

**Union County Educational Services Commission
BOARD OF DIRECTORS MEETING
December 6, 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 – November 3, 2017	(Att. A)
Personnel Agenda – November 9, 2017	(Att. B)
Personnel Agenda – November 27, 2017	(Att. C)
Travel Reimbursement – November 27, 2017	(Att. D)

END OF EXECUTIVE COMMITTEE ACTION

MINUTES:

6. Motion to approve the minutes of the Board of Directors Meeting of November 1, 2017
(Att. 1)

SUPERINTENDENT’S REPORT:

7. Motion to approve the Report of the Superintendent for December 2017 (Att. 2)

FINANCE:

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

Board Secretary’s Report dated October 31, 2017 (Att. 3)
Detailed Budget Report & Summary Budget Report dated 11/30/17 (Att. 4)
Check Register for the month ended 11/30/17 the amount of \$4,641,082.02 (Att. 5)

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 November 2017
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 attached check register for the School Lunch Account November 2017 with a total of \$26,505.80 (Att. 6)

- 10.a Motion to accept and file the Comprehensive Annual Financial Report, the Auditor’s Management Report and the Audit Synopsis for the fiscal year ending June 30, 2017 as presented by the Commission Auditors**

**To be distributed (Att. 16)
To be distributed (Att. 16A)
(Att. 16B)**

- 10.b Motion to accept and file the response of the School Board Administrator/Board Secretary to the recommendations of the auditor in the June 30, 2017 Comprehensive Annual Report in the attached Corrective Action Plan (Att. 17)**

FINANCE: Con't

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

Amount	From	To	Amount
\$ 1,096.	20-501-100-640-0-903-910	20-190-100-640-0-903-000	\$ 1,096.
	Textbooks – Scotch Plains	Textbooks	
740.	20-510-100-610-0-820-831	20-510-100-610-0-820-000	740.
	Teaching Supplies-Scotch Plains	Teaching Supplies	
TOTAL			TOTAL
\$ 1,836.			\$ 1,836.

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

Amount	From	To	Amount
\$ 3,500.	11-000-291-270-0-400	11-000-213-300-0-400	\$ 3,500.
	Health Benefits	Pur. Prof. & Tech. Services	
50,000.	11-000-291-297-0-100	11-000-291-299-0-100	50,000.
	Unused Sick Payment	Unused Sick Payment	
TOTAL			TOTAL
\$ 53,500.			\$ 53,500.

13. Motion to approve the results of the sale of one (1) school bus to the highest quoter denoted by an asterisk

QUOTE RESULTS – 11/29/2017
PUBLIC SALE – ONE (1) SCHOOL BUS

Year/Make John Marquet

2001 MID
 24 Passenger Bus \$ 100.00*
 VIN # 1GDJG31R411200448

License Plate #: 3264AS1

No other quotes received

*denotes winning quote

PROGRAMS:

14. Motion to affirm the HIB Report of Investigation 18-2 as presented by the Superintendent in Executive Session on November 1, 2017
15. Motion to approve the Memorandum of Agreement between the Westfield Police Department and the Union County Educational Services Commission
16. Motion to approve the Memorandum of Agreement between the Scotch Plains Police Department and the Union County Educational Services Commission

TRANSPORTATION:

17. Motion to approve Amendments to Existing Transportation Contracts dated December 6, 2017, in accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles (Att. 7)
18. Motion to renew the agreement with Prevention Specialists, Inc., for the period January 1 – December 31, 2018, to provide drug and alcohol testing services in compliance with the Omnibus Employees Testing Act for all Commission employees holding CDL licenses, according to the attached fee schedule (Att. 8)
19. Motion to approve the attached penalty deductions (Att. 9)
20. Motion to approve the results of the Special Education and Vocational School Transportation Bid Opening dated November 1, 2017, and award contracts to the lowest responsible bidders denoted by an asterisk (Att. 10)
21. Motion to approve Emergency Contract payments for the month of November to the listed contractors at the costs indicated (Att. 11)
22. Motion to approve the attached Negotiated/Emergency Contracts (Att. 12)
23. Motion to approve the recording of the Emergency Exit Drills conducted on Commission vehicles as per N.J.A.C. 6A:27-11.2(d) (Att. 13)

TRAVEL AND RELATED EXPENSES:

24. 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)

PERSONNEL:

25. Motion to approve the personnel agenda dated December 6, 2017 as recommended by the Superintendent (Att. 15)

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, January 3, 2018 in the second floor conference room at 45 Cardinal Drive, Westfield, N.J.

ADJOURNMENT: