

Union County Educational Services Commission

BOARD OF DIRECTORS MEETING

June 7, 2023

MINUTES

CALL TO ORDER:

This meeting was posted in accordance with the Open Public Meetings act PL 1975 Chapter 231.
The meeting was called to order at 7:05pm.

0. SALUTE TO FLAG

1. ROLL CALL

Roll call by verbal roll call. There were present:

Berkeley Heights	
Clark	Ms. Lorraine j. Aklonis
Cranford	Mr. Brett Dryer
Elizabeth	
Garwood	Ms. Linda Koenig
Hillside	Ms. Laquana Best
Kenilworth	
Linden	
Mountainside	
New Providence	Ms. Stacey Gunderman
Plainfield	
Rahway	Ms. Jennifer Moteiro
Roselle	
Roselle Park	Mr. Chris Monroe
Scotch Plains/Fanwood	Ms. Debora Brody
Springfield	
Summit	
Union	
U. C. Vo-Tech	Ms. Gwen Ryan
Westfield	Ms. Leila Morrelli
Winfield	
Superintendent	Ms. Carrie Dattilo
Board Secretary	Mr. Eric Larson

2. Presentation of proclamations honoring the retirement of the following teaching staff members:

Susan Fuller	Payroll & Benefits Manager
Edward Rogoz	Custodian
Elizabeth Whitehead	Paraprofessional
Hope Weinstein	Speech Language Specialist
Kim Van Liew	Occupational Therapist

Kelly Deegan	Paraprofessional
Charlene Holden	Teacher
Tracy Monari	Teacher
Betty Jo Robles	Teacher
Mary Lynn Palmer	Teacher
Dulce Delvalle	Paraprofessional

3. Recognize the public and ask for comments on agenda items only - None

EXECUTIVE SESSION:

4. It was moved by Ms. Moteiro, seconded by Ms. Gunderman, and carried by unanimous voice vote, to move into Executive Session at 7:35 p.m. for the purpose of discussing legal matters. Any discussion held by the Board which need not remain confidential will be made public as soon as practicable.

The Board of Directors meeting returned to open session at 7:45 p.m. on motion of Ms. Koenig, and seconded by Ms. Ryan, and carried, by unanimous voice vote.

EXECUTIVE COMMITTEE ACTION:

5. It was moved by Ms. Best and seconded by Mr. Dreyer, and carried by roll call vote, to approve the following:

Motion to approve the following Executive Committee Action:

Personnel Agenda – May 11, 2023

(Att. A)

Ayes: Aklonis, Dreyer, Koenig, Best, Gunderman, Moteiro, Monroe, Brody, Ryan & Morrelli

Nays: None

Abstain: None

END OF EXECUTIVE COMMITTEE ACTION

MINUTES:

6. It was moved by Ms. Ryan, seconded by Ms. Gunderman, and carried by unanimous voice vote, approve the minutes of the Board of Directors Meeting of May 3, 2023

Motion to approve the minutes of the Board of Directors Meeting of May 3, 2023 **(Att. 1)**

Abstain:
Bradford
Monroe
Morelli

SUPERINTENDENT REPORT:

7. It was moved by Ms. Moteiro, seconded by Ms. Brody, and carried by unanimous voice vote, to approve the following:

Motion to approve the Report of the Superintendent for June 2023 **(Att. 2)**

FINANCE:

It was moved by Ms. Gunderman and seconded by Ms. Ryan, and carried by roll call vote, to approve items 8-14:

8. Motion to approve the Secretary's Financial Reports:
Board Secretary's Report dated April 30, 2023 **(Att. 3)**
Detailed Budget Report dated May 31, 2023 **(Att. 4)**
Check Register for the month ended in 5/31/23 the amount of \$11,546,975.01 **(Att. 5)**
Budget adjustments and line-item transfers for May 2023 **(Att. 6)**
Appropriation Transfer Report transfers for May 2023 **(Att. 7)**
9. WHEREAS, N.J.S.A. 6:30-213, over expenditure of funds requires certification from the Board Secretary on the status of account and fund balances

BE IT RESOLVED, THAT the Board of Directors does hereby acknowledge that there are no line item accounts showing a deficit balance for the month of May 2023

AND FURTHER RESOLVED, that the Board of Directors hereby acknowledges that a deficit balance does not exist in any major category

10. Motion to approve the following breakfast and lunch program prices for the 2023-2024 school year:

	<u>Crossroads</u>		<u>Hillcrest Academy North & South</u> <u>Westlake Lamberts Mill Academy & Westlake</u>			
	<u>Elementary</u>		<u>Middle</u>		<u>Secondary</u>	
	<u>Paid</u>	<u>Reduced</u>	<u>Paid</u>	<u>Reduced</u>	<u>Paid</u>	<u>Reduced</u>
<u>Lunch</u>						
Students	4.00	.40	4.25	.40	4.50	.40
Max. Per State	4.00	.40	4.25	.40	4.50	.40
Adults	4.75	--	4.75	--	5.00	--
Milk & Juice Students	.40	--	.40	--	.40	--
Milk & Juice Adult	.50	--	.50	--	.50	--

FINANCE CONT:

A La Carte Students	2.00	--	2.00	--	2.00	--
A La Carte Adult	2.50	--	2.50	--	2.50	--

<u>Breakfast</u>						
Students	2.50	.30	2.75	.30	3.00	.30
Max. Per State	2.50	.30	2.75	.30	3.00	.30
Adults	3.25	--	3.25	--	3.40	--
Milk & Juice Students	.40	--	.40	--	.40	--
Milk & Juice Adult	.50	--	.50	--	.50	--

11. Motion to approve the gas & electric cooperative pricing agreements. (Att. 8)
12. Motion to approve the attached May 2023 check register for the School Lunch Account with a total of \$19,703.74 (Att. 9)
13. Motion to appropriate \$250,000 of estimated insurance proceeds from Tropical Storm IDA into line item 30-000-240-600-0-100 for the 23-24 school year effective July 2, 2023
14. Motion to approve an agreement with Susan Fuller to provide payroll related consulting services at an hourly rate of \$70 not to exceed \$7,000 for the 23-24 school year

Ayes: Aklonis, Dreyer, Koenig, Best, Gunderman, Moteiro, Monroe, Brody, Ryan & Morrelli

Nays: None

Abstain: None

PROGRAMS:

It was moved by Ms. Best and seconded by Ms. Morrelli, and carried by roll call vote, to approve items 15-19:

15. Motion to approve an agreement between Union County Educational Services Commission and Interim Healthcare of Northwest NJ, Inc. to provide Substitute Nurse staffing for UCESC schools at the rate of \$62.25 per hour on an as needed basis from July 1, 2023 to June 30, 2024
(Att. 10)
16. Motion to approve a contract for Paul Del Sordo of Del Martial Arts to provide enrichment instruction in the Extended School Year Program at Crossroads School and Westlake School at the rate of \$125 per hour for 2.5 hours per week from July 5 - August 11, 2023
17. Motion to approve a contract for Patrick Cerria of TumbleJam Music to provide enrichment instruction in the Extended School Year Program at Crossroads School and Westlake School at the rate of \$125.00 per hour for 5 hours per week from July 5 - August 11, 2023
18. Motion to approve a contract for Sandra Marotta of Ashrams for Autism to provide yoga enrichment instruction in the Extended School Year Program at the Work Readiness Academy at the rate of \$75.00 for one 45-minute session per week from of July 5 - August 11, 2023
19. Motion to approve the 2021-2022 HIB grades

(Att. 11)

Ayes: Aklonis, Dreyer, Koenig, Best, Gunderman, Moteiro, Monroe, Brody, Ryan & Morrelli

Nays: None

Abstain: None

TRANSPORTATION:

It was moved by Ms. Gunderman and seconded by Mr. Dreyer, and carried by roll call vote, to approve items 20-24:

20. Motion to approve Amendments to Existing Transportation Contracts dated June 7, 2022, in accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles
(Att. 12)
21. Motion to approve the attached penalty deductions
(Att. 13)

TRANSPORTATION CONT.:

22. Motion to approve Emergency Contract payments for the month of May 2023 to the listed contractors at the costs indicated (Att. 14)
23. Motion to approve the attached Emergency/Negotiated Contracts June 7, 2023 (Att.15)
24. Motion to approve the results of the Special Education & Vocational School Transportation Bid Opening dated May 10, 2023 and award contracts to the lowest responsible bidders denoted by an asterisk (Att. 16)

Ayes: Aklonis, Dreyer, Koenig, Best, Gunderman, Moteiro, Monroe, Brody, Ryan & Morrelli

Nays: None

Abstain: None

POLICIES AND REGULATIONS

It was moved by Ms. Ryan and seconded by Ms. Monteiro, and carried by unanimous voice vote, to approve the following item:

25. Motion to approve the following new and/or revised bylaws, policies, or regulations for a first reading:

Bylaw nhj0144	Board Member Orientation and Training
P 2520	Instructional Supplies
P 3217	Use of Corporal Punishment
P 4217	Use of Corporal Punishment
P 5305	Health Services Personnel
P 5308	Student Health Records
R 5308	Student Health Records
P 5310	Health Services
R 5310	Health Services
P 6112	Reimbursement of Federal and Other Grant Expenditures
R 6115.01	Federal Awards/Funds Internal Controls – Allowability of Costs
P 6115.04	Federal Funds – Duplication of Benefits
P 6311	Contracts for Goods or Services Funded by Federal Grants
P 7440	School District Security
P 9140	Citizens Advisory Committees

TRAVEL AND RELATED EXPENSES:

It was moved by Ms. Best and seconded by Ms. Brody, and carried by roll call vote, to approve the following item:

26. Motion to authorize in advance, as required by statute and Commission policies and regulations, attendance at the specified professional development conferences/ workshops/programs by the employees listed for the dates and costs indicated on the attached Travel and Related Expense Related Expense Reimbursement Form (Att. 17)

Ayes: Aklonis, Dreyer, Koenig, Best, Gunderman, Moteiro, Monroe, Brody, Ryan & Morrelli

Nays: None Abstain: None

PERSONNEL:

It was moved by Mr. Dreyer and seconded by Ms. Ryan, and carried by roll call vote, to approve items 27-33:

27. Motion to approve the 2023-2024 contract of Eric Larson, Business Administrator/Board Secretary at an annual salary of \$175,749.
28. Motion to approve the Personnel Agenda dated June 7, 2023 as recommended by the Superintendent (Att. 18)
29. Motion to approve personnel agenda dated June 7, 2023 for internal and external staff for the Extended School Year Program, as recommended by the Superintendent (Att. 19 & 20)
30. Motion to approve the 2023-2024 Annual Personnel Agenda for Substitutes and Tutors (Att. 21)
31. Motion to approve the adjustment to Step J of 10 Month Administrator's Salary Guide to be \$91,603 (Att. 22)
32. Motion to approve an hourly rate for part time teachers and paraprofessionals for all UCESC programs to equal the WEA teacher and paraprofessional rate

PERSONNEL CONT:

33. Motion to approve the addition to Article XX, Section E: ESY Stipend.

(Att. 23)

Ayes: Aklonis, Dreyer, Koenig, Best, Gunderman, Moteiro, Monroe, Brody, Ryan & Morrelli

Nays: None

Abstain: None

OLD BUSINESS: None

NEW BUSINESS: None

RECOGNIZE THE PUBLIC: Pat Convery commented that the HVAC in her room was not working well.

DATE OF NEXT MEETING:

The next meeting of the Board of Directors will be at 7:00 p.m., Wednesday, August 2, 2023 in the second floor conference room at 45 Cardinal Drive, Westfield, N.J.

ADJOURNMENT:

On the motion of Ms. Morrelli seconded by Ms. Best, and carried by unanimous voice vote, the meeting was adjourned at 7:55 p.m.

Eric Larson, Board Secretary