacher position in excess. He said that these teachers were added in order to fit in the fifth grade students at Connecticut Farms and Hannah Caldwell Schools. Dr. Martin said that the funds that are being used currently to support those two positions could be used for the first two comprehensive teachers for the accelerated program. He said that the big challenges would be to equip Hamilton School with science and technology labs for students who choose to take science courses and shuttling students between Hamilton and Union High School to take certain courses.

Mrs. McNeil asked if this accelerated program eliminates the extended day program that is already at the high school? Dr. Martin said it would not necessarily eliminate that program. He said that the concept right now is not to turn the accelerated program into an "alternative" high school for behavioral problems. Dr. Martin said that this is not the main focus of the accelerated program. He said that the extended day program is usually students who have shown behavioral problems. Dr. Martin said that it might be the answer for some of these students who end up in the extended day program. He said that this must be discussed.

Dr. Martin said that serving lunch for the accelerated program will also be a problem. He said that this would have to be developed.

Mr. Arminio said that he thought it would be important to know who would be making the selection of students for the program because that would certainly slant the students who would go to Hamilton for this program. He asked if it would be a committee or individual decision. Dr. Martin said that there would be an "oversight" team established to oversee offerings and reviews the applications for the program. Mr. Perkins asked if the district was making an effort to use a building that the district has available or is the district designing programs which are in Dr. Martin's view necessary or beneficial and coincidentally using Hamilton School to house the program. Mr. Perkins said that either mission has validity. He said that the board has had many discussions over the years on how to keep Hamilton School within the district and using it for educational purposes in order to grandfather it as a school.

Mrs. Gaglione said that Mr. Vieira has not commented on a fiscal perspective regarding this issue. She said that Mr. Vieira has been in contact with someone who has an interest in possibly leasing Hamilton School for an alternative type school. Mrs. Gaglione said that rather than not knowing what kind of individuals are coming in to be taught, she would rather see it used in the district for something that will help our own students and that the district has the opportunity to assist students who are in need so that they don't fail. She said that the building has been leased in the past and the district has received rental income from Hamilton School but if the facility can be used by Union students to their betterment that is what she wants for the community.

Mr. Perkins said that one other consideration is there is certainly urgency about making a decision on how Hamilton School will be used after this school year is over. He thought that there may be several members of the board that would be interested in being part of a task force to steer this decision. Mr. Perkins asked what the urgency was and when did a decision have to be made? Mr. Tatum said that the district had to make sure that it continued the use of

Hamilton School prior to the end of the 2012-2013 school year. Mr. Damato said that if the district does not continue to use the building as a school, the use is abandoned. He said that if the use is abandoned, when the district goes to use the building as a school again, it would be cost prohibitive to do that because the building would have to be brought up to code. Mr. Damato said that was the whole benefit of having Hamilton School "grandfathered", renting it to the Morris Union Jointure Commission and using it as a school. He said that the district must use at least a portion of the building as a school to maintain the "grandfathered" status going forward. Mr. Damato thought that this was, long term, in the best interest of the district. He said that the district doesn't know what the future holds. Mr. Damato said that the building would have to be leased to a school in order to maintain the grandfather status. Mrs. Gaglione said that Central-Five is expected to re-open in September, 2013. Mr. Damato said that it would be great to have a "tenant" at Hamilton School as of September 1st, 2013. Mrs. Gaglione said that a decision has to be made within the next couple of months at the latest.

