

Union County Educational Services Commission
BOARD OF DIRECTORS MEETING
November 1, 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

EXECUTIVE SESSION:

3. Motion to move into executive session for the purpose of discussing HIB investigations, personnel, and legal matters. Any discussion held by the Board which need not remain confidential will be made public as soon as practicable
4. Recognize the public and ask for comments on agenda items only

EXECUTIVE COMMITTEE ACTION:

5. Motion to approve the following Executive Committee actions:

Personnel Agenda – October 12, 2017

(Att. A)

END OF EXECUTIVE COMMITTEE ACTION

MINUTES:

6. Motion to approve the minutes of the Board of Directors Meeting of October 4, 2017

(Att. 1)

REPORT:

7. Motion to approve the Report of the Superintendent dated November, 2017

(Att. 2)

FINANCE:

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

Board Secretary’s Report dated September 30, 2017 (Att. 3)
 Budget Report dated October 31, 2017 (Att. 4)
 Check Register for the month ended in 10/31/17 the amount of \$4,756,783.78 (Att. 5)

9. Motion to approve the attached check register for the School Lunch Account for October 2017 with a total of \$23,141.94 (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 October 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:

Amount	From	To	Amount
\$ 19,350.	20-511-100-800-0-850	20-511-100-800-0-850-601	\$ 19,350.
	Security Aid-Misc.	Nonpublic Sec. Aid – Cranford	
12,975	20-511-100-800-0-850	20-511-100-800-0-850-603	12,975.
	Security Aid-Misc.	Nonpublic Sec. Aid – Hillside	
10,650.	20-511-100-800-0-850	20-511-100-800-0-850-605	10,650.
	Security Aid-Misc.	Nonpublic Sec. Aid–New Prov	
525.	20-511-100-800-0-850	20-511-100-800-0-850-608	525.
	Security Aid-Misc.	Nonpublic Sec. Aid – Rahway	
37,425.	20-511-100-800-0-850	20-511-100-800-0-850-613	37,425.
	Security Aid-Misc.	Nonpublic Sec Aid–Union Twp	
106,800.	20-511-100-800-0-850	20-511-100-800-0-850-602	106,800.
	Security Aid-Misc.	Nonpublic Sec. Aid - Elizabeth	
82,800.	20-511-100-800-0-850	20-511-100-800-0-850-612	82,800.
	Security Aid-Misc.	Nonpublic Sec. Aid - Summit	
TOTAL			TOTAL
\$ 270,525.			\$ 270,525.

FINANCE: Con't

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

Amount	From	To	Amount
\$ 1,000.	20-140-100-101-0-671	20-190-100-610-0-671	\$ 1,000.
	Salaries Teachers	Teaching Supplies	
268.	20-140-100-101-0-670	20-000-230-590-0-672	268.
	Salaries Teachers	Other Purchased Services	
743.	20-140-100-101-0-670	20-000-291-220-0-672	743.
	Salaries Teachers	Social Security	
390.	20-140-100-101-0-670	20-000-291-241-0-672	390.
	Salaries Teachers	Other Retire. Contrib.	
49.	20-140-100-101-0-670	20-000-291-250-0-672	49.
	Salaries Teachers	Unemployment	
218.	20-140-100-101-0-670	20-000-291-260-0-672	218.
	Salaries Teachers	Workers Comp.	
6,930.	20-140-100-101-0-670	20-140-100-101-0-672	6,930.
	Salaries Teachers	Salaries Teachers	
2,387.	20-190-100-106-0-670	20-190-100-106-0-672	2,387.
	Salary Paraprofessionals	Salary Paraprofessionals	
30,000.	20-140-100-101-0-601	20-000-262-420-0-600	30,000.
	Salaries Teachers	Cleaning Repair & Maint.	
10,000.	20-140-100-101-0-601	20-000-262-441-0-600	10,000.
	Salaries Teachers	Rent	
6,000.	20-140-100-101-0-601	20-000-262-610-0-600	6,000.
	Salaries Teachers	Custodial Supplies	
20,000.	20-140-100-101-0-601	20-000-262-620-0-600	20,000.
	Salaries Teachers	Energy Heat & Light	
15,000.	20-140-100-101-0-601	20-000-230-590-0-600	15,000.
	Salaries Teachers	Other Purchased Services	
5,000.	20-140-100-101-0-601	20-000-291-260-0-600	5,000.
	Salaries Teachers	Workers Compensation	
20,000.	20-000-219-320-0-601	20-000-262-100-0-600	20,000.
	Purchased Prof. Ed. Svcs	Salaries Maintenance	
TOTAL			TOTAL
\$ 117,985.			\$ 117,985.

PROGRAMS:

13. Motion to affirm the HIB Report of Investigation 18-1 as presented by the Superintendent in Executive Session October 4, 2017

14. **Motion to approve a contract for Tumble Jam, Inc. to provide a music enrichment program to Westlake School students at the rate of \$100.00 per hour, seven hours a week for 31 weeks for a total of \$21,700 for the period of September 13, 2017 through June 13, 2018**

- 14.a **Motion to approve a Memorandum of Agreement between Union County Educational Services Commission and Jewish Family Services of Central NJ to provide music instruction, college and career counseling and family support services on a volunteer basis for students enrolled in Crossroads School, Lamberts Mill Academy and Westlake School from November 1, 2017 to June 30, 2018**

TRANSPORTATION:

15. Motion to approve Amendments to Existing Transportation Contracts dated November 1, 2017, in accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles. **(Att. 7)**

16. Motion to approve the attached penalty deductions. **(Att. 8)**

17. Motion to approve the Emergency Contract payments for the month of October to the listed contractors at the costs indicated. **(Att. 9)**

18. Motion to approve the attached Emergency/Negotiated Contracts. **(Att. 10)**

TRAVEL AND RELATED EXPENSES:

19. 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. 11)**

POLICIES AND REGULATIONS:

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

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
R 5600	Student Discipline/Code of Conduct
P 5610	Suspension
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

PERSONNEL:

21. Motion to approve the Job Description and position of Buildings & Grounds Supervisor
(Att. 12)
22. Motion to approve the personnel agenda dated November 1, 2017 as recommended by the Superintendent
(Att.13)
23. Motion to approve the adjusted annual salaries in accordance with the Agreement between the Union County Educational Services Commission and Westlake Education Association, 2017 through 2020, as follows:
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|---|------------------|
| 2017 – 2018 Regular Teachers/Therapists | (Att. 14) |
| 2017 – 2018 Nonpublic Teachers | (Att. 15) |
| 2017 – 2018 Paraprofessionals/School Safety and Security Monitors | (Att. 16) |
24. Motion to approve the adjusted annual and/or hourly salaries of support staff and drivers/aides/custodians, as recommended by the Superintendent
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|---------------------------|------------------|
| 2017 – 2018 Support Staff | (Att. 17) |
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2017 – 2018 Drivers/Aides/Custodians

(Att. 18)

OLD BUSINESS:

NEW BUSINESS:

RECOGNIZE THE PUBLIC:

DATE OF NEXT MEETING:

The next meeting of the Board of Directors will be at 7:00 p.m., Wednesday, December 6, 2017 in the second floor conference room at 45 Cardinal Drive, Westfield, N.J.

ADJOURNMENT: