

BOARD OF EDUCATION
(Official)

March 9, 2017
Elizabeth, New Jersey

The regular meeting of the Board of Education was called on March 9, 2017 at 6:30 p.m., in the MultiPurpose Room, Donald Stewart Center for Early Childhood Education, 544 Pennsylvania Avenue, Elizabeth, New Jersey.

Board President Stanley Neron presented the following statement at 6:35 p.m.

“Ladies and Gentlemen, good evening. This is a regularly scheduled program and meeting of the Board of Education. Pursuant to New Jersey Statutes and the rules adopted by the Board of Education, notice of this meeting was sent to The Star Ledger and Cablevision of Elizabeth on March 6, 2017. In addition, this notice is posted on the Bulletin Board in the lobby of 500 North Broad Street, and pursuant to this act, a copy has been filed with the City Clerk of Elizabeth, New Jersey.

“We want to welcome everyone present here at School No. 51 and to our television viewers to this March 9, 2017 meeting of the Board of Education. We are here to govern, provide management oversight, and make policy for the district. The Superintendent manages the district. This is a meeting of the Board in public, not a meeting of the public.

“This meeting is being recorded and will become part of the Elizabeth Board of Education permanent record. In order that the recording will adequately reflect the proceedings, please refrain from talking while others are speaking. We also ask that you silence the sound on your electronic devices. Since it is legally mandated that these proceedings be accurately recorded, we may have to ask for order periodically should noise begin to interfere with our recording capabilities. We are pleased that you have taken time this evening to join us here for our Board of Education meeting. Thank you for your interest in the Elizabeth Public Schools.”

“There will be a public portion for citizens to address the Board. Participants for the public portion may sign in up to the start of the public speaking so that they may have the opportunity to speak. The sign-in sheet states the name, address, telephone number and reason that the person wants to comment, whether it is an agenda item or a general education comment.”

Present: Mmes. Amin, Barbosa, Ms. Bathelus, Mrs. Carvalho, Messrs. Nina, Perreira (arr. 7:05 p.m.), Rodriguez (arr. 7:20 p.m.), Neron – 8
Absent: Miss Goncalves – 1

Superintendent of Schools Olga Hugelmeyer, School Business Administrator/Board Secretary Harold E. Kennedy, Jr., Assistant Superintendent for Teaching and Learning Jennifer Cedeno, Assistant Superintendent for Schools Rafael Cortes, Comptroller Rajeev Malhotra, Co-General Counsel Jonathan Williams, Esq. of DeCotiis, Fitzpatrick & Cole, LLP, and members of the public were in attendance.

Pledge of Allegiance

Mr. Neron welcomed everyone to the agenda planning meeting and stated that we changed our format to two meetings monthly so that we get an opportunity for all directors and personnel to discuss the agenda that is set for the Board of Education meeting.

Mr. Neron introduced Robert Swisher, Partner, Suplee Clooney & Company, and John Swisher, Partner, Suplee Clooney & Company who presented the Independent Auditors Report for the district. Mr. Robert Swisher presented the Independent Auditors Report for the year ended June 30, 2016 and reported that the District's financial statements are fairly stated and an unmodified opinion in the report.

Mr. Kennedy stated that it is a requirement that the Corrective Action Plan be read into the minutes of a public meeting. Mr. Kennedy introduced Comptroller Rajeev Malhotra who presented the findings and recommendations in the Auditors Management Report and the Corrective Action Plan. Mr. Malhotra read the audit recommendations, comments, actions to be implemented, persons responsible, and completion dates which were considered and discussed.

Mrs. Carvalho asked if the school activity bank accounts are for class trips.

Mr. Malhotra explained that each school maintains a bank account and our accountants make sure the checks, deposits, and reconciliations are handled properly. Mr. Malhotra stated that it is for any money collected for field trips, any fundraisers, and band trips.

Mrs. Carvalho asked if it is PTO or PTA money.

Mr. Malhotra responded that it is not PTO or PTA money.

Mrs. Carvalho asked if the athletic funds are from the basketball games and football games and what the procedure is now.

Mr. Malhotra stated that it is from the games and the procedure is that, for example, on a football weekend the Athletic Director will come in the Monday or Tuesday after the football game and we will count the cash together and it will be recorded and deposited within 24-48 hours.

Mrs. Carvalho asked if it goes back to that department or general funds.

Mr. Malhotra explained that it goes to miscellaneous revenue.

Mrs. Carvalho asked about the existing grants and if we know how much we've used, how much is left, and how much we lose.

Mr. Malhotra explained that the comment referred to certain grants that are very old and were not closed out. Mr. Malhotra stated that for 15-16 and 16-17 the records are maintained correctly.

Mr. Neron thanked them for the reports. Mr. Neron stated that the Acceptance of the Comprehensive Annual Financial Report and Approval of the Corrective Action Plan will be added to the agenda for the March 16, 2017 meeting.

Board President Neron presented the following public participation statement.

