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# Clark Patriot

'A Voice for All, an Echo for None'

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## School business study draws mixed response

Editor's Note: Following is the complete, edited text of the response of Clark elementary school district business administrator, H. Edward Flanagan, to the recently-presented business study by the Union County Chamber of Commerce. Mr. Flanagan's comments were made at the Jan. 22 Board of Education meeting.

First, within a study of offering operational recommendations I look for a clear statement of the problem or, if you prefer, a needs assessment which not only identifies some shortcomings, but also indicates the frequency and magnitude of the problem and then addresses the cost of maintaining the status quo and the benefits of change.

Next I would expect to read a list of solution requirements which provide a blueprint for evaluating solution alternatives. Armed with a solution strategy, solutions can be assessed and a case made for implementing the most appropriate one. The recommendation does not however, end here.

Performance effectiveness of the recommended solution should be determined by or over a given period of time, and, if necessary, any or all of the previous steps should be redone. These are proven steps in the "Problem Solving and Planning Model."

**Specific Comments—**  
**Board Claims:**  
**Fixed Asset Inventory:** As stated, this one was under way, before the recommendation was made. A mammoth undertaking, I might add, to inventory, label and list every asset in the school district.

**Data Processing:** After following up on the preliminary \$8,500 figure quoted by E.M.S. of Upper Montclair, I found the cost of selling our present equipment and duplication of almost all of our present programs to be \$18,517.08

per year exclusive of one time charges and other extras. This quote of \$18,517.08 per year by Delta Management Systems of River Vale, the new corporation name and address of E.M.S., is \$6,000 more than this year's data processing budget and \$4,000 more than last year's actual data-processing expenditures.

Office staffing is addressed in the next section under personnel. The new D.M.S. Co. is over one year old, hence the outdated \$8,500 figure utilized in the study. The D.M.S. Management and software appears to be exceptional, however.

**School Supplies:** "Useful data is being under-utilized and the true control is lacking. We recommend that a Perpetual Inventory Procedure be established immediately." The question the unstated cost-benefit relationship of a perpetual inventory on items such as pencils, paper clips, scotch tape, paper pads, control, and its many implications, is an on-site problem which appears to successfully reside with each building principal.

**Material Receiving:** "The committee recommends the establishment of supplier evaluations and firmer safeguards against duplicate billing and that written documentation of material non-conformance be instituted by all schools."

a. Supplier evaluations have been required for years by the New Jersey Dept. of Education on appropriate projects.

b. I think duplicate billing needs to be a problem before firmer safeguards can be recommended. No one instance of the resultant fear of duplicate payments was even alluded to by the chamber study team. The Clark district strictly adheres to recommended state purchasing and accounting practices which may not be thoroughly understood by the chamber study team.

**Personnel—**  
**Overtime Expenses:** With the advent of only one Board action meeting per month, the following will occur: the business administrator's secretary will not need to attend the caucus session and only one set of minutes—must be transcribed—on the job.

Failure to update this recommendation and remove Philip Foster's name following my two personal meetings with the chamber study team is probably an oversight.

Staffing the business office—This recommendation may have been the chamber's tactful way of hinting at a reduction in staff coupled with outdated computer expenses. Computer hardware and software require both an initial investment and on-going maintenance costs, relatively straight-forward comparisons to make. Until such time as optical scanners are commonly used for data input, a thinking, rational employee must not only enter information, but also, collect it—check it, possibly correct it, organize it, input it, check it again, organize it again and distribute it. This series of highly-detailed and essential tasks are performed on the following partial list of reports generated by your business office.

**AS REQUIRED—**  
**Reconciliation—**general operation account, cafeteria account, agency account, summer payment plan and Cash Management Accounts—Crestmont Federal Savings, United Counties Trust, The Howard Savings and Franklin State Bank.

**Notary for all employees:** Teacher coverage changes; Hospitalization, vision care, prescription coverage, dental coverage, tax shelters, New Jersey Education Assn., Group Salary Protection Plan, credit union and dues.

**MONTHLY REPORTS—**investments, report of the secretary to the Board of Education, current; bills list; status of accounts, agency; employe benefit coverages for each agency fund, monthly checks and lists sent to each agency fund, credit union and dental insurance—monthly cost to be charged to budget monthly basis and check daily claim list.

**Dues—**New Jersey Education Assn., National Education Assn., county, local, Political Action Committee and New Jersey Principals and Supervisors Assn.

**Hospitalization,** monthly cost to each plan charged to budget on monthly basis—Comed, Healthways, Inc.; New Jersey Employer Health Benefits Funds, New Jersey Dependent Health Benefits Funds and Rutgers Community Health Plan.

**Blue Cross Prescription Plan,** monthly cost to be charged to budget monthly basis.

**Tax Shelter Annuities—**Capitol Life Insurance Co., Great American Life Insurance Co., Equitable Life Insurance Co., Security Benefit Life Insurance Co., Teachers Pension & Annuity Fund Tax Shelter, Travelers Insurance Co., Washington National Insurance and USAA Life Insurance Co.

**Washington National Insurance Company (NJE) Group Salary Protection Plans.**  
**Washington National Insurance Company Vision Care Coverage,** monthly cost to be charged to budget on a monthly basis.

**Public Employees Retirement System Contribution Insurance.**  
**Public Employees Retirement System Supplemental Annuity.**  
**Teachers Pension.**  
**Teachers Contributory Life Insurance.**  
**Teachers Supplemental Annuity Program.**  
**Withholding Tax forms—**each payroll.

**Cafeteria Expenditures.**  
**Bond and Coupon Reconciliation.**  
**Bank Accounts**  
**Reconciliation—**general operation account, cafeteria account, agency account, summer payment plan and Cash Management Accounts—Crestmont Federal Savings, United Counties Trust, The Howard Savings and Franklin State Bank.

**Cash Receipts—**  
**Payroll—**  
**Salary checks—**sign, building sort, alphabetical order, place in envelopes and distribute to appropriate buildings and charge to budget accounts.

**Hourly workers,** overtime, curriculum extra work—calculate, calculate pension, life insurance for second check, sign, place in envelopes and distribute to appropriate buildings or mail and charge to budget accounts.

**Reconciliation with township (treasurer—bills list), operating and payroll accounts including operating account checks sorted by check number, in-office checks, payroll lists, investment accounts, certificate of deposit investments and cash receipts.**

**Court Order of Wage Execution—**two times a month.

**QUARTERLY REPORTS—**New Jersey Unemployment Tax, withholding tax, Public Employees Retirement

**System Contribution Insurance, Public Employees Retirement System Pension, Public Employees Retirement System Supplemental Annuity.**  
**Teachers' pension, teachers' contributory life insurance, teachers' supplemental annuity program, teachers tax shelter program and state tax.**

**ANNUAL REPORTS—**Social Security, W-2 forms and state income tax.  
**Custodial and Maintenance—**  
"The study team recommends the head custodian work the same hours as the

other custodians and thereby perform his duties as supervisor. The day shift should be assigned to one of the regular custodial personnel."

Here is an instance where the recommendation precedes—a stated managerial problem. Current management practices include not only the Classic Theory X and Theory Y and the more recent Z Theory successfully exported to Japan from California, but also computer networking according to MEGATRENDS. If the current form of supervision

works to the satisfaction of the building principal and teachers, perhaps a pragmatic look should temper this recommendation, which appears to be more of an organizational observation.

**CONCLUSION**  
As stated by Superintendent of Schools Dr. John T. Farinella at the Jan. 8 meeting several recommendations noted above have already been implemented and several others such as insurance pooling and a district-wide inventory of all fixed assets are underway.

**Clark Patriots capture first place**  
On Jan. 16 at the Town and Campus Restaurant in Union the Clark Patriots of the Union County Plainfield Twilight League received their trophy at the annual Hot Stove League dinner for a first-place finish in the American Division. Also receiving a trophy, for a 494 batting average, was the Patriots' third baseman, Don Putzer.

The team, managed by Len Marciano Sr., finished with a 18-11 record by emphasizing team play. Besides Putzer, the Clark team featured the hitting of Dave Baruka, 325, and Ned Panfile, 313.

Bod Madden, with the team for the past five years, provided leadership and consistency both at the plate and in the field. In addition, fine pitching performances were turned in by

Baruka, 8-4, Len Marciano Jr., 4-1, and Bob Pender, 4-5 with a 2.12 earned-run average, reports the team manager.

Besides hitting and pitching, speed and defense were in evidence. John and Peter Totin, Clark's "road runners," led the team in steals and combined with Rob Newman in upstaging the opposition with their base-stealing antics. Also, Jeff Evanylo in right field and Darren Owens behind the plate teamed with Newman and the Totins to provide blanket-like defense throughout the year, Marciano added.

Clark is looking forward to defending its championship in the upcoming season with continued exciting, team-oriented play, he concluded.

## Legion Auxiliaries train for leadership

The Department of New Jersey of the American Legion Auxiliary held a leadership seminar on Jan. 26 at Post No. 328 in Clark. Department president, Mrs. Bernadette Dalesandro, a member of Unit No. 471 in Iselin, welcomed the attending Auxiliary members from the various units from the Southern, Central and Northern Districts.

Union County president, Mrs. Shirley Stewart, was the host president for the seminar. Mrs. Stewart is a member of Unit No. 228, Springfield. The chairman of the seminar, Miss Marion Heller, who is also first vice president for the department, stated a leader must be well informed and totally interested in membership, and self-confident, outwardly and from within.

"In control at all times, a leader must control self in order to control others," she pointed out.

"A leader must be fair, impartial, loyal and decisive. She must know her job and the jobs of others who she leads. She must be honest with herself and others. Courageous with self and others, not afraid to fight for ideals she believes in, even though she may lose out, but always willing to try again. Everyone should be a team player because we must support each other if we are to survive," the leader declared.

She further stated she hoped the Auxiliary units would continue to work together and to also support their posts.

The history of the Auxiliary, given by Mrs. Annabelle Guarino, past department president, stated the first Auxiliary convention was held in Trenton in 1920. Mrs. Claire Oliphant was the president, and most of the units were from Bergen County. The first hospital to benefit from the Auxiliary's service was "Fox Hill" in Staten Island. Dur-

ing that administration 37 Auxiliary members were received by President Warren G. Harding at the Whitehouse. Mrs. Warren G. Harding received a commendation from the Auxiliary for her interest in disabled veterans.

In 1921 at the First Asbury Park convention Mrs. Oliphant was elected first national president. Mrs. Dorothy Kellerman of New Jersey was elected national historian at the national convention in San Francisco in 1947. In 1961 Mrs. Hazel Sacco was elected vice president of the Eastern Division. In 1968 Mrs. Vivian Titus was elected national vice president of the Eastern Division.

In 1962 the American Legion Auxiliary planted 22 cherry trees on the capitol grounds in Trenton. The first leadership college as held at Fort Dix in 1969. In 1969-1970 the first life insurance plan was initiated for the Auxiliary. In 1970-1972 New Jersey reached its goal in membership for the first time. In 1977 Mrs. Betty Bohn was elected national historian and in 1978 Mrs. Ethel Huggard was elected national vice president of the Eastern Division. National executive committee-

woman, Mrs. Guarino, a member of Unit No. 321 in Union Beach, encouraged the Auxiliary members to gain all the knowledge they could and to retain the same.

Second vice president, Mrs. Caroline Koveleski, membership chairman, reminded the Auxiliary the units were fading out and there was a need for old renewals. She further stated every auxiliary member should carry a membership blank in her purse at all times and also a legion application.

Mrs. Ruth Knab, department secretary, explained some of the regulations in sending in correspondence.



CLARK CHAMPIONS...Len Marciano Sr., left, and Len Marciano Jr., right, display the trophy for first place in the American Division of the Union County Plainfield Twilight League presented to the Clark Patriots at this annual Hot Stove League Dinner at the Town and Campus Restaurant in Union on Jan. 16.

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## ESU

### EAST STROUDSBURG UNIVERSITY Tammy Tombs student teaches

A Clark resident, Tammy Tombs, the daughter of William and Pat Tombs of 61 Meadow Rd., will begin a semester of student teaching at East Stroudsburg University in East Stroudsburg, Pa.

Throughout the 16-week student teaching program students are assimilated into the classrooms of schools under the guidance of a cooperating teacher and a college supervisor.

During the 16-week semester Miss Tombs will be assigned to the Pocono Mountain Middle School during the first eight weeks of the session and to the Easton Elementary Tracy, Forks School during the final eight weeks.

In this fashion students begin practicing the various teaching methods they have learned during their college years before taking full charge in the teacher-learner situation after graduation from college.

During the 16-week semester Miss Tombs will be assigned to the Nazareth, Pa. TU 20 School during the

first eight weeks of the session and to the Blairtown Elementary School during the final eight weeks.

Throughout the 16-week student teaching program, students are assimilated into the classrooms of schools under the guidance of a cooperating teacher and a college supervisor.



EMERGENCY BLOOD DRIVE - Helen Keller, a technician from New Jersey Blood Services, takes blood from Gary Camvale, a plant services employee at Rahway Hospital. Nearly 50 pints of blood were collected from employees at the January blood drive held at the hospital.

