

APPROVED  
Bd. Mtg. 6-21-18

BOARD OF EDUCATION  
(Official)

May 1, 2018  
Elizabeth, New Jersey

The regular agenda meeting of the Board of Education was called on May 1, 2018 at 5:30 p.m., in the MultiPurpose Room, Donald Stewart Center for Early Childhood Education, 544 Pennsylvania Avenue, Elizabeth, New Jersey.

Board President Maria Carvalho presented the following statement at 5:50 p.m.

“Ladies and Gentlemen, good evening. This is a regular agenda 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. 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 May 1, 2018 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 meeting 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 (arr. 6:10 p.m.), Miss Goncalves, Mr. Jacobs,  
Mrs. Moreno-Ortega, Mr. Neron (arr. 6:10 p.m.), Mrs. Carvalho – 7  
Absent: Messrs. Nina, Rodriguez – 2

Superintendent of Schools Olga Hugelmeyer, School Business Administrator/Board Secretary Harold E. Kennedy, Jr., Assistant Superintendent for Teaching and Learning Jennifer Cedenno, Assistant Superintendent for Schools Rafael Cortes, Chief of Operations Francisco Cuesta, Comptroller Rajeev Malhotra, Deputy Counsel Heather Ford, and members of the public were in attendance.

Pledge of Allegiance

Board President Carvalho 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.”

Mrs. Carvalho called upon the first public participant, Danielle Fienberg, to address the Board.

Danielle Feinberg, 631 North Broad Street, spoke about autism and stated that the district needs to do more.

Mrs. Carvalho thanked her for her comments and called upon the next public participant, Christina Moreira, to address the Board.

Christina Moreira, 805 Gebhardt Avenue, spoke about the requirements for getting into the gifted and talented program and stated that the parents were never told that the requirements changed.

Mrs. Carvalho thanked her for her comments.

Superintendent Olga Hugelmeyer thanked the Board of Education and stated that the gifted and talented requirements were as a result of the work done in the education management committee. Mrs. Hugelmeyer stated that it was proposed to examine changing the criteria for acceptance into the gifted and talented program to ensure that every valedictorian and salutatorian from all of our schools had the opportunity to be accepted into our gifted and talented schools. Mrs. Hugelmeyer stated that this criteria was clearly communicated to all of our parents. Mrs. Hugelmeyer stated that regarding the testing requirements, in years past we used the NJ ASK as the acceptance criteria for our gifted and talented schools. Mrs. Hugelmeyer stated that we are no longer going to be using MAP tests. Mrs. Hugelmeyer stated that they felt it was important to continue with past practice and that is what led to the change and incorporating the PARCC exam as the requirement. Mrs. Hugelmeyer stated that this is not unusual and is a past practice for many, many years here in the City of Elizabeth. Mrs. Hugelmeyer stated that every child is provided with the opportunity. Mrs. Hugelmeyer stated that the fact that our students attend the gifted and talented programs at School Nos. 7 and 22 does not guarantee the automatic acceptance into the Elizabeth High School Frank J. Cicarell Academy. Mrs. Hugelmeyer stated that every student has the opportunity to be able to demonstrate that they have met the requirements for acceptance into the gifted and talented program and it is not an automatic acceptance. Mrs. Hugelmeyer stated that all of our students take Algebra I in eighth grade providing them with the preparation necessary so that they can be successful when they enter high school.

Mrs. Carvalho stated that the next person, Ethan Moreira, no longer wanted to address the Board. Mrs. Carvalho called upon the next public participant, Kayla Moreira, to address the Board.

Kayla Moreira, student, stated that the water supply at School No. 21 could be better and there is an aftertaste and the water is not cold.

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

Board President Carvalho stated that this is an agenda setting meeting. Mrs. Carvalho stated that we will go tab by tab and each Board member may ask questions. Present for the meeting were Director of Transportation Michael Rijo, Director of Security Matthew Glackin, Director of Food and Nutrition Services Jamie Leavitt, Director of Research, Evaluation and Assessment Amy Gil, Director of Elementary and Secondary Education Daphne Marchetti, Director of Plant, Property & Equipment Luis Couto, Director of Curriculum and Instruction Aaron Goldblatt, Chief Information Officer-Technology Alberto Marsal, and Purchasing Agent Mario Rodrigues. The Board reviewed the agenda for the May 10, 2018 regular meeting.

Minutes of the Meetings of April 10, 19, and 21, 2018  
Secretary/Treasurer's Report for the Month of March 2018

Mrs. Carvalho asked if there were any questions.

Mrs. Carvalho added the Minutes of the Meetings of April 10, 19, and 21, 2018 and the Secretary/Treasurer's Report for the Month of March 2018 to the agenda.

Personnel Report

Mrs. Carvalho asked if there were any questions.

Mrs. Hugelmeyer requested Chief of Operations Francisco Cuesta to speak about the Personnel Report.

Chief of Operations Francisco Cuesta gave a synopsis of the report.

Mrs. Carvalho asked about the leaves of absence and how that affects us at the end of the year.

Mr. Cuesta explained that most of them are medical reasons and that some of the transfers are to cover the positions due to extended leaves of absence. Mr. Cuesta stated that it is a challenge and we do our best.

Mrs. Carvalho added the Personnel Report to the agenda.

Supplemental Personnel Report

Mrs. Carvalho asked if there were any questions.

