

**Union County Educational Services Commission**  
**REORGANIZATION MEETING**  
**of the Representative Assembly**  
**June 7, 2023**  
**AGENDA**

This meeting was posted in accordance with the Open Public Meetings act PL 1975 Chapter 231.

1. Attendance Roll Call
2. Salute to the flag
3. Motion to appoint Eric Larson, School Business Administrator/Board Secretary as Chairman pro tem
4. Oath of office for members of the Representative Assembly
5. Motion to set the number of members of Board of Directors at fifteen (15) members
6. Motion to elect the Board of Directors by a majority vote from among the members of the Representative Assembly to serve until the next annual reorganization meeting as per Att. 1. **(Att. 1)**
7. Election of officers for the Board of Directors and Executive Committee
  - A. Motion to call for nominations for President by majority vote of the members present
  - B. Motion to call for nominations for Vice-President by majority vote of the members present
  - C. Motion to call for nominations for a member of the Board of Directors, who, along with the President and Vice President, shall serve as an Executive Committee member to administer the affairs of the Board of Directors between regularly convened meetings
  - D. Motion to call for nominations for a member of the Board of Directors to serve as an alternate of the Executive Committee to serve in the absence of a regular member of the Executive Committee
8. Recognize the public and ask for comments on agenda items only
9. Motion to designate the following official depositories for Commission funds and Special Banking Accounts:

Columbia Bank, NA	N.J. Cash Management Fund
The Bank of New York	Capital One Public Funding, LLC
The Provident Bank	
10. Motion to designate the following as signatories for Commission funds:

President, Vice President, and Board Secretary
11. Motion to designate the following Special Banking Account and authorized signatures:

<u>Account</u>	<u>Approved Signatures</u>
Schools' Activity Account	President, Vice President, and Board Secretary

12. Motion to designate the following as official newspapers for publications of the Commission:

STAR LEDGER, Newark  
THE WESTFIELD LEADER, Westfield

13. Motion to approve the schedule of meetings for the Board of Directors as presented in Att. 2.

(Att. 2)

14. Motion to approve the following amounts for the Commission programs petty cash account for the purchase of supplies that are urgently needed, the amount of which is too small to warrant a purchase order for the 2023-2024 school year:

School Business Administrator	\$3,000.
Superintendent's Office	\$ 250.
Westlake School	\$ 500.
Crossroads School	\$ 350.
Lamberts Mill Academy	\$ 250.
Hillcrest Academy/North Campus	\$ 250.
Hillcrest Academy/South Campus	\$ 250.
Transition	\$ 250.

15. Motion to approve the following curriculum guides for the 2023-2024 school year:

<b>Art:</b> Drawing and Painting 1, 2	<b>Business Education:</b> Business Organization and Management Success Seminar 1, 2, 3, 4 Introduction to Computer Applications Career Education and Technology 1, 2 Personal Finance
<b>English:</b> English Language Arts 1, 2, 3, 4 Creative Writing Edmark Reading Program Edmark Functional Word Series Reading Milestones Program SRA Reading Mastery The Verbal Behavior Milestones Assessment Assessment of Language & Learning Skills	<b>Health &amp; Physical Education:</b> Health and Physical Education 1, 2, 3, 4 Strength and Fitness
<b>Mathematics:</b> Algebra 1, 2 Geometry Trigonometry Probability and Statistics Consumer Math Math Strategies Touch Math Touch Money Menu Math	<b>Social Skills:</b>  Social Boundaries: The Circles Curriculum Second Step Social Emotional Curriculum Assessment of Functional Living Skills

<b>Social Studies:</b> World History United States History 1, 2 Economics Sociology 20th Century History 20th Century Civil Liberties Echoes and Reflections: Teaching the Holocaust and Inspiring the Classroom Social Studies Leveled Daily Curriculum Attainment Explore Social Studies Curriculum Art History Criminal Justice	<b>Science:</b> Earth Science Environmental Science Biology Chemistry Forensics Marine Biology Attainment Explore Science Curriculum Full Option Science System
<b>World Language:</b> Spanish 1, 2, 3	

