

APPROVED
Bd. Mtg. 8-17-17

BOARD OF EDUCATION
(Official)

July 13, 2017
Elizabeth, New Jersey

The regular meeting of the Board of Education was called on July 13, 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 6:40 p.m.

“Ladies and Gentlemen, good evening. This is a regularly scheduled 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 July 10, 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 and our television viewers to this July 13, 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: Mrs. Barbosa, Ms. Bathelus, Miss Goncalves, Messrs. Nina, Perreira (arr. 6:45 p.m.), Rodriguez, Neron – 7

Absent: Mmes. Amin, Carvalho – 2

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, Acting Assistant Superintendent for Schools Judy Finch-Johnson, Interim Assistant Superintendent for Human Resources Francisco Cuesta, 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

Pledge of Ethics

Mr. Neron stated that tragically we lost two of our students, Jackeline A. Muyulema who attended Alexander Hamilton Preparatory Academy and Jose Oliver Torres Tineo who attended Thomas Jefferson Arts Academy. Mr. Neron called for a moment of silence to remember Jackeline and Jose and reflect upon how we can help our community to heal.

Mr. Neron welcomed everyone to the agenda planning 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 lottery for the Summer Arts Program and the lack of summer programs as compared to past years. Mrs. Moreira asked about the re-districting at School No. 21 and what happened to doing more with less.

Mr. Neron thanked her for her comments and called upon the next public participant, Ricky Castaneda, to address the Board.

Ricky Castaneda spoke about the student committee and asked how will the students be chosen and will it be ready for the 17-18 year.

Mr. Neron thanked him for his comments and called upon the next public participant, Kason Little, to address the Board.

Kason Little, student, spoke about the summer school PARCC requirement, that he did not receive his PARCC results, and asked when the students would be notified about the uniforms for the Academy of Finance.

Mr. Neron thanked him for his comments and called upon the next public participant, Salaam Ismail, to address the Board.

Salaam Ismail, 513 Richmond Street, Director of the United Youth Council, stated that this past week a sixteen-year old student was shot dead by accident and spoke about the gun violence awareness program for the 2017-2018 school year. Mr. Ismail stated that on July 26 in the City of Elizabeth there will be a youth summit on gun violence awareness for safety and awareness.

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

Superintendent of Schools Olga Hugelmeyer stated that there is not a lottery for acceptance into the Summer Arts Program which is being held at School No. 21 and open for students in grades K-12. Mrs. Hugelmeyer stated that the summer programs this year focus on

English language literacy and mathematics. Mrs. Hugelmeyer stated that all of the PARCC results were mailed home and referred Kason Little to speak with Assistant Superintendent Rafael Cortes about his results. Mrs. Hugelmeyer stated that Mr. Little is correct and there is a directive by the State of New Jersey requiring students who are taking Algebra I, Geometry, and Algebra II in the summer to take the PARCC.

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 & Equipment Luis Couto, Director of Food and Nutrition Services Jamie Leavitt, Director of Transportation Michael Rijo, Director of Security Matthew Glackin, Director of Elementary and Secondary Education Daphne Marchetti, Director of Research, Evaluation and Assessment Amy Gil, Director of Special Projects Dorothy McMullen, and Purchasing Agent Mario Rodrigues. The Board reviewed the agenda for the July 13, 2017 regular meeting.

Minutes of the Meetings of June 8, 15, and 29, 2017
Secretary/Treasurer's Report for the Month of June 2017

Mr. Neron asked if there were any questions. Mr. Neron added the Minutes of the Meetings of June 8, 15, and 29, 2017 and the Secretary/Treasurer's Report for the Month of June 2017 to the agenda.

Personnel Report

Mr. Neron asked if there were any questions.

Supplemental Personnel Report

Mr. Neron asked if there were any questions.

Tuition Report

Mr. Neron asked if there were any questions.

Mrs. Barbosa asked if the children attending the extended year program continue at that school.

Director of Special Projects Dorothy McMullen responded yes.

Superintendent's Report – Considerations

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

Superintendent's Report – Use of Facilities

Mr. Neron asked if there were any questions.

Supplemental Superintendent's Report – Use of Facilities

Mr. Neron asked if there were any questions.

Superintendent's Report – Requests for Field Trips

Mr. Neron asked if there were any questions.

Mrs. Barbosa asked if these are trips for students in the summer programs.

Mrs. Hugelmeyer responded yes and they are either for the enrichment programs or the recreation program.

Superintendent's Report – Harassment, Intimidation and Bullying Investigative Results

Mr. Neron added the Personnel Report, Supplemental Personnel Report, Tuition Report, Superintendent's Reports for Considerations, Use of Facilities, Supplemental Use of Facilities, Field Trips, and Harassment, Intimidation and Bullying Investigative Results to the agenda.

Authorizations Report – Authorization to Enter into Contract, etc.

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

Mrs. Barbosa asked if the steroid testing is new.

Mrs. Hugelmeyer stated that it is not new.

Acting Assistant Superintendent for Schools Judy Finch-Johnson explained that the NJSIAA randomly selects sports and districts for random steroid testing. Mrs. Finch-Johnson stated that we may or may not be selected.

Supplemental Authorizations Report

Mr. Neron asked if there were any questions.

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 report.

Finance and Accounting Report – Transfer of Funds

Mr. Neron asked if there were any questions on the report.

Award of Contracts Report

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

Supplemental Award of Contracts Report

Mr. Neron asked if there were any questions.

Miscellaneous Communication (none)

Claims List

Mr. Neron asked if there were any questions.

Mr. Neron added the Finance and Accounting Reports for Authorization to Pay Vouchers and Transfer of Funds, Award of Contracts Report, Supplemental Award of Contracts Report, Miscellaneous Communication, and Claims List to the agenda.

Resolution – Colombia's Independence Day

Resolution – Custodian of Records – Harold E. Kennedy, Jr.

Resolution – Deferred Compensation Plan Administrator – Harold E. Kennedy, Jr.

Resolution – Public Agency Compliance Officer – Harold E. Kennedy, Jr.

Resolution – Section 504 Officer – Ali Abdul-Malik

Resolution – India's Independence Day

Resolution – U.C.E.S.C. Non-public Textbooks 2017-2018

Resolution – U.C.E.S.C. Non-public Technology Initiative Program 2017-2018

Resolution – U.C.E.S.C. Chapters 192-193 Services 2017-2018

Resolution – U.C.E.S.C. Professional Services

Resolution – U.C.E.S.C. Special Education Tuition Contract

Resolution – U.C.E.S.C. Environmental Safety Program 2017-2018

Resolution – Requisition for Taxes
Resolution – Amendment of Long Range Facilities Plan and Pre-Development Application
Resolution – Code of Ethics File Code No. 9271
Resolution – Naming of J. Christian Bollwage Finance Academy
Resolution – Payment for Unused Vacation Days
Resolution – Professional Services – Alliance for Competitive Energy Services (ACES PLUS)
Resolution – Professional Services – Update to Long Range Facilities Plan
Resolution – Payment for Medical Health Insurance Waiver
Resolution – Payment for Unused Sick Days

Mr. Neron asked if there were any questions on the resolutions.

Mr. Neron added the above resolutions to the agenda.

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 contracts for certified and non-certified employees. The Board will reconvene in public to add to the agenda.

A motion was made by Ms. Bathelus, seconded by Miss Goncalves, to go into private session at 7:15 p.m.

The motion was carried by the following vote:

Affirmative: Mrs. Barbosa, Ms. Bathelus, Miss Goncalves, Messrs. Nina, Perreira, Rodriguez, Neron – 7

Negative: None

A motion was made by Mr. Nina, seconded by Miss Goncalves, to reconvene in public session at 7:50 p.m.

The motion was carried by the following vote:

Affirmative: Mrs. Barbosa, Ms. Bathelus, Miss Goncalves, Messrs. Nina, Neron – 5

Negative: None

Messrs. Perreira, Rodriguez returned to the meeting at 7:51 p.m.

Mr. Neron amended the private session statement to include discussion of personnel, specifically, amending the personnel report and legal, specifically, lease for busses.

Mr. Neron added the following to the agenda:

Personnel Report – amended
Resolution – Confidential Legal Secretaries Contract
Resolution – Human Resources Confidential Secretaries Contract
Resolution – Confidential Administrative Secretaries Contract
Resolution – Senior Staffing Assistant Contract
Resolution – Staffing Assistants Contract
Resolution – Directors Contract
Resolution – Non-Certified Administrators Contract
Resolution – Comptroller Contract
Resolution – Deputy Counsel Contract
Resolution – Settlement Agreement and Release – C.S.
Resolution – Reorganization
Resolution – Lease for Busses
Resolution – Ecuadorian Independence Day

Mr. Neron thanked everyone for attending. Mr. Neron stated that at this time the Board will be meeting with the Panasonic Foundation for the purpose of training.

Mr. Neron introduced Panasonic Foundation Senior Fellow Kaili Baucum and Senior Consultant Adrienne Bailey who facilitated a board training program sponsored by the Panasonic Foundation.

Senior Consultant Adrienne Bailey welcomed everyone. Ms. Bailey stated that Alejandra Ceja is the new Executive Director and is succeeding Dr. Larry Leverett who retired after a decade of extraordinary leadership. Ms. Bailey stated that their mission is to break the links between race, poverty, and educational outcomes by improving the academic and social success of ALL students and ALL means ALL. Ms. Bailey stated that the Panasonic Foundation has been working with the Elizabeth Public Schools since 2008 and is looking forward to continuing the work with the members of the Board of Education.

Ms. Bailey reviewed the Retreat Norms and Rules of Engagement and presented an overview of the retreat agenda goal to further the board's effectiveness in essential areas of governance with the objectives to reach agreement on the Board Work Plan for 2017-2018, receive updates on the policy revisions and procedures, and approve the Board Self-Evaluation Process.

Ms. Bailey reviewed the eight characteristics of effective school boards including committing to a vision of high expectations for student achievement and quality instruction and define clear goals toward that vision; strong shared beliefs and values about what is possible for students and their ability to learn and of the system and its ability to teach all children at high levels; accountability driven, spending less time on operational issues and more time focused on policies to improve student achievement; have a collaborative relationship with staff and the community and establish a strong communications structure to inform and engage both internal and external stakeholders in setting and achieving district goals; are data savvy and they embrace and monitor data even when the information is negative and use it to drive continuous improvement; align and sustain resources, such as professional development, to meet district goals and effective boards saw a responsibility to maintain high standards even in the midst of budget challenges; lead as a united team with the superintendent each from their respective roles and with strong collaboration and mutual trust; and take part in team development and training sometimes with their superintendent to build shared knowledge, values and commitments for their improvement efforts.

Ms. Bailey stated that Superintendent of Schools Olga Hugelmeier would present the Board Work Plan.

Superintendent of Schools Olga Hugelmeier presented a draft of the Board Work Plan for 2017-2018 for each Board member to see the plan of the work ahead for the Board during the upcoming school year. Mrs. Hugelmeier stated that when completed, the Work Plan will address clear dates and structures for when and how the Board addresses required governance responsibilities including policy/procedures initiation, revision and monitoring; major operational and strategic decisions; data on district and student performance; learning topics; committee reports; and federal and state requirements. Mrs. Hugelmeier explained that the draft shows the month, type of meeting, date of meeting, location of meeting, presentation, and the annual approval items required by policy or grant. Mrs. Hugelmeier reviewed the work to be accomplished each month including Board meetings, training, budget approval, presentations of student assessments, and policy work. Mrs. Hugelmeier stated that this is a draft of the Work Plan and may need to be revised.

Ms. Bailey stated that this is an opportunity for the Board members to discuss the Board Work Plan. Ms. Bailey instructed the Board members and administrators to work in groups to analyze and discuss four probing questions about the priority policies, operational decisions, feasibility of the plan, and the role of the Board members in the effective implementation of the Work Plan. Ms. Bailey led the Board members in a group discussion of the recommendations for modifications to the Work Plan.

Ms. Bailey stated that the next area is the update on the policy revisions and procedures and led the Board members and administrators in a group discussion.

Superintendent of Schools Olga Hugelmeyer stated that the Board's goal is to develop, adopt, and implement at least three reform policies aligned with the Board's Theory of Action. Mrs. Hugelmeyer presented an Agenda for Developing Working Agreements to each Board member. Mrs. Hugelmeyer stated that the participants for developing the reform policies include Board President Stanley Neron, Vice President Maria Carvalho, two additional Board members, the Assistant Superintendents, School Business Administrator/Board Secretary, and herself. Mrs. Hugelmeyer stated that the meetings will be held from 5:30 p.m. to 7:00 p.m. with dates to be announced. Mrs. Hugelmeyer stated that the first meeting deliverable is to develop a draft Communications Working Agreement. Mrs. Hugelmeyer stated that the agenda items for the first meeting include the meeting objectives, reform policies binder, work plan, and the ongoing working agreement to further refine the draft working agreement.

Senior Fellow Kaili Baucum stated that the Board Self-Evaluation process is an assessment tool that is used to share the strengths and areas of concern identified by the Board members anonymously. Ms. Baucum stated that this process will assist the Board in its continuing commitment to focusing on and raising student achievement. Ms. Baucum explained the prior process of paper and pencil and stated that now the Board Self-Evaluation Process has been converted to an electronic survey form to make it easier to complete. Ms. Baucum instructed the Board members to work in pairs to analyze and discuss the Board Self-Evaluation Process including praise, questions, and suggestions. Ms. Baucum led the Board members in a discussion of the responses including analyzing and reflecting on work throughout the year, sustainability and accountability to measure progress, and to make the questions more in-depth with a synopsis of all the answers, and leveraging the NJ School Boards Association for workshops and retreats. Ms. Baucum stated that this is an anonymous evaluation and explained the timeline to complete the new electronic Board Self-Evaluation process within ten days. Ms. Baucum led the board members in a discussion of the commitment to the Board Self-Evaluation for the completion and submission of the survey form. Ms. Baucum stated that the Panasonic Foundation team will be compiling the anonymous answers and create a synopsis of all of the answers for the Board members to use the results to determine Board development goals and priorities. Ms. Baucum stated that the analysis will be shared with the full Board.

Ms. Bailey commended the board members and administrators on their work and led the board members in a discussion of reflection of the retreat and what went well and what changes are needed. Ms. Bailey stated that the next retreat is scheduled for October 14th from 9:00 a.m. to 2:00 p.m. to continue their work to further the Board's effectiveness in essential areas of governance.

Mr. Neron thanked the Panasonic Foundation for facilitating the governance retreat and stated that the next retreat will be scheduled for October 14th.

On a motion by Miss Goncalves, seconded by Mr. Rodriguez, the meeting was adjourned at 9:55 p.m.

The motion was carried by the following vote:

Affirmative: Mrs. Barbosa, Ms. Bathelus, Miss Goncalves, Messrs. Nina, Perreira, Rodriguez, Neron – 7

Negative: None

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