"At this time, the microphones are open for public comment to those who have signed in. I shall call individuals to the microphones based on the order of the sign-in. Each statement made by a participant shall be limited to three minutes in duration. The total time of public comment shall be limited to sixty minutes. No individual is able to yield their time to another individual. All statements shall be directed to the presiding officer; no participant may address or question Board members individually. The following rules for public participants shall apply: time limits will be strictly enforced, no personal attacks on individuals, no vulgar or indecent language, a person may address the Board no more than once during a single meeting, speakers should refrain

from naming individuals, and comments or questions posed during public participation will not be debated. As a reminder, this is a meeting of the Board in public, not a meeting of the public.”

Mr. Neron called upon the first public participant, Christina Moreira, to address the Board.

Christina Moreira, 805 Gebhardt Avenue, spoke about the Play Unified Grant, the donation from Todd Bowles, and transportation for field trips. Mrs. Moreira stated that the Board violated its own policy when it approved the payment for a cell phone.

Mr. Neron thanked her for her comments. Since there were no other public participants signed in to address the Board, Mr. Neron closed this portion of the meeting.

Mrs. Hugelmeyer stated that it is important to provide background with regard to our district’s initiatives and the commitment that has been made over the last three years. Mrs. Hugelmeyer stated that there are two particular initiatives that we have been focused on, Special Olympics and Play Unified. Mrs. Hugelmeyer stated that it is important to distinguish between the two and the work that we have done in terms of the offerings for our students this school year. Mrs. Hugelmeyer stated that Special Olympics is a program for our special needs students and Play Unified is a program to ensure that our general education students are together with our special education students involved in a variety of programs, primarily sports programs. Mrs. Hugelmeyer stated that New Jersey Special Olympics has encouraged all school districts to expand Play Unified therefore moving from having specialized programs for special needs to having programs that ensure general education students are working alongside with our special needs students. Mrs. Hugelmeyer stated that this past Fall we had selected a number of schools and invited them to be a part of the planning process and was geared around the identification of activities that would center in the Fall in the area of soccer and then in the Winter specifically in bowling. Mrs. Hugelmeyer stated that one of the requirements of Play Unified and also Special Olympics is to identify an advisor at the school level. Mrs. Hugelmeyer stated that the advisor is essentially responsible for the coordination of activities that occur during the day including orientation sessions for the students and opportunities for our students to engage in particular activities and not just limited to an after school or Saturday but rather having this program occur during the day and extend in the after school or Saturday time. Mrs. Hugelmeyer stated that combined with the identification of the students for Play Unified in addition to Special Olympics was a challenge that was experienced as well as we were attempting to launch both of these initiatives at the same time. Mrs. Hugelmeyer stated that to be able to sustain them was essentially that we have the same person responsible for coordination of both Play Unified and Special Olympics. Mrs. Hugelmeyer stated that it is the same students who are participating in Play Unified and Special Olympics. Mrs. Hugelmeyer stated that resulted in competing priorities. Mrs. Hugelmeyer stated that we decided to take a step back and reexamine what it is that we are offering our students and find a solution that would do two things, involve all schools rather than just seven select schools and also try to ensure that the sport that we were identifying was appropriate for the next season that was coming up. Mrs. Hugelmeyer stated that as a result of the recommendation of Supervisor of Physical Education, Health and Safety Mr. Przytula together with our Director of Athletics Miss Finch-Johnson what was identified was track and field. Mrs. Hugelmeyer stated that the next step is inviting all of our schools to participate in Play Unified and continue their participation in Special Olympics. Mrs. Hugelmeyer stated that this affords us the opportunity to have an advisor at each school dedicated to Play Unified so that they can continue what began this school year with the offerings during the school day and also afford us the opportunity for our students to work alongside our track coach to set up the appropriate teams so that they can participate. Mrs. Hugelmeyer stated that the program is geared to start mid-April and the district will provide the stipends for the advisor and coach to be able to run the activities. Mrs. Hugelmeyer stated that the funding that is supporting this initiative that was provided by Mrs. Bowles and Coach Bowles will support the necessary equipment, primarily the

transportation, and also be able to support any other additional cost as long as it is not supporting the stipends. Mrs. Hugelmeyer stated that it was very important to Mrs. Bowles and Coach Bowles that the funding to support the program goes directly to student services as opposed to the adults that are coordinating the program. Mrs. Hugelmeyer stated that what occurred with Play Unified is largely as a result of our commitment to Special Olympics which many of our schools are participating in and then taking on Play Unified. Mrs. Hugelmeyer stated that they had similar requirements and it was overwhelming essentially creating a situation where there were competing priorities. Mrs. Hugelmeyer stated that this Spring we are launching track and field in all of our schools. Mrs. Hugelmeyer stated that they will keep the Board posted on the progress and the dates which you will be able to come and see our students compete.

Mrs. Carvalho asked if we are using the funds provided to our district for our children.

Mrs. Hugelmeyer stated that the funds are being provided for our children. Mrs. Hugelmeyer stated that Mr. Przytula has been in contact with Special Olympics and Play Unified as well as Mrs. Bowles so every organization is fully informed in regard to our district's efforts to be able to create programs for our children.

Mrs. Barbosa asked if Play Unified will encompass both special education children and general education students and will be in all schools.

Mrs. Hugelmeyer explained that the requirement of Play Unified is that you have to include both general education students and special needs students and they serve as peers in the program. Mrs. Hugelmeyer stated that the difference is that originally they identified seven schools, five elementary and two high schools, and it is now a district-wide initiative. Mrs. Hugelmeyer stated that this is something that we have shared with Play Unified and Special Olympics. Mrs. Hugelmeyer stated that both of these initiatives require daytime activities to occur so it is not just after school activities. Mrs. Hugelmeyer stated that there will be different sports being offered. Mrs. Hugelmeyer stated that track and field will be offered in Spring and the intent is to be able to properly coordinate in the Fall for soccer and basketball in place of bowling. Mrs. Hugelmeyer stated that a number of bowling alleys have closed and the opportunity for our students has been limited at this present time and that resulted in our students only being able to compete twice in one month because they didn't have sufficient lanes available to us as part of an after school program. Mrs. Hugelmeyer stated that we had to change our approach. Mrs. Hugelmeyer stated that there is a tremendous interest and a lot of our schools participate in Special Olympics.

Mrs. Barbosa stated that each school will have an advisor.

Mrs. Hugelmeyer responded yes and there is an opportunity to apply for the posting so that an advisor will be representing the school. Mrs. Hugelmeyer stated that the advisor will work collaboratively with Mr. Przytula, Supervisor of Physical Education, Health and Safety, and Ali Abdul-Malik, Supervisor of Special Services, to be able to identify the students and to plan the activities.

Mrs. Barbosa asked about identifying the students.

Mrs. Hugelmeyer stated that the advisor will be able to open it up to the students at the school and be able to enroll them. Mrs. Hugelmeyer stated that there is a required physical examination and from there various steps in order to participate.

Mr. Perreira asked for future purposes how do we address this to make sure that it doesn't potentially take as long to roll it out in the future. Mr. Perreira stated that we could have a process from here on and have a person in charge of these types of situations that could put it

together as a project and be able to manage it. Mr. Perreira stated that person, specifically, should not be the head of a department that already has many other things to do.

Mrs. Hugelmeyer stated that one of the key things we are ensuring occurs is that the same individual at the school level that is currently coordinating Special Olympics is also not the same person that is coordinating Play Unified. Mrs. Hugelmeyer stated that is what became our challenge and became overwhelming for that one individual to be able to coordinate all of the activities. Mrs. Hugelmeyer stated that we are ensuring that we are differentiating the goals being associated with Play Unified and the goals associated with Special Olympics. Mrs. Hugelmeyer stated that even though potentially you may have the same students participating in both you don't have one person serving as the coordinator for both of those programs. Mrs. Hugelmeyer stated that will be a dramatic shift in the timelines in terms of ensuring that the program rolls out effectively.

Mr. Neron stated that this an agenda setting meeting. Mr. Neron stated that we will go tab by tab and each Board member may ask questions. Present for the meeting were Director of Plant, Property and Equipment Luis Couto, Chief Information Officer – Technology Alberto Marsal, Director of Food and Nutrition Services Jamie Leavitt, Director of Transportation Michael Rijo, Director of Security Matthew Glackin, Purchasing Agent Mario Rodrigues, Director of Early Childhood Education Tracy Crosby, Director of Elementary and Secondary Education Daphne Marchetti, Director of Research, Evaluation and Assessment Amy Gil, Director of Special Services Dorothy McMullen, and Director of Curriculum and Instruction Aaron Goldblatt. The Board reviewed the agenda for the March 16, 2017 regular meeting.

Personnel Report

Mr. Neron asked if there were any questions.

Mrs. Barbosa asked about the declination of appointment.

Mrs. Hugelmeyer stated that there are a variety of reasons why that may have occurred. Mrs. Hugelmeyer explained that the individual has interviewed with our district and has accepted the position with our district but at the same time the individual is also interviewing with other school districts. Mrs. Hugelmeyer stated that the individual submitted a notice that they are declining the position in our district because they have taken a position elsewhere.

Mrs. Carvalho stated that a nurse is retiring and asked about replacing the nurse position.

Mrs. Hugelmeyer stated that we do have a service that we contract with when we have a vacancy. Mrs. Hugelmeyer stated that we are able to contract in the interim while we are interviewing and recruiting to fill the position.

Mrs. Carvalho asked if there is a limit to how many custodians can receive the boiler license and is it the district's goal for all of our custodians to get a boiler license.

Director of Plant, Property, and Equipment Luis Couto explained the process for receiving a boiler license for custodians. Mr. Couto stated that there is always a need for them to get a boiler license and we do not have enough. Mr. Couto stated that we have a requirement by regulation that whenever the building is occupied and that means when anyone is in the building other than custodians and security guards that a boiler operator be in the building. Mr. Couto stated that all the time we are struggling to maintain that level of custodians with boiler licenses so that we can meet the requirement. Mr. Couto stated that we are transferring custodians from one building to another to cover those needs. Mr. Couto stated that there are never enough and if we can get more custodians with boiler licenses it would be very useful.

Mr. Neron added the Personnel Report to the agenda.

Tuition Report

Mr. Neron asked if there were any questions.

Mrs. Barbosa asked about the services provided at the Children's Specialized Hospital.

Director of Special Services Dorothy McMullen stated that it is five hours per week of bedside hospital instructions to students.

Mr. Nina asked if the five hours is the state minimum or what we provide.

Director of Special Services Dorothy McMullen explained that is the minimum for general education students and the minimum is ten hours per week for special education students.

Mrs. Carvalho asked if the decision on the number of hours is made by the district or the doctor.

Mrs. McMullen stated that it may be a combination of both depending on the reason the child is in the hospital. Mrs. McMullen stated that with the minimum of five hours we have to provide the main core academic subjects to the children. Mrs. McMullen stated that there are times that the child cannot tolerate the five hours. Mrs. McMullen stated that the five hours of instruction is throughout the week and depends on what the child can tolerate at the time.

Mrs. Barbosa asked if we outsource all of the occupational therapy and if we can do this in district.

Director of Special Services Dorothy McMullen stated that she would have to do an analysis on it. Mrs. McMullen stated that occupational therapy and physical therapy on this report is for hospitalized students and on a separate report the occupational therapy and physical therapy is done by Trinitas.

Mrs. Hugelmeyer explained that an analysis was done many years ago and at that time it was much more cost efficient to contract out than to have a salary plus benefits in the district so we were able to maximize the children served with the contracted amount negotiated at that time with Trinitas. Mrs. Hugelmeyer stated that we can reevaluate that again.

Mr. Neron requested that it be reevaluated to see if it would be cost efficient to have some of these services in-house.

Mr. Rodriguez asked about the services at Cranford Board of Education that we cannot provide.

Director of Special Services Dorothy McMullen explained that it is a behavioral disability program for a high school student.

Mr. Neron asked if we can evaluate having the program here.

Mrs. McMullen stated that we have behavioral disabilities at the elementary level and we can look into it and get back to you.

Mr. Perreira asked if the rate is different for students attending the same school because they started at different times.

Director of Special Services Dorothy McMullen responded yes and that it is pro-rated based on when the student starts at the facility.

Ms. Bathelus asked about home instruction.

Director of Special Services Dorothy McMullen explained home instruction.

Mr. Rodriguez asked if we receive tuition students.

Mrs. Hugelmeyer explained that last year we had one student who moved to Linden and Linden paid tuition to allow the student to continue in our district until he graduated because of the type of program we had here.

Mr. Rodriguez asked if it would be in the district's benefit to advertise to receive some students in the future.

Mrs. Hugelmeyer stated that she would caution about that because of our enrollment. Mrs. Hugelmeyer stated that if we exceed the number of students required by program, then we are obligated to open a new program with the expense of the teacher, assistant, and related services.

Mr. Neron stated that we are going to be looking at types of programs we can bring into our district so that we can start to provide some of these services. Mr. Neron stated that hopefully in the next couple of months we can have a report as to what kind of services we can start to provide here in the City of Elizabeth so that we don't have to outsource as many. Mr. Neron stated that it is not only a burden to the district but also the families to have to transport them to other cities in order to get the services that hopefully we can start to provide here in our district.

Mr. Neron added the Tuition Report to the agenda.

Superintendent's Report – Considerations

Mr. Neron asked if there were any questions on the Superintendent's Reports.

Superintendent's Report – Use of Facilities

Mrs. Barbosa asked about the waiver of fees.

Mr. Kennedy explained that the recommendation is just a waiver of facility fees for rental of the gym or classrooms. Mr. Kennedy stated that we recommend reimbursement of custodial and security if that is part of the cost. Mr. Kennedy stated that it is up to the Board to decide whether they want to waive all fees and if not, then the group that was renting our facility would have to pay.

Mr. Perreira stated that when we have, for example, a soccer academy, basketball group, or anything to do with a community program, generally, geared around sports we won't charge them for using the space such as the gym. Mr. Perreira stated that in some cases if it is not a non-profit organization meaning that it is actually for-profit then we do actually charge them at least the cost of having security and custodial staff to be at the facility during their time. Mr. Perreira stated that if it is some type of community program we waive the fees.

Ms. Bathelus stated that we have been waiving fees for several years now. Ms. Bathelus asked Mr. Kennedy if he has calculated how much in total per year we have waived fees.

Mr. Kennedy responded that we keep a spreadsheet of all the fees that are waived each month.

Mr. Rodriguez stated that for just the labor costs it was over \$500,000. for last year.

Ms. Bathelus responded that is a lot of money that we waived for people to use our facilities.

Mr. Kennedy stated that then the organizations are going to have to go to the youth of the City of Elizabeth to collect a fee from them to reimburse us so that is the tradeoff.

Ms. Bathelus stated that when we waive the fees for certain groups that means the district is paying for it. Ms. Bathelus stated that it is the district giving \$500,000. that we can be using for something else.

Mr. Nina asked why some do not have custodial costs.

Mr. Kennedy explained that it is usually because there is a custodian working in the building at the same time.

Mr. Perreira stated that generally we incur the costs when facilities are requested and we don't have staff present. Mr. Perreira stated that if we have buildings requested for the weekend, then we have to pay overtime and that is where we spend capital. Mr. Perreira stated that when churches use our facility we have to charge that cost.

Mr. Kennedy stated that we have to charge the fees for religious organizations.

Mr. Neron stated that this is a topic of discussion that we have been having for several years now. Mr. Neron stated that a lot of the services that we do provide the community are to benefit the community so it is not necessarily taking away but adding and enhancing the community by providing additional services. Mr. Neron stated that grant dollars to help fund a lot of these outreach programs and community programs that happen within our school district is something that we really need to look at and we need the support in doing so. Mr. Neron stated that we really need to look at grant dollars to help support a lot of these costs we use when it comes to providing athletic programs, youth summer camps, and other programs would be beneficial not only to the district but the community that we serve.

Supplemental Superintendent's Report – Use of Facilities

Superintendent's Report – Requests for Field Trips

Mr. Kennedy stated that he has to caution the Board not to get into the specifics of the field trip, times, and dates. Mr. Kennedy stated that for safety purposes we do not publicize the date, time, or where they are going.

Mrs. Carvalho asked for an explanation of the different prices for busses for field trip transportation.

Director of Transportation Michael Rijo explained the different pricing for the busses depending on the time of the trip, whether drivers are available, and where they are going.

Mrs. Carvalho stated that this is what we have been doing for the past few years and asked if Mr. Rijo and his team has been able to work on something to present to the Board.

Mr. Rijo stated that he has been working on it but hasn't finalized it.

Mrs. Carvalho asked if the teacher wants to go on a trip does she have to take \$250. from the budget for bus transportation.

Mr. Rijo stated that the cost associated with trips is determined by the destination and the time of the trip.

Mr. Perreira asked if it is correct that, in general, if a teacher has a trip, then their process is to research what the different costs are before they put it through to the Board so they will ask transportation for the cost for a bus to be able to estimate the total cost of the trip.

Mr. Rijo responded that is correct and that is why there are different costs for the trips.

Mrs. Carvalho asked Mr. Kennedy if the money for the busses gets deposited in transportation.

Mr. Kennedy explained that the school will usually write a check from the school activity account to the Elizabeth Board of Education and then it gets deposited as a refund to offset the overtime that we have to pay the drivers during the time period when they are not doing our routes.

Mr. Neron asked how long ago were the split shifts for transportation established. Mr. Neron stated that we have a funding formula per student and a transportation department. Mr. Neron asked why can't we author a standard budget for transportation and issue transportation based on scheduling and availability and not based on budget because we already have the money. Mr. Neron stated that he doesn't understand why we have to look for the money in order to send out transportation.

Mr. Kennedy stated that we can't provide 100% of the money for field trip transportation and the budgeted amount for transportation doesn't cover all the field trips taken throughout the year.

Mr. Neron asked if our transportation budget is mainly for transportation to and from school.

Mr. Kennedy responded yes.

Mr. Neron asked if field trip transportation is an additional dollar amount.

Mr. Kennedy responded yes it is an additional amount that we do not budget for.

Mr. Perreira stated that a few years back we used to have a full day schedule for the bus drivers and they would fill in their day working at a school. Mr. Perreira stated that now the drivers' shifts are split and they do their morning routes and then have off until they come back and do their afternoon routes. Mr. Perreira stated that the time frame that they go home is when we have to pay them now.

Mr. Neron stated that there was a time that they were available during the day and the trips were based on schedule.

Mrs. Hugelmeyer stated that at that time our overtime budget was quite excessive so we met with the EEA in order to create this split schedule. Mrs. Hugelmeyer stated that we looked at the busiest times for the bus drivers which is at the start of the school day and at the end of the

day. Mrs. Hugelmeyer stated that we wanted to be sure they were being paid on a straight pay versus having a guaranteed overtime built in every single day for transportation services. Mrs. Hugelmeyer stated that it was done in order to create a cost efficient model to reduce our overtime overall.

Mr. Kennedy stated that the split shift came from the methodology of reducing the day-to-day overtime just to transport children to school in the beginning of the day and at the end of the day. Mr. Kennedy stated that there was overtime on both ends every day.

Mr. Neron thanked Mr. Kennedy and stated that now he understands how it works, however, he still thinks it needs to be revisited. Mr. Neron stated that was established some time ago and maybe we can look at what the costs would be and we can present it so that everyone knows what it actually costs.

Mr. Perreira stated that when that becomes a problem is when a class goes on a field trip and returns at the end of the school day and then the bus driver can't do the assigned routes because they are not returning in time. Mr. Perreira stated that logistically it is an issue.

Mr. Neron asked the Superintendent for information on how other large districts with budget constraints handle transportation for field trips.

Mrs. Hugelmeyer stated that she will reach out to her colleagues in urban school districts including Jersey City, Paterson, Newark to find out how field trips are being addressed in their respective communities considering we are all in the same financial situation.

Mr. Nina asked Mr. Rijo if there is allocated money for overtime for the bus drivers when he does his budget.

Mr. Rijo responded that he budgets for overtime for the bus drivers.

Mr. Kennedy stated that it is mostly for athletics.

Mr. Rodriguez asked if we have any full-time bus drivers who are not on that shift.

Mr. Rijo stated that they are all full-time.

Mr. Rodriguez stated that in the district he works in they do have to pay for field trips and they are not allowed to go during the day because they are not allowed to miss school unless it is specific.

Mr. Kennedy stated that there is one other complicating factor. Mr. Kennedy stated that a lot of districts have staggered starts to their grade levels. Mr. Kennedy stated that our schools all start at the same time and end at the same time. Mr. Kennedy stated that in order to cover a full day and start and end after their full day you are going to have overtime before and after school. Mr. Kennedy stated that the staggering of the start day, having a break during the day, and then coming back to work to take the children home was solely created to combat our overtime problem.

Mr. Perreira asked if there is a way to put together a list of approved trips and go to something that is educationally based.

Mr. Neron stated that for the record this is not a new conversation and we have been talking about this for 4 years. Mr. Neron stated that we have seen the list and have been stuck on

the fact that they have to raise the dollars. Mr. Neron stated that we are trying to figure out a solution.

Mrs. Hugelmeyer stated that, in response to Mr. Perreira, the Director of Early Childhood put out an approved list many years ago for field trips given to our schools and our private providers. Mrs. Hugelmeyer stated that they had to align to the standards which is the process that we use for reviewing the trips.

Mr. Neron added the Superintendent's Report for Considerations, Use of Facilities, Supplemental Use of Facilities, Field Trips, and HIB Report to the agenda.

Authorizations Report – Authorization to Enter into Contract, etc.

Mr. Neron asked if there were any questions on the Authorizations Reports.

Supplemental Authorizations Report – Authorization to Continue Partnership

Mr. Neron added the Authorizations Report and Supplemental Authorizations Report to the agenda.

Finance and Accounting Report – Authorization to Pay Vouchers, etc.

Mr. Neron asked if there were any questions on the Finance and Accounting Reports.

Mr. Perreira asked about the settlement.

Mr. Kennedy stated that it is the indemnification fees for a former employee.

Mr. Williams stated that it is a matter that resulted from litigation and is an obligation which the district has to meet for reimbursement of counsel fees expended for a former employee in defending a criminal action in which he was found not guilty.

Mrs. Carvalho asked if the work is complete for the media center alterations.

Director of Plant, Property, and Equipment Luis Couto explained that it is in process and has not yet been completed.

Supplemental Finance and Accounting Report – Transfer of Funds

Mrs. Barbosa asked about the Behavior Disabilities Salaries.

Mr. Kennedy explained the transfer of funds.

Mr. Neron added the Finance and Accounting Report and Supplemental Finance and Accounting Report to the agenda.

Award of Contracts Report

Mr. Neron asked if there were any questions on the Award of Contracts Reports.

Mrs. Carvalho asked about the contract with Nickerson Corporation.

Director of Plant, Property, and Equipment Luis Couto explained the need for bleacher replacement at Dunn Sports Center.

Mr. Perreira asked if it includes the media booth at the top.

Mr. Couto explained the media booth would remain the way it is.

Mr. Nina asked if there is a warranty.

Mr. Couto stated that there is a two-year warranty.

Mrs. Carvalho asked about the contract with Currier's Magical Mania.

Director of Early Childhood Education Tracy Crosby explained the program and stated that the presentation is at the ElizabethPort Presbyterian Center early childhood provider.

Mrs. Carvalho asked about the training for security guards.

Director of Security Matthew Glackin stated that it is required that our security guards have training twice per year. Mr. Glackin explained the three days of training scheduled during Easter Week. Mr. Glackin stated that the training is mandated and the training courses were decided by Lead Investigator Tomas Escibano and himself. Mr. Glackin stated that the training courses are applicable to what the guards do every day and that it is for the benefit of visitors coming into our facilities, making our staff safe, and most importantly for the safety of all of our students.

Mr. Perreira asked about the contracts with Home Healthcare for nursing services.

Director of Special Services Dorothy McMullen explained that it is for individual nursing services.

Ms. Bathelus stated that at the last Board meeting she asked Director of Special Services Dorothy McMullen about the \$650,000. in unspent funds.

Director of Special Services Dorothy McMullen explained the restrictions of the IDEA funding and the carryover funding process.

Mr. Nina asked if the \$650,000. carryover is a grant money.

Mrs. McMullen explained that IDEA is a federal grant for students with disabilities to provide extra services for students with disabilities. Mrs. McMullen explained the 15% set aside funding.

Mr. Nina asked if the grant can be allocated for salaries.

Mrs. McMullen responded yes for CEIS and that is how that portion of the grant is written and the other portion is for tuition for our children who are placed out of district.

Ms. Bathelus asked if she can predict if we are going to be using a majority of the money so that we don't have to roll over that much again.

Mrs. McMullen responded that she would need to look at the staff to see if they are working and not on leave and then she would be able to do that analysis to see what will be expended.

Ms. Bathelus requested that the analysis needs to include materials, tuition and all the categories.

Mrs. Hugelmeyer asked Director of Elementary and Secondary Education Daphne Marchetti to explain further because one of her supervisors oversees this program.