16. Motion to approve the job descriptions for the following positions:

Assistant Superintendent	School Custodian (FT & PT)
Accounts Payable Clerk	School Guidance Counselor
Accounts Receivable Coordinator	School Nurse
Adm Ass't./Ass't. Bd. Sec.	School Physical Therapist
Adm Ass't for Nonpublic	School Psychologist NP
Bedside Tutor	School Occupational Therapist
Behavior Specialist	School Safety/Security Monitor
Board Certified Behavior Analyst	School Secretary
Buildings & Grounds Supervisor	School Social Worker
Child Study Team Consultant NP	Secretary/Data Entry Clerk (FT & PT)
Compensatory Ed/Supplemental Instructor	Secretary/Data Entry Clerk/NP Svs
Database Manager	Speech Language Specialist
Director of Curriculum & Instruction	Student Assistance Coordinator/Social Worker
Director of Pupil Personnel Services	Superintendent
Director of Special Projects	Supervisor of Instruction (Spec Ed & Alt Schs)
Director of Nonpublic Services	Supervisor of Instruction
Supervisor of Planning/Research & Evaluation	Supervisor of Nonpublic Services
Executive Secretary/Personnel/Policy	Supervisor of Planning, Research & Evaluation
Executive Secretary to Superintendent	Teacher/Alternative High School
Executive Secretary to Asst. Superintendent	Teacher of Art
Head School Bus Driver	Teacher of Chemistry
Inpatient Teacher- Trinitas	Teacher of English
Inpatient Teacher- CSH	Teacher of the Handicapped
Learning Disabilities Teacher Consultant PT	Teacher of Hand. for IDEA-B NP
Mail Courier/Delivery Driver (PT)	Teacher of Mathematics
Network Admin/Webmaster	Teacher of Science
Nonpublic School Nurse	Teacher of Social Studies
Paraprofessional (FT & PT)	Teacher of Spanish

Secretary to Business Administrator	Teacher of Students w/Disabilities
Payroll/Data Entry Clerk	Teacher of Health/Physical Education
Principal	Technology Manager (PT)
Registered Behavior Technician	Technology Support (PT)
Safety Care Coordinator	Title I Teacher/Nonpublic Schools
School Bus Aide	Transportation Coordinator
School Bus Driver	Transportation Specialist I & II

17. Motion to authorize those permitted student records enumerated in Policy & Regulation (File Code 8330) which are not mandated student records as those permitted pupil records to be collected and maintained in order to promote the educational welfare of pupils in Commission schools
18. Motion to affirm the Commission's present policies, regulations, and bylaws for the period June 7, 2023 until the next reorganization meeting
19. Motion to appoint Eric Larson as Board Secretary for the period commencing June 7, 2023 until the next reorganization meeting
20. Motion to designate Suplee, Clooney and Company, 308 East Broad Street, Westfield, NJ, 07090, as the Official Auditor for the Commission for the period beginning June 7, 2023 until the next reorganization meeting not to exceed \$37,000
21. Motion to designate Eric Harrison of the firm Methfessel & Werbel, Lincoln Highway, Suite 200, Edison, NJ 08818 as Board Attorney for the period June 7, 2023 until the next reorganization meeting not to exceed \$50,000
22. Motion to appoint Brown & Brown Benefit Advisors as our health benefits broker-of-record effective July 1, 2023 through June 30, 2024.
23. Motion to approve Dr. Ronald M. Frank to provide school physician services directed by the NJDOE Administrative Code Title 6A Chapter 16, at an annual fee of \$3,000 for Commission schools and \$1,500 annually to provide Standing Nursing Orders for Nonpublic School Nurses for the period of June 7, 2023 until the next reorganization meeting
24. Motion to approve the following for the provision of therapy and nursing services for the June 7, 2023 until the next reorganization meeting:

<u>Name</u>	<u>Therapy &amp; Nursing Services</u>
Trinitas Therapy Services	Occupational Therapy, Physical Therapy, Counseling
Interim Healthcare of Northwest NJ	Nursing Services
Therapy Sources Staffing Solutions	Physical Therapy
United Therapy Solutions	Speech

25. Motion to appoint Willis Towers Watson of New Jersey, Inc., 150 John F. Kennedy Pkwy, Suite 520, Short Hills, NJ 07078, as the Commission's Insurance Risk Manager for the period June 7, 2023 until the next reorganization meeting

26. Motion to appoint Solutions Architecture, 96 Pompton Avenue, Second Floor, Verona, NJ 07044 as the Architect of Record to perform needed services throughout the school year beginning June 7, 2023 until the next reorganization meeting not to exceed \$75,000
27. Motion to appoint Eric Larson as the District Qualified Purchasing Agent for matters relating to awarding of contracts as prescribed by the local public contracts law with a bid threshold of \$44,000 and a quotation threshold of \$6,600 at no additional salary for the period beginning June 7, 2023 until the next reorganization meeting
28. Motion to appoint Eric Larson as the District Public Agency Compliance Officer at no additional salary for the period beginning June 7, 2023 until the next reorganization meeting
29. Motion to appoint Eric Larson as the District Right to Know Officer, Integrated Pest Management Coordinator and Indoor Air Quality Officer at no additional salary for the period beginning June 7, 2023 until the next reorganization meeting
30. Motion to appoint Eric Larson as Custodian of Public Records at no additional salary for the period beginning June 7, 2023 until the next reorganization meeting
31. Motion to appoint John Marquet as the District Affirmative Action Officer, District Affirmative Action Officer for Contracts. Appoint William Graulich as the District Anti-Bullying Coordinator and 504 Officer at no additional salary for the period June 7, 2023 until the next reorganization meeting
32. Motion to authorize the Superintendent and the School Business Administrator/Board Secretary, jointly, to provide approval of demands to be paid prior to presentation to the Board of Directors, subject to ratification at the next meeting, in accordance with 18A:19-4.1
33. Motion that as provided by N.J.S.A. 18A:22-8.1 amended, the Superintendent or designee, be designated to approve such line-item budget transfers as are necessary between Board of Director Meetings, and such transfers shall be reported to the Board of Directors, ratified and duly recorded in the minutes of next regular meeting.
34. Motion that emergency procedures described in the official Union County Educational Services Commission Emergency Management Plan be approved as recommended by the Superintendent of Schools.
35. Motion that the Representative Assembly authorize the Superintendent and Business Administrator to implement the 2023-2024 budget, once authorized and finalized, pursuant to local and state policies and regulations.
36. Motion to approve the use of Educational Services Commission of New Jersey's Cooperative Pricing System – MCESCCPS for cooperative pricing for school supplies, equipment, and services for the 2023-2024 school year
37. Motion to approve the use of Hunterdon County Educational Services Commission's Cooperative Pricing System – HCESCCPS for cooperative pricing for school supplies, equipment, and services for the 2023-2024 school year
38. Motion to approve the following service vendors for the 2023-2024 school year:

AES Fire  
Allied Universal  
All County Sewer & Drain Service  
American Water Co.  
AM School Associates  
Atlantic Business Systems  
Comcast Business  
Comcast Cablevision  
Confires Fire Protection  
Diploma Joint Insurance Fund  
DLL Document Solutions  
East Coast Combustion  
Edumet  
Entel Systems  
Elizabethtown Gas  
ESS (Substitute Staffing)  
Frontline Technologies  
Home Depot  
Hydra Neumatic  
Jay Hill Repairs  
Light Path

Maschio's Food Services, Inc  
McIntyre's Lawnmowers Inc.  
NEC Financial  
Partner Engineering & Science Inc.  
Power School  
PSE&G  
Republic Services  
Ridge Secure Technology  
Saunders Roofing  
Staples Advantage  
Stonegate Associates  
Strauss Esmay  
Survivor Fire & Safety  
T-Mobile  
Trane  
Tompkin Company  
Township of Clark  
U.S. Bancorp  
Verizon Wireless  
Waste Management of New Jersey  
Westfield Lumber

39. Motion to approve the continuation of the .25 per resident pupil membership fee in support of Commission expenses for 2023-2024 school year

#### TRANSPORTATION

40. Motion to authorize entering into transportation jointures with the following school districts for the 2023-2024 school year:

Barnegat Township  
Bergenfield  
Berkeley Heights  
Bernards Twp.  
Black Horse Pike Regional  
Bradley Beach  
Bridgewater-Raritan  
Caldwell-West Caldwell  
Clark  
Clifton  
Cranford  
Dunellen  
East Brunswick  
East Hanover  
East Newark  
East Orange  
Edison  
Elizabeth  
Franklin Township

Jefferson Twp.  
Jersey City  
Kenilworth  
Linden  
Livingston  
Logan Twp.  
Long Hill  
Manasquan  
Millburn  
Monroe Township  
Montgomery  
Mountainside  
Neptune  
Newark  
New Providence  
Northern Burlington County Regional  
North Plainfield  
Old Bridge Township  
Orange

Rahway Roselle  
Roselle  
Roselle Park  
Sayreville  
Scotch Plains/Fanwood  
Somerset Hills  
South Amboy  
South Bound Brook  
South Orange-Maplewood  
South Plainfield  
Springfield  
State of New Jersey  
Summit  
Sussex County Regional Co-op  
Teaneck  
Toms River Regional  
Trenton  
Union Township  
Warren Township

Garwood  
Gateway Regional  
Green Brook  
Hamilton Township  
Hanover Township  
Highland Park  
Hillside  
Hillsborough  
Irvington

Parsippany-Troy Hills  
Passaic  
Paterson  
Penn's Grove  
Perth Amboy  
Pinelands Regional  
Piscataway  
Plainfield  
Plumsted Township

Watchung  
Watchung Hills  
West Essex Regional  
West Morris Regional  
West Orange  
Westfield  
Winfield  
Woodbridge

41. Motion to authorize entering into transportation contracts with the following school bus companies in order to provide transportation services for all public, nonpublic, special education and vocational school students serviced by the Commission on behalf of the above listed school districts for the 2023-2024 school year:

8 Transportation  
A&M Transportation  
Amaker & Porterfield Transportation  
Angel Transit  
BRCK Transport, LLC  
Barker Bus Company, Inc.  
Belair Transport  
Best Trans Group, Inc.  
Bright Start Transport  
Busy Bee Transportation  
By Faith Transportation  
Cerebral Palsy League Transportation  
Cross Transportation

Durham School Services  
EZ Bell Transit  
Euphrates Transportation, LLC  
F.S. Transportation, Inc.  
First Care Medical Transportation  
First Student  
George Dapper, Inc.  
Golden Arrow Transportation  
H&A Transportation  
J&J Transportation/Lun & Run  
Jaris Transportation Co.  
Jawa Invalid Coach, Inc.

K&D Bus Service LLC  
K&S Transportation  
Kensington Bus Company  
Madison Coach  
Nelvi Transit, Inc.  
OTD2 Inc.  
On The Dot Transportation  
Prestige Bus Services Corp.  
Road to Success LLC  
Shore Vans  
Student Transportation of America, Inc.  
Villani Bus Company

42. Authorization to enter into contracts with the following school districts in order for the Commission to provide services under Chapters 192/193 for the 2023-2024 school year

a. Belleville  
b. Cedar Grove  
c. Clark  
d. Cranford  
e. Elizabeth

f. Hillside  
g. Kenilworth  
h. Linden  
i. New Providence  
j. Nutley

k. Plainfield  
l. Roselle  
m. Scotch Plains/Fanwood  
n. Union  
o. Westfield

43. Authorization to enter into contracts with the following school districts in order for the Commission to provide nonpublic school services under Title I for the 2023-2024 school year:

a. Elizabeth  
b. Hillside  
c. Linden

d. Plainfield  
e. Roselle  
f. Union

44. Authorization to enter into contracts with the following school districts/Charter Schools in order that they may participate in the Commission's Environmental Safety Program for the 2023-2024 school year:

- |              |                                |                         |
|--------------|--------------------------------|-------------------------|
| a. Cranford  | d. Kenilworth                  | g. Roselle              |
| b. Elizabeth | e. Morris Union Jointure Comm. | h. Union County Vo-Tech |
| c. Hillside  | f. Queen City Academy          | i. Winfield             |

45. Authorization to enter into contracts with the following districts in order that the Commission may administer their nonpublic school textbook program for the 2023-2024 school year:

- |               |                   |
|---------------|-------------------|
| a. Cranford   | e. Linden         |
| b. Elizabeth  | f. New Providence |
| c. Hillside   | g. Plainfield     |
| d. Kenilworth | h. Union          |

46. Authorization to enter into contracts with the following districts in order that the Commission may administer their nonpublic school technology program for the 2023-2024 school year:

- |              |                   |                          |
|--------------|-------------------|--------------------------|
| a. Clark     | e. New Providence | i. Scotch Plains/Fanwood |
| b. Cranford  | f. Plainfield     | j. Union                 |
| c. Elizabeth | g. Rahway         | k. Westfield             |
| d. Hillside  | h. Roselle        |                          |

47. Authorization to enter into contracts with the following districts in order that the Commission may provide nursing services to nonpublic schools within their boundaries for the 2023-2024 school year:

- |                |                   |                          |
|----------------|-------------------|--------------------------|
| a. Belleville  | e. Hillside       | i. Scotch Plains/Fanwood |
| b. Cedar Grove | f. Kenilworth     | j. Union                 |
| c. Clark       | g. New Providence | k. Westfield             |
| d. Cranford    | h. Roselle        |                          |

48. Authorization to enter into contracts with the following school districts/Charter Schools in order for the Commission to provide child study team evaluations for public school students during the 2023-2024 school year:

- |                     |                   |                          |
|---------------------|-------------------|--------------------------|
| a. Berkeley Heights | g. Kenilworth     | l. Roselle               |
| b. Cedar Grove      | h. Linden         | m. Scotch Plains/Fanwood |
| c. Clark            | i. New Providence | n. Union                 |
| d. Cranford         | j. Plainfield     | o. Union County Vo-Tech  |
| e. Elizabeth        | k. Rahway         | p. Westfield             |
| f. Hillside         |                   |                          |

49. Authorization to enter into contracts with the following school districts in order for the Commission to provide services under IDEA Part B Basic for the 2023-2024 school year:

- |                |               |                          |
|----------------|---------------|--------------------------|
| a. Belleville  | f. Hillside   | l. Roselle               |
| b. Cedar Grove | g. Kenilworth | m. Scotch Plains/Fanwood |
| c. Clark       | h. Linden     | n. Union                 |



- |              |                   |              |
|--------------|-------------------|--------------|
| d. Cranford  | i. New Providence | o. Westfield |
| e. Elizabeth | j. Plainfield     |              |
|              | k. Rahway         |              |

50. Authorization to enter into contracts with the following districts in order that the Commission may administer their nonpublic school Security Aid program for the 2023-2024 school year:

- |                   |                          |
|-------------------|--------------------------|
| a. Cranford       | e. Plainfield            |
| b. Elizabeth      | f. Roselle               |
| c. Hillside       | g. Scotch Plains/Fanwood |
| d. New Providence | h. Union                 |

51. Motion to authorize the provision of home instruction to all New Jersey public-school pupils upon receipt of requests from their authorized representatives for the 2023-2024 school year.

52. Motion to make the effective date of Board approvals of Executive Committee Actions align with the effective date as stated in the Executive Committee Action.

OLD BUSINESS:

NEW BUSINESS:

RECOGNIZE THE PUBLIC:

ADJOURNMENT: