

**Union County Educational Services Commission
BOARD OF DIRECTORS MEETING
February 7, 2018**

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 Reed Leibfried, Principal and Danielle Cicalese, Behavior Specialist of Crossroads School

EXECUTIVE COMMITTEE ACTION

5. Personnel Agenda – January 19, 2018 (Att. A)

END OF EXECUTIVE COMMITTEE ACTION

MINUTES:

6. Motion to approve the minutes of the Board of Directors Meeting of January 3, 2018 (Att. 1)

SUPERINTENDENT REPORT:

7. Motion to approve the Report of the Superintendent for February 2018 (Att. 2)

FINANCE:

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

Board Secretary’s Report dated December 31, 2017 (Att. 3)

Detailed Budget Report & Summary Budget Report dated 1/31/18 (Att. 4)

Check Register for the month ended in 1/31/18 the amount of \$5,352,342.10 (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 February 2018

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 January 2018 with a total of \$19,291.60 (Att. 6)

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

Amount	From	To	Amount
\$ 21,700	20-511-100-800-0-850	20-511-100-800-0-850-610	\$ 21,700
	Security Aid-Miscellaneous	Nonpublic Security Aid- Scotch Plains	
21,675	20-511-100-800-0-850	20-511-100-800-0-850-614	21,675
	Security Aid-Miscellaneous	Nonpublic Security Aid- Plainfield	
TOTAL			TOTAL
\$ 43,375.			\$ 43,375.

FINANCE: Con't:

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

Amount	From	To	Amount
\$ 580.	11-000-291-220-0-602	11-000-291-220-0-612	\$ 580.
	Soc. Security Contrib.-Other	Soc. Security Contrib.-Other	
307.	11-000-291-241-0-602	11-000-291-241-0-612	307.
	Other Retirement Contrib.	Other Retirement Contrib.	
38.	11-000-291-241-0-602	11-000-291-250-0-612	38.
	Other Retirement Contrib.	Unemployment Comp.	
6,486.	11-140-100-101-0-602	11-140-100-101-0-612	6,486.
	Salaries of Teachers	Salaries of Teachers	
171.	11-000-291-260-0-602	11-000-291-260-0-612	171.
	Workers Compensation	Workers Compensation	
TOTAL			TOTAL
\$ 7,582.			\$ 7,582.

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

Amount	From	To	Amount
\$ 20,000.	11-000-270-511-1-901	11-000-270-162-0-901	\$ 20,000.
	Contracted Services Aids	Sal. Pupil Trans Other	
12,000.	11-000-219-104-0-500	11-140-100-101-0-500	12,000.
	Salary Social Worker	Salaries Teachers	
10,600.	11-000-270-511-0-500	11-140-100-101-0-500	10,600.
	Contracted Services	Salaries Teachers	
3,519.	11-000-262-441-0-500	11-140-100-101-0-500	3,519.
	Rent	Salaries Teachers	
5,000.	11-190-100-320-0-500	11-140-100-101-0-500	5,000.
	Ed. Pur. Services	Salaries Teachers	
10,000.	12-000-100-730-0-500	11-140-100-101-0-500	10,000.
	Equipment	Salaries Teachers	
4,000.	11-000-230-590-0-100	11-000-262-610-0-100	4,000.
	Other Purchased Services	Custodial Supplies	
10,000.	11-216-100-106-0-300	11-000-262-420-0-300	10,000.
	Salary Paraprofessionals	Cleaning Repair & Maint.	
TOTAL			TOTAL
\$ 75,119.			\$ 75,119.

FINANCE: Con't:

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

Amount	From	To	Amount
\$ 3,674.	20-140-100-101-0-671	20-000-291-270-0-671	\$ 3,674.
	Salaries Teachers	Health Benefits	
400.	20-140-100-101-0-672	20-190-100-106-0-672	400.
	Salaries Teachers	Salaries Paraprofessionals	
35,365.	20-140-100-101-0-673	20-000-291-270-0-673	35,365.
	Salaries Teachers	Health Benefits	
300.	20-190-100-106-0-670	20-190-100-106-0-682	300.
	Salaries Paraprofessionals	Salaries Paraprofessionals	
1,735.	20-140-100-101-0-684	20-000-291-270-0-684	1,735.
	Salaries Teachers	Health Benefits	
1,554.	20-190-100-106-0-670	20-190-100-106-0-682	1,554.
	Salaries Paraprofessionals	Salaries Paraprofessionals	
213.	20-000-291-220-0-670	20-000-291-220-0-682	213.
	Social Security	Social Security	
390.	20-140-100-101-0-670	20-000-291-241-0-682	390.
	Salaries Teachers	Other Retirement	
634.	20-190-100-106-0-691-908	20-190-100-610-0-691-908	634.
	Salaries Paraprofessionals	Teaching Supplies	
250.	20-000-219-800-2-150	20-000-216-800-1-150	250.
	Crossroads	Miscellaneous	
19,809.	20-140-100-101-0-670	20-140-100-101-0-691-909	19,809.
	Salaries Teachers	Salaries Teachers	
TOTAL			TOTAL
\$ 64,324.			\$ 64,324.

15. Motion to appropriate \$57,680. in unanticipated income in the following line items in the 2017-2018 budget:

AMOUNT	DESCRIPTION
\$ 20,000.	11-140-100-101-0-775
	Salaries Teachers
35,000.	11-190-100-106-0-775
	Salaries Paraprofessionals
2,680.	11-000-291-220-0-775
	Social Security

FINANCE: Con't:

16. Motion to appropriate \$100,069. in unanticipated income in the following line item in the 2017-2018 budget:

AMOUNT	DESCRIPTION
\$ 1,769.	20-431-200-104-0-955
	Salary Other Professional Staff
57,500.	20-511-100-800-0-850-610
	Nonpublic Security Aid-Scotch Plains
40,800.	20-511-100-800-0-850-609
	Nonpublic Security Aid-Roselle Boro

PROGRAMS:

17. Motion to approve an Affiliation Agreement between Union County Educational Services Commission and Eastwick College in Ramsey, New Jersey to provide supervised clinical internships for students enrolled in the Certified Occupational Therapy Assistant (COTA) program during the 2017-2018 school year
18. Motion to approve a contract between the Elizabeth Board of Education and the Union County Educational Services Commission to provide consultation services for development of an in-district alternative high school education program. The charge will be \$185. an hour per consultant not to exceed 300 hours. The term of the contract will be from February 8, 2018 to June 30, 2019
- 18.a Motion to contract with Sussex County Educational Services Commission to provide a program consultant for Union County Educational Services Commission's Nonpublic Services Department. The cost will be \$87.55 an hour. The term will be February 5, 2018 to June 30, 2018**
- 18.b Motion to approve an agreement between Union County Educational Services Commission and Union County College to establish a Bridge Dual Enrollment Program for students enrolled in Hillcrest Academy to be conducted at Hillcrest Academy – North Campus from February 12 – June 20, 2018 at the rate of \$259.90 per student.**

TRANSPORTATION:

19. Motion to approve Amendments to Existing Transportation Contracts dated February 7, 2018, in accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles (Att. 7)
20. Motion to approve the attached penalty deductions (Att. 8)
21. Motion to approve the attached Emergency/Negotiated contracts (Att.9)

TRANSPORTATION: Con't

22. Motion to approve Emergency Contract payments for the month of January to the listed contractors at the costs indicated (Att. 10)
23. Motion to approve the results of the Special Education & Vocational School Transportation Bid Opening dated January 31, 2018 and award contracts to the lowest responsible bidders denoted by an asterisk (Att. 11)

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. 12)

EXECUTIVE SESSION:

25. Motion to move into executive session for the purpose of discussing personnel and legal matters and HIB investigations. Any discussion held by the Board which need not remain confidential will be made public as soon as practicable

PERSONNEL:

26. Motion to approve the personnel agenda dated February 7, 2018 as recommended by the Superintendent (Att. 13)
27. Motion to approve the revised Job Description of Paraprofessional noting a revision from 60 college credits required to 60 college credits preferred (Att. 14)
TO BE DISTRIBUTED
28. **Motion to approve the Job Description and position of School Safety Specialist (Att. 15)**

OLD BUSINESS:

NEW BUSINESS:

RECOGNIZE THE PUBLIC:

DATE OF NEXT MEETING:

The next meeting of the Representative Assembly will be at 7:00 p.m., Wednesday, March 7, 2018 in the second floor conference room at 45 Cardinal Drive, Westfield, N.J.

ADJOURNMENT: