

Union County Educational Services Commission

REPRESENTATIVE ASSEMBLY MEETING

April 4, 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. Presentation of donation from BMW Car Club to Westlake School
4. Presentation by Claudine Tantillo, Principal of Westlake School
5. Recognize the public and ask for comments on agenda items only

**EXECUTIVE COMMITTEE ACTION**

- |    |                                      |                 |
|----|--------------------------------------|-----------------|
| 6. | Personnel Agenda – February 9, 2018  | <b>(Att. A)</b> |
|    | Personnel Agenda – February 20, 2018 | <b>(Att. B)</b> |
|    | Personnel Agenda – March 1, 2018     | <b>(Att. C)</b> |
|    | Agenda Items – March 7, 2018         | <b>(Att. D)</b> |
|    | Personnel Agenda – March 14, 2018    | <b>(Att. E)</b> |
|    | Agenda Items – March 21, 2018        | <b>(Att. F)</b> |

**MINUTES:**

7. Motion to approve the minutes of the Board of Directors Meeting of February 7, 2018  
**(Att. 1)**

REPORT:

8. Motion to approve the Report of the Superintendent for March, 2018 (Att. 2)  
8.a Motion to approve the Report of the Superintendent for April, 2018 (Att. 2A)

FINANCE:

9. Motion to approve the Secretary's Financial Reports:
- Board Secretary's Report dated January 31, 2018 (Att. 3)
  - Board Secretary's Report dated February 28, 2018 (Att. 3A)
  - Detailed Budget Report dated February 28, 2018 (Att. 4)
  - Detailed Budget Report dated March 31, 2018 (Att. 4A)
  - Check Register for the month ended in 3/31/18 in the amount of \$4,831,596.30 (Att. 5A)
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 March 2018.

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 attached March 2018 check register for the School Lunch Account with a total of \$21,656.52 (Att. 6A)
12. Motion to approve the proposed 2018-2019 budget with the following totals: (Att. 15)  
(To be distributed)
- |                          |                      |
|--------------------------|----------------------|
| Current Expense Fund 10  | \$ 51,843,078.       |
| Special Projects Fund 20 | <u>\$ 5,811,814.</u> |
|                          | \$ 57,654,892.       |

**12.a Motion to approve the following resolution:**

**WHEREAS, the Union County Educational Services Commission Representative Assembly recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and**

FINANCE con't:

**WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and**

**WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and**

**WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now**

**THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and**

**BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$153,000 for all staff and board members.**

13. 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>
\$ 14,183.	20-140-100-101-0-681	20-000-291-270-0-681	\$ 14,183.
	Salaries Teachers	Health Benefits	
1,085.	20-000-291-220-0-681	20-000-291-270-0-681	1,085.
	Social Security	Health Benefits	
2,810.	20-000-291-241-0-681	20-000-291-270-0-681	2,810.
	Other Retirement	Health Benefits	
1,600.	20-190-100-106-0-677	20-000-219-320-0-677	1,600.
	Salary Paraprofessionals	Pur. Prof. Ed. Services	
400.	20-140-100-101-0-670	20-140-100-101-0-672	400.
	Salaries Teachers	Salaries Teachers	
9,451.	20-000-291-241-0-673	20-190-100-106-0-673	9,451.
	Other Retirement	Salaries Paraprofessionals	
928.	20-190-100-106-0-670	20-190-100-106-0-682	928.
	Salary Paraprofessionals	Salary Paraprofessionals	
866.	20-000-219-320-0-683	20-000-291-270-0-683	866.
	Pur. Prof. Ed. Services	Health Benefits	
2,970.	20-190-100-106-0-685	20-140-100-101-0-685	2,970.

	Salary Paraprofessionals	Salaries Teachers	
15,620.	20-140-100-101-0-680	20-000-291-270-0-680	15,620.
	Salaries Teachers	Health Benefits	
7,630.	20-190-100-106-0-670	20-190-100-106-0-673	7,630.
	Salaries Paraprofessionals	Salaries Paraprofessionals	
3,841.	20-190-100-106-0-670	20-000-219-320-0-673	3,841.
	Salaries Paraprofessionals	Purchased Prof. Ed. Services	
<b>TOTAL</b>			<b>TOTAL</b>
<b>\$ 61,384.</b>			<b>\$ 61,384.</b>

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

Amount	From	To	Amount
\$ 15,000.	11-000-222-177-0-100	11-000-222-300-0-100	\$ 15,000.
	Tech. Coordinators	Purchased Technical Services	
<b>TOTAL</b>			<b>TOTAL</b>
<b>\$ 15,000.</b>			<b>\$ 15,000.</b>

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

Amount	From	To	Amount
1,402	20-000-291-220-0-670	20-000-291-220-0-681	1,402
	Social Security	Social Security	
2,811	20-000-291-220-0-670	20-000-291-241-0-681	2,811
	Social Security	Other Retirement	
<b>869</b>	<del>20-140-100-101-0-670</del>	<del>20-000-291-241-0-681</del>	<b>869</b>
	<del>Salaries Teachers</del>	<del>Other Retirement</del>	
2,489	20-140-100-101-0-670	20-140-100-101-0-681	2,489
	Salaries Teachers	Salaries Teachers	
<b>2,992</b>	<del>20-190-100-106-0-670</del>	<del>20-140-100-101-0-681</del>	<b>2,992</b>
	<del>Salaries Paraprofessionals</del>	<del>Salaries Teachers</del>	
<b>4,782</b>	<del>20-190-100-106-0-670</del>	<del>20-000-291-270-0-681</del>	<b>4,782</b>
	<del>Salaries Paraprofessionals</del>	<del>Health Benefits</del>	
<b>TOTAL</b>			<b>TOTAL</b>
<b>\$ 9,694</b>			<b>\$ 9,694</b>

13.c. 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>
3,100	11-140-100-101-0-775	11-000-240-800-0-775	3,100
	Salaries Teachers	Other Objects	
6,000	11-140-100-101-0-775	11-000-291-270-0-775	6,000
	Salaries Teachers	Health Benefits	
18,000	11-190-100-106-0-775	11-000-291-270-0-775	18,000
	Salaries Transition	Health Benefits	
636	11-000-291-260-0-775	11-000-291-270-0-775	636
	Worker Compensation	Health Benefits	
<b>TOTAL</b>			<b>TOTAL</b>
<b>\$ 27,736.</b>			<b>\$ 27,736.</b>

13.d. Motion to approve the resolution allowing the Union County Educational Services Commission to purchase electric generation services through the Alliance for Competitive Energy Services (“ACES”) Bid Cooperative Pricing System ID #E8801-ACESCPS for the 2018-2019 through 2022-2023 school years **(Att. 20)**

13.e. Motion to approve the resolution allowing the Union County Educational Services Commission to purchase natural gas services through the Alliance for Competitive Energy Services (“ACES”) Bid Cooperative Pricing System ID #E8801-ACESCPS for the 2018-2019 through 2022-2023 school years **(Att. 21)**

13.f **Motion to appropriate \$18,505. into the 2017-2018 budget as follows:**

<b>AMOUNT</b>	<b>DESCRIPTION</b>
<b>\$ 869.</b>	<b>20-000-291-241-0-681</b>
	<b>Other Retirement</b>
<b>12,854.</b>	<b>20-140-100-101-0-681</b>
	<b>Salaries Teachers</b>
<b>4,782.</b>	<b>20-000-291-270-0-681</b>
	<b>Health Benefits</b>

PROGRAMS:

14. Motion to affirm the HIB Report of Investigations 18-5 and 18-6 as presented by the Superintendent in Executive Session on February 7, 2018

TRANSPORTATION:

15. Motion to approve Amendments to Existing Transportation Contracts dated April 4, 2018, in accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles **(Att. 7A)**
16. Motion to approve the attached penalty deductions **(Att. 8A)**
17. Motion to approve Emergency Contract payments for the month of March 2018 to the listed contractors at the costs indicated **(Att. 9A)**
18. Motion to approve the attached Emergency Negotiated contracts **(Att. 10A)**
- 18a. Motion to approve the results of the Special Education & Vocational School Transportation Bid Opening dated March 28, 2018 and award contracts to the lowest responsible bidders denoted by an asterisk **(Att. 10B)**

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 Related Expense Reimbursement Form **(Att. 11A)**

POLICIES AND REGULATIONS:

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

Bylaw 0169.02	Board Member Use of Social Networks
R 3425	Work Related Disability Pay (Teaching Staff)
R 4425	Work Related Disability Pay (Support Staff)
P 3437	Military Leave (Teaching Staff)
P 4437	Military Leave (Support Staff)
P 5516.01	Student Tracking Devices
R 7101	Educational Adequacy of Capital Projects
P 7425	Lead Testing of Water in Schools
P 7440	School District Security
R 7440	School District Security
P 7441	Electronic Surveillance in School Buildings and on School Grounds
R 7441	Electronic Surveillance in School Buildings and on School Grounds
P 8442	Reporting Accidents
P 8507	Breakfast Offer Versus Serve
P 8630	Bus Driver/Bus Aide Responsibility
R 8630	Emergency School Bus Procedures
P 9242	Use of Electronic Signatures

EXECUTIVE SESSION:

21. Motion to move into executive session for the purpose of discussing negotiations, 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

PERSONNEL:

22. Motion to approve the personnel agenda dated April 4, 2018, as recommended by the Superintendent (Att. 12B)
23. Motion to approve the revised Job Description of School Safety and Security Monitor (Att. 13)
24. Motion to approve the Personnel Agenda for Extended School Year Programs dated April 4, 2018 as recommended by the Superintendent (Att. 14)
25. Motion to approve the revision of the 2017-18 calendars for the following programs:
- |                                                   |           |
|---------------------------------------------------|-----------|
| Auxiliary Services                                | (Att. 16) |
| Hillcrest Academy North Campus                    | (Att. 17) |
| Hillcrest Academy South Campus                    | (Att. 18) |
| Crossroads, Westlake, LMA, Work Readiness Academy | (Att. 19) |
26. Motion to approve the agreement between the Union County Educational Services Commission and Westlake Education Association effective July 1, 2017 through June 30, 2020
27. **The Superintendent recommends and the Board approves the Release and Agreement for Employee #101879**
28. **The Superintendent recommends and the Board accepts the resignation of employee #101879, from her employment as a Comp. Ed./Supplemental Instructor, effective April 4, 2018.**
29. **The Superintendent recommends and the Board accepts the resignation of employee #101062, from her employment as a Secretary/Data Entry Clerk, effective March 31, 2018.**

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, May 2, 2018 in the second floor conference room at 45 Cardinal Drive, Westfield, N.J.

ADJOURNMENT: