

UNION COUNTY EDUCATIONAL SERVICES COMMISSION  
BOARD OF DIRECTORS MEETING  
October 4, 2017

AGENDA

Adequate notice of this meeting as required by the Open Public Meetings Act was provided by the posting, filing and mailing of a notice for posting on the bulletin boards at Westlake School, Lamberts Mill Academy and Hillcrest Academy South, 1571 Lamberts Mill Road, Westfield, Crossroads School and Nonpublic School Services, 45 Cardinal Drive, Westfield, Hillcrest Academy North, 2630 Plainfield Avenue, Scotch Plains; and the County Superintendent of Schools, 300 North Avenue, East, Westfield, and to the STAR LEDGER, Newark; and filed with the County Clerk of Union County, Elizabeth, all in New Jersey.

1. Roll call by sign in sheet
2. Salute to the flag
3. Recognize the public and ask for comments on agenda items only
4. Presentation by Jason Jusino on new initiatives at Lamberts Mill Academy

**EXECUTIVE COMMITTEE ACTION:**

5. Motion to approve the following Executive Committee actions:

September 6, 2017 – Personnel Agenda

**(Att. A)**

September 6, 2017 – Motions (2)

**(Att. B)**

September 20, 2017 – Personnel Agenda

**(Att. C)**

September 20, 2017 – Motions (3)

**(Att. D)**

**END OF EXECUTIVE COMMITTEE ACTION**

**MINUTES:**

6. Motion to approve the minutes of the Board of Directors Meeting of August 30, 2017

**(Att. 1)**

**REPORT:**

7. Motion to approve the report of the Superintendent for September 2017

**(Att. 2)**

FINANCE:

8. Motion to approve the Secretary’s Financial Reports:

Board Secretary’s Report dated August 31, 2017	<b>(Att. 3)</b>
Budget Report dated September 30, 2017	<b>(Att. 4)</b>
Check Register for the month ended 9/30/17 in the amount of \$4,352,549.11	<b>(Att. 5)</b>

9. Motion to approve the attached September 30, 2017 check register for the School Lunch Account with a total of \$3,890.98 **(Att. 6)**

10. 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 September 2017

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

11. Motion to approve the following line item transfers in the 2017-2018 budget:

<b>Amount</b>	<b>From</b>	<b>To</b>	<b>Amount</b>
\$ 4,340.	11-000-291-220-0-602	11-000-291-220-0-605	\$ 4,340.
	Soc. Security Contrib.-Other	Soc. Security Contrib.-Other	
2,298.	11-000-291-241-0-602	11-000-291-241-0-605	2,298.
	Other Retirement Contrib.	Other Retirement Contrib.	
284.	11-000-291-250-0-602	11-000-291-250-0-605	284.
	Unemployment Comp.	Unemployment Comp.	
820.	11-000-291-260-0-602	11-000-291-260-0-605	820.
	Workers Compensation	Workers Compensation	
31,134.	11-140-100-101-0-602	11-140-100-101-0-605	31,134.
	Salaries of Teachers	Salaries of Teachers	
393.	11-140-100-101-1-602	11-140-100-101-1-605	393.
	Teach Sal-Parent Involvement	Teach Sal-Parent Involvement	
695.	11-000-291-220-0-602	11-000-291-220-0-607	695.
	Soc. Security Contrib.-Other	Soc. Security Contrib.-Other	
366.	11-000-291-241-0-602	11-000-291-241-0-607	366.
	Other Retirement Contrib.	Other Retirement Contrib.	
45.	11-000-291-250-0-602	11-000-291-250-0-607	45.
	Unemployment Comp.	Unemployment Comp.	
204.	11-000-291-260-0-602	11-000-291-260-0-607	204.
	Workers Compensation	Workers Compensation	