Mrs. Barbosa asked about the scaffolding for language arts literacy benchmarks.

Mrs. Hugelmeyer explained that the recommendation is to have a committee of teachers to ensure that we are following the proper recommendations of adhering to the needs of our special needs students. Mrs. Hugelmeyer stated that they are taking our general education language arts benchmarks and ensuring that they are revised in a way that will meet the specific needs of the students.

Mrs. Carvalho asked if we will be able to receive a report or how will we know what happened.

Mrs. Hugelmeyer stated that upon the completion of the benchmarks we can provide a copy of the assessments and it can be placed on the cloud for review.

Mrs. Carvalho stated that the special education committee can review it on the cloud.

Mrs. Carvalho added the Supplemental Personnel Report to the agenda.

## Tuition Report

### Supplemental Tuition Report

Mrs. Carvalho asked if there were any questions.

Mrs. Carvalho added the Tuition Report and the Supplemental Tuition Report to the agenda.

### Superintendent's Report – Considerations

Mrs. Carvalho asked if there were any questions.

Mrs. Hugelmeyer stated that there is a variety of professional development opportunities that are being made available that our teachers and administrators are pursuing, a lot of which occurs over the summer.

Mrs. Barbosa stated that it is important to see that our directors and teachers take part in this learning. Mrs. Barbosa stated that Director of Special Services Diana Pinto-Gomez and a staff member are attending the PBSIS Annual Leadership Forum which is a program that we have in our schools to reinforce the positive behavior in our students.

Mrs. Carvalho added the report to the agenda.

### Superintendent's Report – Use of Facilities

Mrs. Carvalho asked if there were any questions.

Mrs. Carvalho asked if the request from the Urban League is for children.

Mr. Jacobs responded that the Urban League is starting a Gentleman's Ball for high achieving male African American seniors. Mr. Jacobs stated that this will be the first Gentleman's Ball.

Mrs. Moreno-Ortega asked about the health fair and if it will be offered to the public and will we communicate to our community.

Mrs. Hugelmeyer responded yes and stated that it is offered on an annual basis. Mrs. Hugelmeyer stated that the information is shared community-wide.

Mrs. Carvalho stated that she has attended the last few years and the doors are open to everyone in the community to come. Mrs. Carvalho stated that they do an amazing job for people in the community who don't have any insurance.

Mrs. Barbosa asked about the S.O.A.R. summer program.

Mr. Neron stated that S.O.A.R., Special Opportunities for Achievement and Reawakening, is an afterschool enrichment program. Mr. Neron stated that it services over 500 youth throughout the City from 9 a.m. to 4 p.m., Monday through Friday, during the summer months. Mr. Neron stated that it focuses on recreation, literacy, counseling, and enrichment. Mr. Neron stated that they provide resources to the families who may be in need through various partnerships that they have throughout the City. Mr. Neron stated that the program has been going on for the last twenty years and has been an awesome partnership with the school system. Mr. Neron stated that originally it was a neighborhood community service center funded program through the Department of Children and Family Services from the State of New Jersey. Mr. Neron stated that the State took the funding and replicated the program in Trenton and Camden. Mr. Neron stated that the program is in School No. 23, School Nos. 1 and 9 have a Safe Haven Program, and there is also a high school model, Building Future Leaders. Mr. Neron stated that

when the children aged out of the program from ages 6 through 14 there was no enrichment program for high school students. Mr. Neron stated that the 13 through 18-year-old high school students now have a mentorship and leadership program where they go on college tours throughout the summer. Mr. Neron stated that the unique thing about the programs is that they get to go to a free summer sleep away camp at the end of the summer where they take about 100 children from each program at no cost to the children or parents. Mr. Neron stated that they get to experience life outside of their community. Mr. Neron stated that all of the programs go on college tours throughout the summer to expose them to colleges and universities at an early age all the way up to high school.

Mrs. Barbosa asked how the children get into the program.

Mr. Neron stated that the applications are available at the Office of Youth Services. Mr. Neron stated that the students who have been participating throughout the year have the opportunity to sign up for it first and then it opens to everyone. Mr. Neron stated that it has been open since the second week of April and there is probably a waitlist at this time.

Mrs. Carvalho added the Superintendent's Report – Use of Facilities report with a waiver of fees to the agenda.

Supplemental Superintendent's Report – Use of Facilities

Mrs. Carvalho asked if there were any questions.

Mrs. Carvalho added the Supplemental Superintendent's Report – Use of Facilities to the agenda.

Superintendent's Report – Field Trips

Mrs. Carvalho asked if there were any questions.

Mrs. Hugelmeyer requested Assistant Superintendent for Schools Rafael Cortes to speak about the requests for field trips.

Assistant Superintendent for Schools Rafael Cortes stated that there are 121 trips requested of which 13 trips are to visit colleges and universities, one trip is from a donation of tickets to attend the play Hamilton, 6 trips are to Liberty Hall and Boxwood Hall, and 5 trips are through the Department of Instruction and Curriculum.

Mrs. Moreno-Ortega stated that she is happy to see 121 field trips. Mrs. Moreno-Ortega stated that her concern is that some schools don't have field trips and that the principal has to request it.

Mrs. Hugelmeyer explained that some principals take advantage in the beginning of the school year and put all of their field trips in for the entire year.

Mrs. Carvalho asked how the children are selected for the trip to see Hamilton.

Mr. Cortes stated that the students are in AP History and this is the second year that the teacher has solicited for tickets.

Mrs. Carvalho added the Superintendent's Report – Field Trips to the agenda.

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

Mrs. Carvalho added the report to the agenda.

## Authorizations Report

Mrs. Carvalho asked if there were any questions.

Mr. Jacobs asked what the funds from WE Charity will be used for in establishing the food pantry.

Mr. Goldblatt stated that the donation from WE Charity was presented in Los Angeles to Shernick Barthelus, student at Joseph Battin School No. 4. Mr. Goldblatt stated that it will be done in consultation with the principal and teacher in charge. Mr. Goldblatt stated that he will get the information.

Mr. Jacobs asked if we can leverage with our local food pantry to help supply that food pantry as well.

Mr. Goldblatt explained that one of the reasons that Shernick was given this award is because of the work she has already done and she has already leveraged the local community.

Mr. Kennedy requested that an authorization for a donation be added to the report. Mr. Kennedy stated that Todd Bowles, New York Jets Head Football Coach, and his wife Taneka Bowles of the 33 Foundation donated 91 gift cards to assist a select group of female seniors with their additional prom costs.

Miss Goncalves asked how they will be distributed.

Mrs. Hugelmeyer stated that we work with our guidance counselors and social workers in order to identify the students. Mrs. Hugelmeyer stated that Mrs. Bowles will be attending the Board meeting on May 10<sup>th</sup> to share her vision. Mrs. Hugelmeyer stated that Mrs. Bowles is incredibly gracious with the number of activities she supports in our district.

Mrs. Moreno-Ortega asked if the Eco-Cruise is attached to the curriculum and stated that it is a great field trip for students. Mrs. Moreno-Ortega stated that not every student can be in a field trip and suggested that we record this and present it in science class and in other classes as part of the curriculum.

Mrs. Barbosa asked if the 2018-2019 Food Services Price List is the same as this year.

Director of Food and Nutrition Services Jamie Leavitt stated that it is not the same and the price of lunch increased 20 cents and 5% for the a la carte menu items. Mrs. Leavitt stated that this is to maintain a break-even budget.

Mrs. Carvalho added the Authorizations Report to the agenda.

## Supplemental Authorizations Report

Mrs. Carvalho asked if there were any questions.

Mrs. Hugelmeyer requested Assistant Superintendent for Teaching and Learning Jennifer Cedeno speak about the NJ Child Assault Prevention Program.

Assistant Superintendent for Teaching and Learning Jennifer Cedeno stated that the New Jersey Child Prevention Grant is a statewide prevention program established to provide schools and communities with information and resources to reduce a child's vulnerability to assault. Mrs. Cedeno stated that the Department of Children and Families provides training for teachers and parents and also intervention strategies to children on potentially dangerous situations involving bullying and assault. Mrs. Cedeno stated that each year applications are submitted for 3 or 4

additional schools to ensure that all of our K-8 schools participate and to date almost all of our schools participate.

Mrs. Hugelmeier requested Director of Instruction and Curriculum Aaron Goldblatt speak about the Healthy Leap.

Director of Instruction and Curriculum Aaron Goldblatt stated that the Gateway Chamber of Commerce is sponsoring a one-day program, Healthy Leap Into Summer, for 12<sup>th</sup> grade students to promote healthy lifestyles.

Mrs. Carvalho asked if Shaping Elizabeth is part of the program.

Mr. Goldblatt responded that he doesn't know but will check.

Mrs. Hugelmeier stated that we have a long list of more than 25 organizations that participate in Healthy Leap. Mrs. Hugelmeier thanked Trinitas Hospital and US Army because they are the main partners that participate and take the lead initiative on an annual basis. Mrs. Hugelmeier stated that she will provide the Board with a list of all the organizations that commit their time to this event.

Mrs. Carvalho added the report to the agenda.

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

Mrs. Carvalho asked if there were any questions.

Mrs. Carvalho added the report to the agenda.

Supplemental Finance and Accounting Report – Transfer of Funds

Mrs. Carvalho added the report to the agenda.

Award of Contracts Report

Mrs. Carvalho asked if there were any questions.

Mrs. Hugelmeier requested Director of Plant, Property and Equipment Luis Couto speak about Troxell Communication.

Director of Plant, Property and Equipment Luis Couto stated that we are recommending a contract with EI Associates to provide engineering services for the addition of air conditioning at Winfield Scott School No. 2, Christopher Columbus School No. 15, Madison-Monroe School No. 16 and Woodrow Wilson School No. 19.

Mr. Neron asked if the Edison Academy is being considered.

Mr. Couto responded not at this time. Mr. Couto stated that as we assess the availability of funding that is one of the buildings we have in mind.

Ms. Bathelus asked how those schools were selected for air conditioning.

Mr. Couto stated that they were selected because the old ventilation system is no longer functioning. Mr. Couto explained that at School No. 15 the ventilation was no longer working and they need to open the windows. Mr. Couto explained that School No. 16 was selected because it is already halfway in and we have unit ventilators that can provide the system for it so it will be less of an expenditure.

Ms. Bathelus asked where School No. 6 is on the list.

Mr. Couto stated that School No. 6 is one of the ones we have in mind for subsequent years. Mr. Couto stated that we have a list of about 12 schools based on the needs as we see them. Mr. Couto stated that this year we are adding air conditioning to the cafeteria at School No. 6 and we are recommending a contract with Echelon Services for the cafeteria HVAC upgrades at School No. 6.

Mr. Kennedy stated that when we did the capital lease we scheduled all of the schools for air conditioning but we couldn't do them all at once. Mr. Kennedy stated that there was a selection process with the finance committee and the presentation of the capital lease. Mr. Kennedy stated that those projects were decided and what is in the report tonight are those projects moving forward.

Mrs. Moreno-Ortega asked about the National Examination in World Languages for Portuguese for high school students.

Mrs. Hugelmeyer explained that this is a requirement for students taking Portuguese language in high school.

Mrs. Carvalho added the report to the agenda.

#### Supplemental Award of Contracts Report

Mrs. Carvalho asked if there were any questions.

Mrs. Moreno-Ortega stated that she was happy to see the Google Expedition program and asked how many educators are participating.

Mrs. Hugelmeyer stated that the program is to provide students for the future using augmented reality.

Miss Goncalves applauded School No. 22 for providing massages for teachers during Teacher Appreciation Week.

Mrs. Carvalho added the report to the agenda.

Mr. Jacobs asked if the contract for Appco Paper went out to bid.

Director of Food and Nutrition Services Jamie Leavitt stated that the contract was renewed at the 17-18 prices and it did not go out to bid.

Mr. Jacobs asked about the contract for US Foods.

Mrs. Leavitt explained that it is through the Cooperative Pricing System Contract.

Purchasing Agent Mario Rodrigues stated that all contracts are reviewed by our lawyer.

#### Miscellaneous Communication

#### Claims List

Mrs. Carvalho asked if there were any questions.

Mrs. Carvalho added the Miscellaneous Communication and Claims List to the agenda.

Resolution – Cuban American Day  
Resolution – Haitian Heritage Month  
Resolution – Maximum Travel Expenditures 2018-2019  
Resolution – Professional Services – Education Law Center  
Resolution – Union County Educational Services Commission Coordinated Transportation Services 2018-2019  
Resolution – Payment for Medical Health Insurance Waiver  
Resolution – Monmouth Ocean Educational Services Commission Coordinated Transportation Services 2018-2023

Mrs. Carvalho asked if there were any questions on the above resolutions.

Mrs. Carvalho asked if the Union County Educational Services Commission Coordinated Transportation is for out-of-district.

Director of Transportation Michael Rijo responded yes.

Mrs. Carvalho asked why it is so long for the Monmouth Ocean Transportation Services.

Mrs. Hugelmeyer responded that she will provide a detailed report.

Mr. Kennedy stated that this affords us the ability if we need to transport students.

Mrs. Barbosa asked if our school busses don't go out of district.

Mr. Rijo responded that is correct.

Mrs. Carvalho added the above resolutions to the agenda.

Resolution – Member Participation in a Cooperative Pricing System – Interlocal Purchasing System  
Resolution – Portugal Day  
Resolution – Revised Policies, Regulation and Exhibit and Repeal of Exhibit

The first reading of the following bylaw:

9400(X)          Exhibit          Board Self-Evaluation

Mrs. Carvalho added the above resolutions and first reading of bylaw to the agenda.

Resolution – Approving Form of Contract – US Foods  
Resolution – Approving Form of Contract – Echelon Services

Mrs. Carvalho added the above resolutions to the agenda.

Mrs. Carvalho stated that she received parental complaints and asked Director of Transportation Michael Rijo about bus transportation during testing.

Director of Transportation Michael Rijo explained that the transportation was available at the regular time.

Mrs. Carvalho stated that she had complaints that the students were finished early with no other classes and had no other way of getting home. Mrs. Carvalho requested better coordination and communication for next year.

Mrs. Moreno-Ortega asked about the information provided from the Food Services Division.

Mrs. Hugelmeyer stated that Mrs. Carvalho was very interested in the policy that refers to management oversight. Mrs. Hugelmeyer stated that tonight Director of Food and Nutrition Services Jamie Leavitt will have the opportunity to provide an in-depth overview of the department. Mrs. Hugelmeyer stated that there is a schedule that the Board President approved and at the agenda meeting each department will be presenting a very similar approach to a deeper understanding of the operations of the various departments and then we will be moving into the instructional division as well.

Mrs. Carvalho stated that the first presentation tonight is the Division of Food and Nutrition Services and introduced Director of Food and Nutrition Services Jamie Leavitt.

Director of Food and Nutrition Services Jamie Leavitt stated that the presentation is to give insight on the inner workings of the Food Services Division, specifically, who we are, what we do, and how we service our customers while continuing our partnership within this school community. Ms. Leavitt stated that their goal is that they are dedicated to student's health, well-being and their ability to learn, and their mission is to support learning by promoting healthy eating habits, providing meals, foods and beverages that meet state and federal requirements and are based on USDA Dietary Guidelines.

Ms. Leavitt stated that the division operates with a budget of \$18.9 million, serves 30,000 meals per day, manages 5 student feeding programs not including a la carte and catering, and directs a staff of 310 cafeteria workers and 7 office personnel. Ms. Leavitt stated that 80% of our student enrollment qualifies for free or reduced price meals and they run a self-sustained district-wide food services program. Ms. Leavitt stated that the source of revenue is 55% lunch reimbursement funds received from federal and state sources; 22% breakfast reimbursement funds received from federal sources, 8% snack reimbursement funds received from federal sources, 2% fresh fruit and vegetable program grant received from federal agency, 3% food programs with non-monetary assistance from the US Department of Agriculture in the form of food; 2% other income from catering of special functions, rebates, vending machines; and 8% cash sales including reduced and full price student lunches and a la carte items sold to students and staff. Ms. Leavitt stated that the expenses include 40% for food, material, and supplies including food, juices, milk, containers, paper products, utensils, etc.; 30% cafeteria salaries for cook managers, assistant cook managers, general workers, and multi-purpose employees; 4% for administration salaries for director, accountant, snap technician, and secretaries; 6% for breakfast and lunch salaries for extra hours paid to teachers to supervise students during breakfast and lunch; 18% payroll taxes and benefits including FICA, SUI, health, prescription, dental, vision premiums and Board contributions to pensions; and 2% repairs, depreciation and other including equipment repairs, depreciation, uniforms, office supplies, travel, training and money pick-up services. Ms. Leavitt explained a PowerPoint slide showing the revenue and expenses for the years from 2015 through 2018.

Ms. Leavitt stated that the programs administered by the Division of Food and Nutrition Services include the School Breakfast Program, National School Lunch Program, after school snack program, after school meal program, Fresh Fruit and Vegetable Grant, a la carte school sales, catering, summer food service program, and summer vended program.

Ms. Leavitt stated that the School Breakfast Program is a federally assisted meal program operating in public, nonprofit private schools, and residential childcare institutions. Ms. Leavitt stated that the School Breakfast Program started in 1966 as a pilot project and was made a permanent entitlement program by Congress in 1975. Ms. Leavitt stated that the School Breakfast Program and the National School Lunch Program operate the same way. Ms. Leavitt stated that schools that choose to participate must adhere to the federal requirements for meals and districts receive cash subsidies for each meal they serve. Ms. Leavitt stated that here in Elizabeth we are in the Universal Free Breakfast Program. Ms. Leavitt explained a PowerPoint

slide showing the breakfast meal pattern for fruit/vegetables, grains, milk, and meat/meat alternatives for the grade levels. Ms. Leavitt stated that all of our students receive free breakfast every day and the cash reimbursements received from the federal government for breakfast are according to the student's eligibility. Ms. Leavitt explained a PowerPoint slide showing the breakfast participation for the years 2015-2016 through 2017-2018.

Ms. Leavitt stated that the National School Lunch Program is a federally assisted meal program operating in public, nonprofit private schools and residential childcare institutions. Ms. Leavitt stated that it provides nutritionally balanced, low-cost or no-cost lunches to children each school day. Ms. Leavitt stated that the Food and Nutrition Service of the US Department of Agriculture administers the program at the federal level. Ms. Leavitt stated that at the state level the program is administered by state agencies that operate the program through agreements with school food authorities. Ms. Leavitt stated that the program works by receiving cash subsidies and USDA foods for each reimbursable meal served and, in exchange, meals served must comply with federal meal pattern requirements and offer the lunches at a free or reduced price to eligible children. Ms. Leavitt stated that cash subsidies are used to purchase additional foods, labor costs, material and supplies, office expenses, and supervision of programs. Ms. Leavitt stated that cash and food subsidies allow our Food and Nutrition Department to be self-sustained receiving no funds from the school budget. Ms. Leavitt explained a PowerPoint slide showing the nutritional requirements for lunch for grade levels. Ms. Leavitt stated that the reimbursements received from the federal and state are according to the student's eligibility with \$3.305 for free eligibility, \$2.905 for reduced eligibility, and 38 cents for paid eligibility. Ms. Leavitt stated that schools receive an additional 6 cents reimbursement if they are certified to be in compliance with the new meal requirements and our district is compliant. Ms. Leavitt stated that other support from the USDA includes entitlement foods and bonus foods. Ms. Leavitt stated that we receive cases of poultry, beef, canned fruits and vegetables at a cost of \$2.35 per case and entitlement foods may also be diverted to vendors to lower the cost of foods purchased. Ms. Leavitt stated that out of the total Food Distribution Assistance from the USDA 50% is routed to the warehouse, 25% is diverted to processed commodities, and 25% is routed to Department of Defense Produce which is used in high school salad bars. Ms. Leavitt explained a PowerPoint slide showing the USDA Food Distribution Program Assistance for the years 2015-2016 through 2017-2018. Ms. Leavitt presented a PowerPoint slide showing the lunch participation in our district from 2015-2016 through 2017-2018.

Ms. Leavitt stated that the after school meal program in our district allows for the provision of free meals to children who participate in the program. Ms. Leavitt stated that meals are free since at least 50% of students are eligible for free or reduced price lunch. Ms. Leavitt stated that the after school meals are reimbursed at a rate of \$3.46 per meal served and we serve approximately 4,000 after school meals per day. Ms. Leavitt stated that the Fresh Fruit and Vegetable Program (FFVP) Grant provides all children in participating schools with a variety of free fresh fruits and vegetables throughout the school day and it is an effective and creative way of introducing fresh fruits and vegetables as healthy snack options. Ms. Leavitt explained a PowerPoint slide showing the Fresh Fruit and Vegetable Program Grant school participation and grant amounts for 2015-2016 through 2017-2018. Ms. Leavitt stated that the summer school food service programs include free breakfast and lunch provided for our students who attend summer school. Ms. Leavitt stated that there are two summer vended programs, one is to the City of Elizabeth and the other is Hillside Recreational. Ms. Leavitt stated that we provide meals and snacks to 48 locations and serve approximately 300 breakfasts, 1,500 lunches, and 1,000 snacks per day.

Ms. Leavitt stated that the Division includes 36 cook managers, 274 cafeteria workers, 6 secretaries, a snap technician, an accountant, and director. Ms. Leavitt stated that the school food service employees include 36 8-hour cook managers, 11 6-hour assistant cook managers, 120 6-hour food service workers, 5 3.5-hour food service workers, 1 3-hour food service worker, and 137 2-hour food service workers. Ms. Leavitt stated that the cook managers review the menus, place food orders, maintain inventory, prepare all foods, provide in-classroom service where appropriate, serve all students, communicate with parents, and ensure satisfaction. Ms. Leavitt

presented PowerPoint slides showing the duties and responsibilities of the director, accountant, secretaries, and snap technician. Ms. Leavitt stated that the future initiatives include to test market for new food products and trends, upgrade dining areas to encourage students to enjoy the social aspects of a healthy school meal, communicate with parents the value of school meals, collaborate with building administrators to encourage breakfast in the classroom or a grab-n-go breakfast concept, work closely with our vendors to sponsor promotional materials and events to encourage healthy eating, and continue our partnership with Community Foodbank of NJ by providing farmers' markets at our schools. Ms. Leavitt explained PowerPoint slides showing a sample elementary breakfast menu, lunch menu, high school breakfast menu, and high school lunch menu. Ms. Leavitt stated that this concludes her presentation.

Mrs. Carvalho thanked Ms. Leavitt for the presentation and asked the Board members if there were any questions.

Mr. Neron thanked Ms. Leavitt for the presentation. Mr. Neron stated that breakfast is reaching about 51% and the grab-n-go program is being implemented to increase that. Mr. Neron asked what we are doing for the elementary level to increase that. Mr. Neron stated that he sat on various committees throughout the state about Breakfast After the Bell and asked if we could see if we can increase that to 90 or 100% participation.

Ms. Leavitt explained that at mostly all of the schools we serve breakfast in the classroom. Ms. Leavitt stated that she has to work with the principals to have it in all the classrooms. Ms. Leavitt stated that the students in grades 4, 5, and 6 go to the cafeteria and don't have the option for the classroom. Ms. Leavitt stated that they have to work out the problems to serve breakfast in the classroom for grades 4, 5, and 6.

Mr. Neron asked Mrs. Hugelmeyer if there is anything additional we can do to support food services to encourage the principals. Mr. Neron stated that studies have shown that without proper nutrients the attention span suffers. Mr. Neron stated that it would behoove us to increase the participation by all means.

Mrs. Hugelmeyer stated that she will set up a committee including Director of Nutrition and Food Services Jamie Leavitt and our instructional directors so we can examine the master schedule to see how we could incorporate that into the school day.

Mr. Neron stated that there is support throughout the state by various vendors to make the process easier for the principals who may be conflicted with how the food is served. Mr. Neron stated that there are various types of breakfast that can be served that won't become a problem in the classroom.

Ms. Bathelus asked if what Mr. Neron is referring to is part of the future initiatives of breakfast in the classroom and the grab-n-go breakfast that is going to be implemented in September.

Ms. Leavitt stated that grab-n-go is at the high school.

Ms. Bathelus thanked Ms. Leavitt for the detailed presentation and commented that the menus look good.

Mr. Neron asked about the entitlement foods, bonus foods and the 50% of the food that is routed to the warehouse.

Ms. Leavitt stated that 50% of our allocation she has sent to our warehouse that Plant and Property delivers to the various schools.

Mr. Neron asked what is diverted to process commodities.

Ms. Leavitt stated that the food sent to process commodities is USDA foods that they send to vendors who make chicken nuggets, hamburgers and that type of food. Ms. Leavitt stated that she has a distributor who delivers those processed commodities to the schools.

Mr. Neron asked about the pizza.

Ms. Leavitt stated that they do pizza as well. Ms. Leavitt stated that she can select cheese to be diverted to a vendor and they use the cheese to make the pizza for a lower cost.

Mr. Neron asked about the Department of Defense produce.

Ms. Leavitt explained that the Department of Defense runs the program and we can give them commodity dollars for produce. Ms. Leavitt stated that the Department of Defense contracts with a local produce provider, like Gargiulo's, that actually does the distribution.

Mrs. Carvalho asked about the summer vended programs.

Ms. Leavitt stated that the summer vended program is where we make the lunches at School No. 25 and Plant and Property will distribute them to the 47 locations, like the recreation programs and the YMCA. Ms. Leavitt stated that the City of Elizabeth will have a contract with the district and we will charge them what they will get reimbursed by the state.

Mrs. Carvalho asked about catering.

Ms. Leavitt stated that, for example, if a school wants to have a breakfast for 200 students on a special date, then they can do catering. Ms. Leavitt stated that they charge a certain price and the school pays for it.

Mrs. Carvalho asked what we do with our leftover food, like apples and milk.

Ms. Leavitt stated that it is thrown away and she is concerned with food safety and how the food is handled. Ms. Leavitt stated that if a child picks it up, it is handled and taken back to the table and not eaten, then it gets thrown away.

Ms. Bathelus asked about cooked food. Ms. Bathelus stated that she doesn't want the children to be eating leftovers and that is concerning to her.

Ms. Leavitt stated that there is not that much waste in their area. Ms. Leavitt stated that the vegetables usually get thrown away and they use production records to try to prepare food for that day.

Ms. Bathelus asked if there are leftovers what is an example of what would be served the next day and could they be donated to a soup kitchen.

Ms. Leavitt responded there aren't really leftovers and it can't be donated.

Ms. Bathelus stated that the food is thrown away.

Ms. Leavitt responded yes.

Ms. Bathelus asked if some of them are keeping the food for the next day.

Ms. Leavitt responded that she has not seen that routinely.

Mrs. Carvalho asked about food for the sports programs and how it is decided what teams get snacks.

Ms. Leavitt explained that Director of Athletics Bartolomeo Candelino recently put in the request for meals for sports. Ms. Leavitt stated that this just started in April and all the sports teams are covered.

Mrs. Carvalho asked if it is for freshman, JV, and varsity.

Ms. Leavitt stated that they make the meals for whatever Mr. Candelino filled out the paperwork for and she doesn't recall which teams.

Mrs. Carvalho asked if she could provide the information for who is getting fed and what they are getting fed, if it is a snack or a full meal. Mrs. Carvalho stated that we are expanding our sports program she wants to be sure that our kids are getting what they need. Mrs. Carvalho stated that she is excited about the grab-n-go and hopes that the food service department will coordinate with the IT department to make it cool to grab-n-go so that every high school student in Elizabeth grabs-n-goes so they will be ready to learn when they sit down in the morning.

Mrs. Moreno-Ortega stated that the breakfast participation is very low and asked the Superintendent if they are planning to address it. Mrs. Moreno-Ortega stated that what happens sometimes, like in another district, is that the teachers are not giving them enough time to eat. Mrs. Moreno-Ortega stated that it is not food services and it is not teachers but sometimes the students go right to the class to complete homework. Mrs. Moreno-Ortega stated that she doesn't know what we can do to avoid the students who want to complete homework during breakfast time. Mrs. Moreno-Ortega stated that sometimes she says to her students that it is not time to work, just time to eat and she gives them seven minutes. Mrs. Moreno-Ortega asked if they could investigate why we can't promote to increase the breakfast participation percentage.

Mrs. Hugelmeyer stated that right now in the district the majority of our schools offer a breakfast program before school starts. Mrs. Hugelmeyer stated that it is an opportunity for students to participate prior to the school day beginning. Mrs. Hugelmeyer stated that is how it is structured at this present time. Mrs. Hugelmeyer stated that it is a way that we respond to our parents' needs to be able to go to work and drop the children off a little bit earlier, participate in the breakfast program, and then be ready to learn. Mrs. Hugelmeyer stated that she understands her question with regard to how can we increase the participation rate. Mrs. Hugelmeyer stated that it is something we would have to explore with our parents and our community and delve a little bit deeper with regard to how we can encourage it.

Mrs. Moreno-Ortega stated that if a student arrives late to class and they are very hungry are they allowed to have breakfast or not.

Mrs. Hugelmeyer stated that it is a common practice where students will be sent down to the cafeteria to ensure that they have what they need before they start the day.

Mrs. Moreno-Ortega asked about the duties of the director to facilitate cooperation with education partners such as administrators, teachers, parents, and students.

Ms. Leavitt stated that when they have a new school opening she talks to the Director of Plant, Property, and Equipment Luis Couto to find out how we are going to feed the students and what equipment we are going to purchase. Ms. Leavitt stated that she also wants to revisit the

merchandising of our cafeterias to make it more attractive. Ms. Leavitt stated that she is done with all the high schools but would like to extend it to some of the K-8.

Mrs. Moreno-Ortega asked the Superintendent if there is any way that we can promote posters inside the cafeteria to encourage students to eat healthy. Mrs. Moreno-Ortega stated that she doesn't see nutritional posters in every school.

Mrs. Hugelmeyer stated that we can explore with the USDA because they provide a great deal of materials so we can obtain them for our schools.

Miss Goncalves asked if Ms. Leavitt can further breakdown the breakfast participation for K-8 and the high school.

Ms. Leavitt stated that she doesn't know the K-8 percentage but the high school level is only about 25% of the student population, which is very low.

Mrs. Carvalho asked if it would be easier if we started the grab-n-go in 7<sup>th</sup> or 8<sup>th</sup> grade. Mrs. Carvalho stated that they can get used to it when they are younger and introduce it in the eighth grade.

Ms. Leavitt stated that in 7<sup>th</sup> and 8<sup>th</sup> grade we still have the classroom feedings and they have more time. Ms. Leavitt stated that she is finding that they tend to get to school in time and go to the cafeteria to eat breakfast.

Mr. Neron stated that scenario is with participating schools that don't find it to be a problem in their schedule. Mr. Neron stated that there are some schools, from what we are hearing, that find it to be a conflict for them so we have to make it an easier process for them so the children can get access to it.

Mrs. Barbosa stated that the presentations that we are having from each department is great for us to understand the work that they do on a daily basis. Mrs. Barbosa thanked Ms. Leavitt for the breakfast program and stated that she is a parent that can drop off at 7:45 a.m. and you know that they can eat. Mrs. Barbosa stated that it is important to remember things like that. Mrs. Barbosa asked if reimbursement is calculated by scanning the student ID and the data being collected.

Ms. Leavitt responded yes.

Mrs. Barbosa asked who goes out to the field and monitors the refrigerator temperatures and the stability of our fruits and vegetables.

Ms. Leavitt stated that she does breakfast and lunch and the accountant does lunch, after school, and fresh fruits and vegetables.

Mrs. Barbosa asked if it is done monthly.

Ms. Leavitt stated that they go to schools on a daily basis.

Mr. Neron stated that annually the Department of Health has to go through and certify all the kitchens. Mr. Neron stated that Ms. Leavitt mentioned that they scan the IDs and asked if the elementary children all have IDs.

Mrs. Hugelmeyer responded that the elementary children do not have IDs.

Mr. Neron asked how we get reimbursed for the elementary school children.

Ms. Leavitt stated that they have rosters.

Mr. Jacobs stated that an issue that concerns him is the unpaid lunch balances and asked what the status is.

Ms. Leavitt explained that every week we send out letters to the parents for negative or low balances so they can keep their children's balances up to date. Ms. Leavitt stated that they get a weekly reminder. Ms. Leavitt stated that we have [myschoolbucks.com](http://myschoolbucks.com) so they have the ability to go online and pay their child's account.

Mr. Jacobs asked if there is a service fee for [myschoolbucks.com](http://myschoolbucks.com).

Ms. Leavitt stated that there is a \$2.44 service charge.

Mr. Jacobs asked if we could research if there is another program that does not charge a fee.

Ms. Leavitt stated that she doesn't know of any program that is going to do it for free. Ms. Leavitt stated that we had this discussion before and she did research and could not find anything with a much lower fee. Ms. Leavitt stated that the company, [myschoolbucks.com](http://myschoolbucks.com) also works with our software as part of our software system.

Mr. Jacobs asked if numerous letters of low balance to parents is an effective way to communicate and suggested email, Facebook, or automated phone calls. Mr. Jacobs stated that we are spending postage for letters that keep going out and wondered what the postage bill is when it comes to that.

Ms. Leavitt stated that moving forward we are going to try to have enough funds to update our POS system where we can send emails instead of letters but that will be next year.

Mr. Jacobs thanked Ms. Leavitt for the informative presentation.

Mrs. Carvalho asked if there were any other questions or concerns from the Board members.

Mrs. Moreno-Ortega stated that Teacher Appreciation is this month and thanked each teacher. Mrs. Moreno-Ortega stated that she hopes the principals can recognize the teachers and asked the Superintendent to engage the administrators to please not forget and create activities to recognize the teachers.

Mrs. Hugelmeyer stated that every year our technology department does an amazing job and it is an opportunity for students and parents to be able to recognize the teachers. Mrs. Hugelmeyer stated that we also have our educators that are being recognized on May 23<sup>rd</sup> at Kean University. Mrs. Hugelmeyer stated that on an annual basis we also invite them to a special Board meeting and our career and technical education culinary program students prepare the food for all that are invited, the administrators and teachers, to recognize the hard work and dedication of our teachers.

Mrs. Carvalho thanked everyone for coming.

Mrs. Hugelmeyer stated that next month is the Human Resources presentation.

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, 18-19 school calendar, contracts for certified and non-certified, reorganization, non-renewals, increment withholding; legal, specifically, short term loan, risk management and health benefit renewals, residency investigative results, special education. The Board will reconvene in public to add to the agenda.

A motion was made by Miss Goncalves, seconded by Mrs. Barbosa, to go into private session at 7:30 p.m.

The motion was carried by the following vote:

Affirmative: Mrs. Barbosa, Ms. Bathelus, Miss Goncalves, Mr. Jacobs, Mrs. Moreno-Ortega, Mr. Neron, Mrs. Carvalho – 7

Negative: None

Mr. Neron excused himself from the meeting at 10:00 p.m.

A motion was made by Miss Goncalves, seconded by Ms. Bathelus, to reconvene in public session at 10:05 p.m.

The motion was carried by the following vote:

Affirmative: Mrs. Barbosa, Ms. Bathelus, Miss Goncalves, Mr. Jacobs, Mmes. Moreno-Ortega, Carvalho – 6

Negative: None

Mrs. Carvalho added the following resolutions to the agenda:

Resolution – Self-Insurance Program

Resolution – Special Education – J.D.

Resolution – Increment Withholding for Performance

Resolution – Increment Withholding for Discipline

Resolution – Residency Investigative Results

Resolution – Short Term Loan

Resolution – Appointment for Professional and Lease for Bender Memorial

Authorization – 2018-2019 School Year Calendar

Mrs. Hugelmeyer stated that G.V. will be non-renewed effective June 30, 2018.

On a motion by Miss Goncalves, seconded by Ms. Bathelus, the agenda meeting was adjourned at 10:07 p.m.

The motion was carried by the following vote:

Affirmative: Mrs. Barbosa, Ms. Bathelus, Miss Goncalves, Mr. Jacobs, Mmes. Moreno-Ortega, Carvalho – 6

Negative: None

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