Director of Elementary and Secondary Education Daphne Marchetti stated that currently there is one staff member on leave who has not been replaced.

Mr. Neron asked about a substitute for that position.

Mrs. Hugelmeyer explained that the position has been advertised and the recruitment for that position has been ongoing. Mrs. Hugelmeyer stated that we have not been able to obtain an individual with those certifications and also the required training because those individuals have specific training in literacy intervention programs which the individual would have to possess. Mrs. Hugelmeyer stated that this program is specially designed for addressing the 20% of our bottom students and is being considered as a model for the State because we have structured it with requirements for those specific certifications.

Mrs. Carvalho asked about the position.

Mrs. Marchetti explained that it is a Learning Disabilities Teacher Consultant (LDTC) and is part of a team that identifies students who fall below the 20% and are in need of services. Mrs. Marchetti stated that the team goes from school to school providing the services.

Mr. Perreira asked that since this is a district initiative and if we found that we are not servicing students then wouldn't it be safer to at least to have someone fill the position that may not be specifically LDTC.

Mrs. Hugelmeyer explained that the direct service is being provided by the teacher-tutor interventionist. Mrs. Hugelmeyer stated that this team is actually evaluating the progress that the student is making as a result of receiving the services of the teacher-tutor interventionist. Mrs. Hugelmeyer stated that this is not that the students are not receiving the direct service but it is the team that is evaluating the service that is being provided and then making appropriate recommendations to additional strategies that the student might require so that they can continue to progress.

Mr. Perreira stated that now the team is lacking the individual district-wide.

Mrs. Hugelmeyer responded yes and explained that the team has a reading specialist, a LDTC who is not present, and a social worker. Mrs. Hugelmeyer stated that the services that the reading specialist is able to offer compensates for that absence and they draw on special services for additional recommendations because there are LDTCs in special services. Mrs. Hugelmeyer stated that the provisions of this grant are to address general education students in particular that are in need of additional interventions. Mrs. Hugelmeyer stated that the frustration is the inability to fill that position and that results in the carryover funds. Mrs. Hugelmeyer stated that New Jersey is the only state that has the position of LDTC which further complicates the matter.

Mrs. Carvalho stated that it looks like we have enough money to hire a few.

Mrs. Hugelmeyer stated that the funding is specific to the number of positions and is not open to additional positions. Mrs. Hugelmeyer stated that there are a specific number of positions in that grant and there are three teams that service our district.

Mrs. Barbosa asked about the amended contract with The Uncommon Thread.

Director of Special Services Dorothy McMullen explained that the services are for a new preschool disability classroom that is opening at School No. 5.

Mrs. Barbosa stated that The Uncommon Thread gives us Board Certified Behavior Analyst (BCBA) and asked if we have any in district.

Mrs. McMullen stated that they are outsourced.

Mrs. Barbosa asked if we can have that in district.

Mrs. McMullen stated that we can do an analysis.

Supplemental Award of Contracts Report

Mr. Neron asked if there were any questions.

Purchasing Agent Mario Rodrigues presented a contract for the Union County Police and Fire Pipe Band to perform at School No. 21 and requested that it be added to the agenda.

Ms. Bathelus asked about the deadline for submission.

Mrs. Hugelmeyer explained the late submission and that a parent emailed the request yesterday.

Mr. Neron stated that in the future we need to get it in on time and thanked Ms. Bathelus for her concern. Mr. Neron added the Award of Contracts Report and Supplemental Award of Contracts Report to the agenda.

Miscellaneous Communication

Mr. Neron stated that the committee reports will be presented at the March 16, 2017 meeting.

Mr. Neron added the Miscellaneous Communication to the agenda.

Claims List

Mr. Neron asked if there were any questions.

Mr. Neron added the Claims List to the agenda.

Resolution – Essex Regional Educational Services Commission 2017-2018 Transportation Services Agreement

Resolution – Autism Awareness Month

Resolution – National Library Week

Resolution – Requisition for Taxes

Resolution – Sick Leave Bank Policy

Resolution – Associate Counsel Contracts

Resolution – Acceptance of Comprehensive Annual Financial Report and Approval of Corrective Action Plan

Resolution – Authorizing Sale of Obsolete Computer Equipment

Resolution – Payment for Unused Sick Days

Resolution – Payment for Unused Vacation Days

Resolution – Payment for Medical-Health Insurance Waiver

Resolution – Approving Form of Contract between EBOE and Nickerson Corp.

Resolution – Adoption of Tentative Budget for 2017-2018 School Year

Resolution – Approving Form of Contract between EBOE and Trane Corporation

Mr. Neron asked if there were any questions.

Mr. Rodriguez requested the Resolution for Sick Leave Bank Policy be taken off the agenda until after private session.

Mr. Williams stated that there are a number of items that will be discussed in closed session and then may be added to the agenda after closed session.

Mrs. Carvalho asked about the Resolution for Essex Regional Educational Services Commission for Transportation and if we could be very clear as to who makes the call when school is closed.

Mrs. Hugelmeyer explained that the Educational Services Commission is part of the snow chain and in the event of a snow day the superintendent is one of the contacts she makes to inform them of Elizabeth's status. Mrs. Hugelmeyer stated that there is a letter that goes out to all of the parents by the Commission explaining the protocols in the event of snow or any other weather event. Mrs. Hugelmeyer stated that they service many communities so if they are open they do inform the parents, however, if we are closed it is primarily because we are unable to transport our students as a result of the impending weather.

Mr. Neron added the following resolutions to the agenda:

Resolution – Essex Regional Educational Services Commission 2017-2018 Transportation Services Agreement

Resolution – Autism Awareness Month

Resolution – National Library Week

Resolution – Requisition for Taxes

Resolution – Associate Counsel Contracts

Resolution – Acceptance of Comprehensive Annual Financial Report and Approval of Corrective Action Plan

Resolution – Authorizing Sale of Obsolete Computer Equipment

Mr. Kennedy stated that we need to add the Minutes to the agenda.

Mr. Neron added the Approval of the Minutes and Secretary/Treasurer's Report to the agenda.

Mr. Neron stated that there will be a public workshop for special needs. Mr. Neron stated that there is more information about the SEPAC parent workshop on our website.

Mrs. Barbosa stated that on March 15th the Special Education Parent Advisory Committee (SEPAC) will have a workshop. Mrs. Barbosa stated that the Facilitated IEP Pilot Program will be addressing the parents and we will have training of our parent advisory committee on SEPAC policies. Mrs. Barbosa stated that we will have contact information for our parents so that everyone can be united for SEPAC.

Director of Special Services Dorothy McMullen stated that the NJ Department of Education is coming to do the presentation on the LRE Facilitation Pilot. Mrs. McMullen stated that the Elizabeth Public Schools was chosen to be one of four districts in the State to pilot this. Mrs. McMullen stated that parents, former directors, attorneys, and advocates were trained by the State and by a specialized group to be facilitators at IEP meetings. Mrs. McMullen stated that we are looking forward to having this presentation and getting this program off the ground.

Mrs. Barbosa stated that she will be the Board member liaison and will be working closely with Dr. McMullen and the SEPAC parent committee.

Mr. Neron thanked Mrs. Barbosa for her efforts and passion for getting us to make some progress and work with our entire learning community to make this happen. Mr. Neron thanked Dr. McMullen for her work in this as well.

The President requests a motion to go into Private Session to consider matters exempt under the Open Public Meetings Act, specifically for discussion of personnel, specifically, W.P., termination, reorganization – budget submission, bargaining unit settlements; legal matters, specifically, settlement agreement Q.D., W.W., special counsel settlement agreement, gun violence committee, financial literacy to all high schools; and workers' compensation matters, specifically, G.K., and M.G. The Board will reconvene in public to take formal action.

A motion was made by Ms. Bathelus, seconded by Mr. Nina, to go into private session at 8:45 p.m.

The motion was carried by the following vote:

Affirmative: Mmes. Amin, Barbosa, Ms. Bathelus, Mrs. Carvalho, Messrs. Nina, Perreira, Rodriguez, Neron – 8

Negative: None

Mr. Neron thanked the directors and department heads for their time, effort, and participation in this agenda setting meeting this evening.

Mr. Nina excused himself from the meeting at 10:45 p.m.

Ms. Bathelus excused herself from the meeting at 11:35 p.m.

A motion was made by Mrs. Carvalho, seconded by Mr. Perreira, to reconvene in public session at 11:40 p.m.

The motion was carried by the following vote:

Affirmative: Mmes. Amin, Barbosa, Mrs. Carvalho, Messrs. Perreira, Rodriguez, Neron – 6

Negative: None

Mr. Neron added the following resolutions to the agenda:

Resolution – Payment for Unused Sick Days

Resolution – Payment for Unused Vacation Days

Resolution – Payment for Medical-Health Insurance Waiver

Resolution – Approving Form of Contract between EBOE and Nickerson Corp.

Resolution – Adoption of Tentative Budget for 2017-2018 School Year

Resolution – Approving Form of Contract between EBOE and Trane Corporation

Resolution – Settlement Agreement – McCusker, Anselmi, Rosen, Carvelli

Resolution – Settlement Agreement – Q.D.

Resolution – Settlement Agreement – W.W.

Resolution – Elizabeth Directors' Association Contract

Resolution – Sick Leave Bank Policy

Resolution – Settlement – EEA President's Day Grievance

Mr. Neron thanked everyone for attending this evening and those at home tuning into the agenda setting meeting. Mr. Neron stated that we had a long meeting of discussing some pressing issues that we are having here in our district and he believes we are making some progress. Mr. Neron stated that we are looking forward to making even more progress and we look forward to seeing everyone on March 16th at 6:30 p.m. for our regular business meeting of the Board of Education.

On a motion by Mr. Rodriguez, seconded by Mrs. Carvalho, the meeting was adjourned at 11:43 p.m.

The motion was carried by the following vote:

Affirmative: Mmes. Amin, Barbosa, Mrs. Carvalho, Messrs. Perreira, Rodriguez,
Neron – 6

Negative: None

Harold E. Kennedy, Jr.
School Business Administrator/Board Secretary