Mr. Nufrio asked how long of a lease is the interested party looking for? Mr. Vieira said that he has not gotten that far in the discussions. He said that the party is Union County Educational Services Commission and the Business Administrator from that organization has looked at the building but the Superintendent has not seen it yet. Mr. Wiggins said that he has contacted Union County Educational Services Commission to reschedule the appointment which had to be cancelled because of the storm. Mr. Nufrio said that listening to the proposals and the urgency of having a purpose for the building declared by the end of the school year, he thought it would be much wiser to have another educational institution utilize the facility until a sound decision can be made by the district predicated on what the district can afford and sustain and the overall purpose. He said that the district only has a few months to make a major decision. Mr. Nufrio said he felt it would be wiser to try to find another educational interested tenant. Mr. Perkins said that the Union County Educational Services Commission deal is only a potential deal and if the district does not make a decision by the time that the students move back into Central-Five, the district may lose the ability to use the space for educational purposes. Mr. Damato said that a portion of the building could be used for administrative purposes. Mr. Perkins said that the district could continue to own the building and use it for other purposes. Mr. Damato said that the Special Services Department probably would only use the upper floor of Hamilton School and the first floor would be used as classroom space. Mr. Nufrio asked how much that renovation would cost? Mr. Damato said that before any decisions are made, he wanted to find out what the preferences of the board were for use of the building. He said that if Hamilton were to be used there would have to be some additional staff such as custodians, secretaries and administrators assigned to the building. Mr. Nufrio said that there should be some numbers presented to

the board for their consideration of this option. Mrs. Conti said that the benefit of having the pre-k students in that building would open up space in other elementary school buildings for other purposes. Mrs. Gaglione said that if the school becomes a "pre-school" would it be the parents' responsibility to transport students to and from school or will busing increase?

Dr. Martin said that the advantage of having all pre-k students attend Hamilton School would be the ability to share curriculum, materials and experiences might be enhanced. He thought this had tremendous possibilities. Dr. Martin said that this would also allow classroom space to become available at the other elementary schools. He said that the challenges would be that many parents want their four year olds to attend the neighborhood school and driving to a location that might be far from their home, leaving their child and making the return trip several hours later could be seen as a challenge. Dr. Martin said that the district already spent \$2 million a few years ago to create eight early childhood classrooms at Hannah Caldwell and now spending additional funds to do the same at Hamilton School, may present a problem. He said that there may also have to be an administrator, secretary and nurse housed at Hamilton School which would cost in the vicinity of \$250,000 per year. Mrs. Gaglione said that having children at other elementary schools throughout the district may cause a problem for parents dropping off and picking up students during the day.

Dr. Martin said that these are only suggestions for uses of Hamilton School or if anyone has an additional idea, they can submit it to him.

Mr. Perkins said that he thought the board should establish a "drop dead" date to make a decision on this issue. Mr. Damato said that to finalize a lease would take approximately three months and have it approved by both parties. Mr. Nufrio asked why it would take so long? Mr. Damato said that one of the things that is required is the approval of the Commissioner of Education, which takes a while. He said that with the Morris Union Jointure it took four or five meetings to agree on the terms of the lease. Mr. Damato said that if the board made this lease the board's first "priority" and wanted to push it as quickly as possible, it could probably be done in one month excluding the Commissioner's approval. He was not sure how long it would take for the Commissioner to approve the lease, however. Mr. Damato said that if the board wishes to operate Hamilton as a school, it must be included in the 2013-2014 budget that is now being prepared by Mr. Vieira. Mr. Perkins said he thought a decision had to be made by November 30th at the latest. Mr. Layden asked how interested Union County Educational Services was in the space. Mr. Damato said that he never met with them or had any discussion with them. Mr. Arminio said that he had a meeting at Union County Educational Services tomorrow and he would speak to the Superintendent. Mr. Damato said that the last time the district entered into a lease for Hamilton School the building was reviewed and appraised for lease

value by a certified real estate appraiser. He said that he thought this cost approximately \$3,000 and the appraiser did issue a report and indicated that for a school use in the Union area the report indicated what the rental rate was acceptable. Mr. Damato suggested that the board have another appraisal done so that it has a clear picture of what the property is worth. Mrs. Gaglione said that if the board wants this appraisal to be done, she felt that Mr. Damato should be advised today so that the appraisal can be ordered. Mr. Damato said that if the board was thinking in terms of leasing the property it should be done. Mrs. Gaglione thought that the appraisal should be done regardless of whether the board leases the property or not.

Mr. Perkins said that there is a meeting next week and he felt that Mrs. Gaglione and Mr. Arminio were in a position to make an informed judgments and comment on this issue. He asked them if they would be willing to review the options and make a report to the board; they both agreed.

Mr. Nufrio said that some of the facts would not change with regard to the property such as the square footage. He felt the only change would be the value. Mr. Damato said that he thought there were a couple of factors that would change because the original report is eleven years old. Mrs. Gaglione asked if there had to be a resolution voted on next week in order that Mr. Damato order the appraisal? Mr. Damato said that he would request a proposal and then it can be accepted by the board resolution. He was not sure how quickly he could get a proposal; this would be a professional service. Mr. Damato said that having the appraisal done would give the board good, quality information to base a decision upon. He said that if the district has a lease that is five years or less, he believed that Commissioner of Education approval is not necessary. Mr. Damato said that the problem with renters in a site like this which is a large site, the renters like long term leases because retrofits can be done and then amortize them over a longer period of time. He said it makes more economic sense for a renter to get a ten year lease, for example. Mrs. Gaglione asked that if the board enters into a ten year lease, would the board be able to get out of the lease if necessary. Mr. Damato said that the lease with Morris Union Jointure contained a clause that said if the district needed the building for education of students because of lack of space in existing schools the district could give Morris Union Jointure a one year notice and exit them out of the building. He said that in that case, since Morris Union Jointure had given the district an upfront payment of \$1.5 million, a pro-rated amount would have to be returned to them. Mr. Damato said that in this case he did not see Union County Educational Services Commission giving the district any up-front cash and he thought it would be a straight line lease. He said that the question for Union County Educational Services Commission is are they going to make any improvements to the building and how long of a term would they want in terms of vacating the building and ending the lease. Mr. Damato said that these are

things that are negotiable before the lease is entered into. He said that these are the types of things that get "hung up" on and takes weeks to resolve because there is negotiation back and forth.

Mr. Layden said that he felt that the building should be used for the "greatest" need in the district. He said that there have been several suggestions made today and there are probably a few more. Mr. Layden said that the district should go with the most cost effective option as well. Mr. Perkins said that he thought it was a legitimate priority to keep the building for educational use and what is the projected use of the building as a school in the future. Mr. Nufrio thought that use as a "satellite" school would be the least costly use by the district. Dr. Martin said that the big cost would be outfitting classrooms as computer labs, etc. He said that anything that is put into Hamilton School, equipment wise, could be utilized in other buildings if programs in Hamilton do not work out in years to come. Dr. Martin said that he liked the idea of moving Special Services to Hamilton and freeing up space at Burnet for additional classrooms. He also liked the concept of the "satellite" school because the district presently has approximately 7% of students who don't make it at Union High School and was there something that the district could do for these students.

Mr. Perkins asked what the "drop dead" date to make a decision was? He said that the district didn't have a lot of time to make a decision. Dr. Martin said that he did not want to shelve this issue and he did not see harm in moving forward with the use of Hamilton. Mrs. Gaglione said that she would get all of the information and present it to the board for discussion but she felt that Dr. Martin should be guiding the board as to what was beneficial for the education of the students in the district at the least cost to the taxpayers. She said that it was nice to make money on the property but if an alternative school was moving into Hamilton, the board did not know who will be coming in and why not help district students succeed first.

Mr. Perkins asked Mrs. Gaglione and Mr. Arminio to coordinate with Dr. Martin on this issue and keep the board informed.

PERSONNEL COMMITTEE:

Mr. Galante said that the committee met and he presented the agenda.

Mr. Perkins asked that clarification be gotten from Ms. Ionta regarding what a wrestling "game" consisted of for the next meeting.

Mr. Arminio asked what the topic was of the presentation referred to in P-11. Mrs. Conti said that she will be talking about some things that parents can do at home to help students to progress with speech services at the elementary level. She said that the individual listed in P-12 would be addressing parents of high school and giving information regarding preparation for the SAT and the individual listed in P-10 would be addressing parents with regard to NJASK strategies for middle school parents.

Mr. Perkins asked that whoever moves the personnel resolutions on the agenda for action this evening that P-14 be discussed in executive session before a vote is taken.

Moved by Mr. Galante, seconded by Mr. Layden that the following resolutions P-1 and P-15 be adopted:

P-1. APPROVE PERSONNEL ACTIONS

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

P-15. AMEND LIST OF TEACHERS FOR MIDDLE SCHOOL ACADEMY

That the board amend list of teachers for Middle School Academy to include Donna Koby, school nurse to accompany students on Salem, Massachusetts trip on December 7 and 8, 2012 at a rate of \$38.25 per hour not to exceed 11 hours or \$420.75. (There is no cost to the district for this trip; all expenses come from proceeds of Middle School Academy tuition)

DISCUSSION:

Mr. Arminio asked for an explanation on resolution P-1. Mr. Vieira said that he surveyed Union County for payroll position salaries. He said that the result was the salary paid to the payroll person in each district in the county; the size of the district; the number of employees in each district and the general fund budget. Mr. Vieira said that not all districts responded. He distributed the results of this salary. Mr. Arminio asked if the "payroll" salary indicated just one job that Mr. Vieira was referring to? Mr. Vieira said that was correct. He said that most districts are much smaller than Union and they only have one person in the payroll department. Mr. Vieira said that comparable districts to Union would be Linden and Westfield. He said that Plainfield is similar to the size of Union and they have four people in their payroll department. Mr. Arminio asked what the survey tells the board? Mr. Vieira said that it tells what the "going rate in the marketplace" is. Mr. Arminio asked if this is what Mr. Vieira wanted to pay the new payroll person? Mr. Vieira said that the P-1 backup has the salary which would be paid to the new person. He said that this salary was the lowest

salary of all of the confidential assistant positions which we currently have in the district; they range between \$65,000 and 78,000. Mr. Arminio asked when the second name was placed on the P-1 list. Dr. Martin said that Mrs. Bubnowski's name was added yesterday. He said that the interviews were conducted yesterday and the finalist was brought to him yesterday afternoon. Dr. Martin said that it was discussed in the Personnel Committee meeting earlier today. Mr. Arminio said that there was no backup for Mrs. Bubnowski. Mr. Perkins asked Dr. Lishak to address this issue. Dr. Lishak said that she provided Dr. Martin with a list of duties and in this particular case, Mrs. Bubnowski has been serving in a role as her confidential administrative assistant at least for the last couple of years. She said that as her assistant, she considered Mrs. Bubnowski to be her "right hand". Dr. Lishak said that she does not work a 40 hour week and Mrs. Bubnowski does not work a 40 hour week. She said that Mrs. Bubnowski is there at her "beckon call" and whatever she needs, Mrs. Bubnowski is there for her. Dr. Lishak said that Mrs. Bubnowski handles a lot of confidential correspondence and she is privy to items that generally U.T.E.A. secretaries would not have access to; she handles correspondence from parents and information regarding HIB. Dr. Lishak said that Mrs. Bubnowski is instrumental in assisting her to submit numerous reports that are pages long and ongoing on a monthly basis. She said that Mrs. Bubnowski takes care of bids and grants. Dr. Lishak said that there was not someone who could just walk-in, take on the position and do it as well as Mrs. Bubnowski does. She said that a number of candidates were interviewed; some with lots of experience; but none with the type of experience required for this position.

Mr. Arminio asked if Mrs. Pisciotta also worked overtime in her position. Mr. Vieira said that Mrs. Pisciotta is currently an accounts payable clerk in the district; this is a U.T.E.A. position. He said that the payroll position in question is more responsibility, more deadlines; it is a totally different position.

Mr. Nufrio recommended that the two positions listed on the P-1 backup be separated and since this is a last minute item added to the agenda. He said that when Mr. Galante read the resolution he did not say "and the committee concurs" and this was done for a reason. Mr. Nufrio said that both items were discussed at the personnel committee meeting earlier this evening and the rest of the board had no backup until just now even so, with the other individual that is being recommended for a salary improvement, there is really very little other than the discussion that was held last month at which time the committee requested information and a structuring of salary guides which is absolutely essential to this district in order to maintain some kind of semblance of sanity; there must be a guide; you don't just indiscriminately arrive at a "number". Mr. Nufrio said that the data which has been presented; he applauded Mr. Vieira for all of the research that he did, but one could say the justification was not there and the salary indicated for Union Township is the outgoing individual. He said

to be fiscally prudent, that information is never really included. Mr. Nufrio said that when a new situation is established, you go with a salary structure which is much wiser and you start with the "lowest numbers" that were discussed in committee to possibly the \$65,000 which was recommended in committee. He said having said that, there is definitely a flaw here in terms of process. Mr. Perkins said that he had commented before that he had sent a memo to everyone on the board about the conception of the committees for the board at the beginning of the school year and he passed the same memo out more recently that these are not legislative committees. He said that a committee has no legal standing whatsoever. Mr. Perkins said that a committee is an assemblage of board members who are asked to develop some expertise and do some research to advise the board as a whole but a committee recommendation is not required to get a resolution to the board. He said that the alternative that the board has used to the process in the past and one, frankly, that he had considered and even referred to in the memo was that the board operate as a "committee of the whole" and there are no committees or special areas in any case but that everyone sit as an entire board as a committee and at worksessions like tonight for all issues that come before the board. Mr. Perkins said that this is an alternative that NJ School Boards allows. He said as to "splitting" the two positions, if the movant and seconder agree, that can be done; they can them be voted on separately. Mr. Galante had no objection to doing that.

Mr. Perkins said that Mr. Galante agreed to will move P-1(a) and P-1(b) and Mr. Layden agreed to that.

Mr. Arminio asked if the district had the funds for each of these positions. Mr. Vieira said that funds were available. Mr. Arminio asked where the funds would come from. Mr. Vieira said that \$78,000 was budgeted for Mrs. McGarry's salary (the outgoing payroll administrative assistant) in the current year budget. He said that Mrs. McGarry is retiring at the end of December, 2012. Mr. Vieira said that hopefully Mrs. Pisciotta will be hired to replace Mrs. McGarry at a salary of \$65,000. Mr. Arminio asked if Mrs. Pisciotta's present position will be filled? Mr. Vieira said that Mrs. Pisciotta's position would be filled. He said that he has interviewed for accounts payable clerk's position; he said that there are two second interviews scheduled. Mr. Perkins said that obviously there is some concern and he did not know what the concern was other than the board did not like to spend money but what is the urgency in voting on this resolution tonight as opposed to seven days from now? Mr. Perkins asked Mr. Galante if he would agree to hold the vote until next week. Mr. Galante said that there is a payroll period coming up next week. Mrs. Gaglione asked Mr. Vieira if it was critical for him to have this new person in position before next week to handle a \$70 million budget? Mr. Vieira said it was. Mrs. Gaglione said that it will be necessary for Mrs. Pisciotta to be trained by Mrs. McGarry before she leaves in order to learn

the procedures. Mr. Vieira said that the payroll for October 31st was processed in anticipation of Hurricane Sandy and possibly not working on October 29th and 30th. He said that if the payroll department did not plan ahead and do the processing the prior week, the district would not have had its employees paid on October 31st and there would have been a lot of unhappy people in the district. Mr. Vieira said that there would have no power in the district to process the payroll after the storm. Mr. Layden suggested that the resolutions be moved and voted on this evening.

Mr. Nufrio said that Mrs. Gaglione referred to the title of "Payroll Supervisor"; where was the title on this resolution. Mr. Perkins said that Mrs. Pisciotta is replacing Mrs. McGarry. Mrs. Gaglione said that she was a Payroll Supervisor. Mr. Vieira said that the title is confidential administrative assistant in the payroll department. Mrs. Gaglione read the resolution which indicated that Mrs. Pisciotta would be a twelve month confidential secretary/payroll.

Moved by Mr. Galante, seconded by Mr. Layden that resolution P-1(a) – Pisciotta be approved:

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

Moved by Mr. Galante, seconded by Mr. Layden that resolution P-1(b) – Bubnowski be approved:

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

DISCUSSION:

Dr. Martin said that the trip to Salem, Massachusetts was originally scheduled for November 7 and 8 but was rescheduled due to the storm. Mr. Perkins asked if there was a cost to the district for this trip. Dr. Martin said that there was no cost to the district; the costs are being paid by parents/guardians of students who attend the Middle School Academy and are going on the trip.

Moved by Mr. Galante, seconded by Mr. Layden that resolution P-15 be adopted:

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

MOTION WAS CARRIED

Legal Committee

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

L-1. APPROVE STIPULATION OF SETTLEMENT – UNION TOWNSHIP BOARD OF EDUCATION v. J.K.

That the board approve Stipulation of Settlement in connection with the matter of Union Township Board of Education v. J.K. in accordance with the information appended to the non-public portion of these minutes.

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

MOTION WAS CARRIED

MOTION FOR EXECUTIVE SESSION

Moved by Mr. Galante, seconded by Mrs. Gaglione that the Board go into Executive Session to discuss personnel, litigation and student bullying matters without the presence of the public in accordance with the provisions of *N.J.S.A. 10:4-2b*. 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 interests of the Board of Education and provided that such disclosure does not violate federal, state or local statutes and does not fall within the attorney/client privilege.

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

MOTION WAS CARRIED

THE BOARD RETURNED TO PUBLIC SESSION

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

That the board approve the waiver of hearing and consent to placement concerning N.S. a student in accordance with the information recorded in the non public portion of these minutes.

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

UNFINISHED BUSINESS

None

NEW BUSINESS

Mrs. Gaglione asked that a meeting be set on November 29th at 4 p.m. to discuss the Administrator's contract.

Mr. Damato said that the custodians made a demand for negotiations, scheduled a date to sit down and then they cancelled the meeting. He said that he was told today that they would be delivering some proposals. Mr. Damato said after the proposals are reviewed then we can decide what to do.

Mr. Damato asked if the grievance committee could hear a grievance next Tuesday before the regular meeting. He said that this grievance involves Jolie Doyle. Mr. Damato said that Ms. Doyle is a teacher at Livingston School and when the district did renovation of two rooms at Livingston School, Ms. Doyle is claiming that she became ill from exposure to mold and asbestos. He said that Ms. Doyle wants the days she lost from work to be considered workers' compensation days instead of sick days. Mr. Nufrio said that the hearing could be scheduled for 6 p.m. next Tuesday at Union High School.

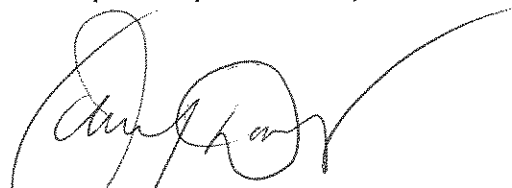
COMMENTS FROM THE PUBLIC

None

MOTION TO ADJOURN

There being no further business before the board, it was moved by Mr. Arminio, seconded by Mr. Layden that the meeting be adjourned. All present voting yes.

Respectfully submitted,



JAMES J. DAMATO
BOARD SECRETARY