

## Union County Educational Services Commission

## BOARD OF DIRECTORS MEETING

December 6, 2017

MINUTES

A meeting of the Union County Educational Services Commission Board of Directors was held on Wednesday, December 6, 2017 in the 2<sup>nd</sup> floor conference room of the Commission Offices at 45 Cardinal Drive, Westfield, NJ.

CALL TO ORDER:

The meeting was called to order at 7:11 p.m. Ms. Helen Kirsch read the following statement:

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.

ROLL CALL:

Roll call was by sign-in sheet. There were present:

Berkeley Heights	Ms. Helen Kirsch
Clark	Ms. Lorraine Aklonis
Cranford	
Elizabeth	
Garwood	Mr. Aaron Watkins
Hillside	Ms. Kisha Chiles-Bass
Kenilworth	Ms. Annmarie Duda
Linden	
Mountainside	
New Providence	
Plainfield	
Rahway	Ms. Deborah Bridges
Roselle	
Roselle Park	
Scotch Plains/Fanwood	Dr. Cindy Clancy
Springfield	
Summit	
Union	Mr. David Arminio
U. C. Vo-Tech	Mr. Peter Capodice
Westfield	Ms. Amy Root
Winfield	Ms. Maureen Byrne
Superintendent	Ms. Terry Foppert
Assistant Superintendent	Mr. Michael Kowlaski
Board Secretary	Dr. Robert A. Behot

SALUTE TO FLAG:

FINANCE I:

It was moved by Mr. Capodice seconded by Ms. Aklonis and carried by roll call vote, to approve the following Agenda items:

- 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

(Att. 16)

(Att. 16A)

(Att. 16B)

- 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)

Ayes: Mesdames; Kirsch, Aklonis, Duda, Clancy, Root, Byrne; Messr: Watkins, Arminio, Capodice

Nays: None

Abstain: None

EXECUTIVE SESSION:

It was moved by Mr. Arminio, seconded by Ms. Root and carried by roll call vote, to move into executive session at 7:13 p.m. 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.

The Board of Directors meeting returned to open session at 7:31 p.m. on motion of Ms. Duda seconded by Ms. Root and carried by unanimous voice vote.

RECOGNIZE THE PUBLIC:

EXECUTIVE COMMITTEE ACTION:

It was moved by Mr. Arminio, seconded by Ms. Byrne and carried by roll call vote, to approve the following Executive Committee action:

A. 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)

Ayes: Mesdames; Kirsch, Aklonis, Chiles-Bass, Duda, Bridges, Clancy, Root, Byrne; Messr: Watkins, Arminio, Capodice

Nays: None

Abstain: None

MINUTES:

It was moved by Ms. Byrne, seconded by Ms. Aklonis and carried by unanimous voice vote, to approve the following:

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

SUPERINTENDENT'S REPORT:

It was moved by Ms. Duda, seconded by Ms. Duda and carried by unanimous voice vote, to approve the Report of the Superintendent for December 2017.  
(Att. 2)

FINANCE II:

It was moved by Ms. Byrne, seconded by Ms. Aklonis and carried by roll call vote, to approve the following Agenda items:

A. 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)

FINANCE II: Con't

- B. 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

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

- D. 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	
<b>TOTAL</b>			<b>TOTAL</b>
<b>\$ 1,836.</b>			<b>\$ 1,836.</b>

- E. 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	
<b>TOTAL</b>			<b>TOTAL</b>
<b>\$ 53,500.</b>			<b>\$ 53,500.</b>

FINANCE II: Con't

- F. 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

VIN # 1GDJG31R411200448

\$ 100.00\*

License Plate #: 3264AS1

No other quotes received

\*denotes winning quote

Ayes: Mesdames; Kirsch, Aklonis, Chiles-Bass, Duda, Bridges, Clancy, Root, Byrne; Messr: Watkins, Arminio, Capodice

Nays: None

Abstain: None

PROGRAMS:

It was moved by Ms. Aklonis, seconded by Ms. Byrne and carried by roll call vote, to approve the following Agenda items:

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

Ayes: Mesdames; Kirsch, Aklonis, Chiles-Bass, Duda, Bridges, Clancy, Root, Byrne; Messr: Watkins, Arminio, Capodice

Nays: None

Abstain: None

TRANSPORTATION:

It was moved by Ms. Byrne, seconded by Dr. Clancy and carried by roll call vote, to approve the following Agenda items:

- A. 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)
- B. 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)
- C. Motion to approve the attached penalty deductions (Att. 9)
- D. 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)
- E. Motion to approve Emergency Contract payments for the month of November to the listed contractors at the costs indicated (Att. 11)
- F. Motion to approve the attached Negotiated/Emergency Contracts (Att. 12)
- G. 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)

Ayes: Mesdames; Kirsch, Aklonis, Chiles-Bass, Duda, Clancy, Root, Byrne; Messr: Watkins, Arminio, Capodice

Nays: None

Abstain: Bridges (A-G)  
Capodice (D)

TRAVEL AND RELATED EXPENSES:

It was moved by Ms. Byrne seconded by Mr. Capodice and carried by roll call vote, to approve the following Agenda item:

- A. 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)

Ayes: Mesdames; Kirsch, Aklonis, Chiles-Bass, Duda, Clancy, Root, Byrne; Messr: Watkins, Arminio, Capodice

Nays: None Abstain: Bridges

PERSONNEL:

It was moved by Ms. Byrne, seconded by Ms. Aklonis and carried by roll call vote, to approve the following Agenda item:

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

Ayes: Mesdames; Kirsch, Aklonis, Duda, Bridges, Clancy, Root, Byrne; Messr: Watkins, Arminio, Capodice

Nays: None Abstain: Chiles-Bass

OLD BUSINESS:

A Certificate of Appreciation was given to Cathy Jakositz for 9 years of service on the Board of Directors.

NEW BUSINESS:

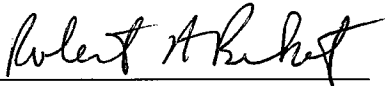
RECOGNIZE THE PUBLIC:

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, NJ

ADJOURNMENT:

On motion of Ms. Byrne, seconded by Mr. Capodice and carried voice vote, the meeting was adjourned at 8:04 p.m.



Robert A. Behot, Board Secretary