7,783.	11-140-100-101-0-602	11-140-100-101-0-607	7,783.
	Salaries of Teachers	Salaries of Teachers	
97.	11-140-100-101-1-602	11-140-100-101-1-607	97.
	Teach Sal-Parent Involvement	Teach Sal-Parent Involvement	
1,459.	11-000-291-220-0-602	11-000-291-220-0-608	1,459.
	Soc. Security Contrib.-Other	Soc. Security Contrib.-Other	
772.	11-000-291-241-0-602	11-000-291-241-0-608	772.
	Other Retirement Contrib.	Other Retirement Contrib.	
95.	11-000-291-250-0-602	11-000-291-250-0-608	95.
	Unemployment Comp.	Unemployment Comp.	
429.	11-000-291-260-0-602	11-000-291-260-0-608	429.
	Workers Compensation	Workers Compensation	
16,111.	11-140-100-101-0-602	11-140-100-101-0-608	16,111.
	Salaries of Teachers	Salaries of Teachers	
201.	11-140-100-101-1-602	11-140-100-101-1-608	201.
	Teach Sal-Parent Involvement	Teach Sal-Parent Involvement	
662.	11-190-100-610-0-602	11-190-100-610-0-609	662.
	Teaching Supplies	Teaching Supplies	
579.	11-000-291-220-0-602	11-000-291-220-0-611	579.
	Soc. Security Contrib.-Other	Soc. Security Contrib.-Other	
306.	11-000-291-241-0-602	11-000-291-241-0-611	306.
	Other Retirement Contrib.	Other Retirement Contrib.	
39.	11-000-291-250-0-602	11-000-291-250-0-611	39.
	Unemployment Comp.	Unemployment Comp.	
170.	11-000-291-260-0-602	11-000-291-260-0-611	170.
	Workers Compensation	Workers Compensation	
6,400.	11-140-100-101-0-602	11-140-100-101-0-611	6,400.
	Salaries of Teachers	Salaries of Teachers	
81.	11-140-100-101-1-602	11-140-100-101-1-611	81.
	Teach Sal-Parent Involvement	Teach Sal-Parent Involvement	
<b>TOTAL:</b>			<b>TOTAL:</b>
<b>\$ 75,763.</b>			<b>\$ 75,763.</b>

**11a. Motion to approve the following line item transfer in the 2017-2018 budget:**

<b>Amount</b>	<b>From</b>	<b>To</b>	<b>Amount</b>
<b>\$ 5,000.</b>	<b>20-000-230-339-0-600</b>	<b>20-000-219-320-0-601</b>	<b>\$ 5,000.</b>
	<b>Tuition</b>	<b>Purchased Prof Ed Services</b>	

FINANCE: Con't

12. Motion to appropriate \$ 27,350. in unanticipated income into the following line item in the 2017-2018 budget:

AMOUNT	DESCRIPTION
\$ 27,350.	11-000-240-800-1-775
	Other Objects-Project SEARCH-Freeholders

This is the Union County Board of Chosen Freeholders support for Project SEARCH

PROGRAMS:

13. Motion to affirm the HIB Report of Investigation 17-12 as presented by the Superintendent in Executive Session August 30, 2017
14. Motion to approve the 2016-2017 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act. **(Att. 7)**
15. Motion to approve the 2017-2018 School Nursing Standing Orders **(Att. 8)**
16. Motion to accept \$2,000.00 in Union County H.E.A.R.T. (History, Education, Arts Reaching Thousands) grant funds from the Union County Board of Chosen Freeholders. The grant will provide funds for an interactive music program for Hillcrest Academy North students during the 2017-2018 school year
17. Motion to approve Music for All Seasons to provide six (6) interactive, educational programs for approximately 50-60 minutes each for students at Hillcrest Academy North. The fee for October 5, 2017 – June 30, 2018 is \$2,500. The Union County Board of Chosen Freeholders is paying \$2,000. through the Union County H.E.A.R.T. Grant. The Commission will provide \$500. to the Union County Board of Chosen Freeholder's contribution. This brings the total to \$2,500 to be paid to Music for All Seasons.
18. Motion to approve the contract between Dr. Paul Callahan, 2557 Massachusetts Avenue, Cambridge, MA 02140 and Union County Educational Services Commission to provide two (2) hours of Miller Method Therapy Services at Crossroads School over two (2) days each week for the 2017-2018 school year at \$175 per hour not to exceed \$11,900.00
19. Motion to approve the results of the 2016-2017 PARCC Assessment **(Att. 9)**
20. Motion to approve an agreement between UCESC and the Elizabeth Board of Education to provide Title I nonpublic services with an entitlement of \$ 41,233
21. Motion to approve an agreement between UCESC and the Linden Board of Education to provide Title I nonpublic services with an entitlement of \$ 9,674
22. Motion to approve an agreement between UCESC and the Roselle Board of Education to provide Title I nonpublic services with an entitlement of \$ 20,070

PROGRAMS: Con't

23. Motion to approve an agreement between UCESC and the Roselle Park Board of Education to provide Title I nonpublic services with an entitlement of \$ 695
24. Motion to approve an agreement between UCESC and the Union Board of Education to provide Title I nonpublic services with an entitlement of \$ 7,974

TRANSPORTATION:

25. Motion to approve Amendments to Existing Transportation Contracts dated October 4, 2017, in accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles (Att. 10)
26. Motion to approve the attached penalty deductions (Att. 11)
27. Motion to approve the Emergency Contract payments for the month of September to the listed contractors at the costs indicated (Att. 12)
28. Motion to approve the attached Emergency/Negotiated Contracts (Att. 13)

TRAVEL AND RELATED EXPENSES:

29. **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 Reimbursement Form (Att. 14)**

POLICIES AND REGULATIONS:

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

P 3160	Physical Examination
R 3160	Physical Examination
P 4160	Physical Examination
R 4160	Physical Examination
P 4433	Vacation Policy for 12-month Support Staff
P 5460	High School Graduation
P 5600	Student Discipline/Code of Conduct
<b>R 5600</b>	<b>Student Discipline/Code of Conduct</b>
P 5610	Suspension

POLICIES AND REGULATIONS: Con't

R 5610	Suspension Procedures
P 7101	Educational Adequacy of Capital Projects
R 7101	Educational Adequacy of Capital Projects
P 7102	Site Selection and Acquisition
R 7102	Site Selection and Acquisition
P 7130	School Closing
P 7300	Disposition of Property
R 7300.2	Disposition of Land
R 7300.3	Disposition of Personal Property
R 7300.4	Disposition of Federal Property
P 8350	Records Retention

31. Motion to approve the following new and/or revised policies, regulations and bylaws for a second reading and adoption:

Bylaw 0000.02 Introduction

P 2415.06	Unsafe School Choice Option
P 2461	Special Education/Receiving Schools
R 2461	Special Education/Receiving Schools
R 2461.01	Special Education/Receiving Schools – IEP Implementation
R 2461.02	Special Education/Receiving Schools - Suspension
R 2461.03	Special Education/Receiving Schools – Student Records
R 2461.04	Special Education/Receiving Schools – Special Education and Related Services
R 2461.05	Special Education/Receiving Schools – IEP Compliance
R 2461.06	Special Education/Receiving Schools – Highly Qualified and Appropriately Certified Staff
R 2461.07	Special Education/Receiving Schools – Termination of Placement
R 2461.08	Special Education/Receiving Schools – In-Service Training
R 2461.09	Special Education/Receiving Schools – Statewide and District-Wide Assessment Programs
R 2461.10	Special Education/Receiving Schools – Full Educational Opportunity
R 2461.11	Special Education/Receiving Schools – Staff Consultation
R 2461.12	Special Education/Receiving Schools – Length of School Day and Academic Year
R 2461.13	Special Education/Receiving Schools – Observation of Educational Programs
R 2461.14	Special Education/Receiving Schools – Amending Policies, Procedures, the Services Provided, or the Location of Facilities
R 2461.15	Special Education/Receiving Schools – Operation of an Extended Academic Year Program
R 2461.16	Special Education/Receiving Schools – Employment of a Full-Time Non-Teaching Principal
R 2461.17	Special Education/Receiving Schools – Submission of Fiscal Information and Obtaining Certificates
R 2461.18	Special Education/Receiving Schools – Notice to Department of Education Prior to Ceasing Operation or Change of Ownership
R 2461.19	Special Education/Receiving Schools – Behavior Modification Program

POLICIES AND REGULATIONS: Con't

P 2622	Student Assessment (M)
P 3126	District Mentoring Program
R 3126	District Mentoring Program
P 3221	Evaluation of Teachers
R 3221	Evaluation of Teachers
P 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
R 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
P 3223	Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals
R 3223	Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals
P 3224	Evaluation of Principals, Vice Principals, and Assistant Principals
R 3224	Evaluation of Principals, Vice Principals, and Assistant Principals
P 3240	Professional Development for Teachers and School Leaders
R 3240	Professional Development for Teachers and School Leaders
P 7446	School Security Program
P 8505	Local Wellness Policy/Nutrient Standards for Meals and Other Foods
P 8550	Unpaid Meal Charges/Outstanding Food Service Charges

EXECUTIVE SESSION:

- 32. Motion to move into executive session for the purpose of discussing personnel, HIB investigations, negotiations with the Westlake Teachers Association, and legal matters. Any discussion held by the Board which need not remain confidential will be made public as soon as practicable**

PERSONNEL:

- 33. Motion to approve the Personnel Agenda dated October 4, 2017 as recommended by the Superintendent (Att. 15)**
34. Motion to approve the Job Description and position of Executive Secretary to the Assistant Superintendent (Att. 16)
35. Motion to approve the Job Description and position of Executive Secretary to the Business Administrator (Att. 17)
- 36. Motion to approve the collective bargaining agreement between the Union County Educational Services Commission and the Westlake Teachers Association effective July 1, 2017-June 30, 2020**

OLD BUSINESS:

NEW BUSINESS:

RECOGNIZE THE PUBLIC:

DATE OF NEXT MEETING:

The next meeting of the Board of Directors will be November 1, 2017 at 7:00 pm, in the second floor conference room at 45 Cardinal Drive, Westfield, NJ.

ADJOURNMENT: